

Section 3-07 - Inspections

- **3-07-010 Weekly Facility Inspection**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the weekly facility inspection.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

A weekly inspection of PDC, North Facility shall be conducted by the AM shift watch commander (rank of lieutenant) every Thursday. The inspection shall be documented on the "Pitchess Detention Center – North Facility Lieutenant's Weekly Facility Inspection" sheet. The inspection shall also be noted in the watch commander's log.

The completed inspection sheet shall be forwarded to the unit commander for review and approval.

- **3-07-020 Annual Key and Lock Inspections**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for an annual facility key and lock inspection.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

RESPONSIBILITY

The operations sergeant or his/her designee shall be responsible for the yearly inspection of all locks and facility key blocks.

GUIDELINES

The annual key and lock inspection shall be completed in June of each year. The inspector shall ensure all facility key blocks are complete and all facility locks are functional. Immediate notifications shall be made to rectify any discrepancies. The inspection sheets shall be signed and dated by the inspector. The operations sergeant or his/her designee shall add a cover page indicating the contents of the inspection and forward it to

the unit commander for approval. The completed inspection report shall be kept on file for a period of five years.

• 3-07-040 Procedures for Emergency Response Room Equipment

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the inventory, maintenance and assignment of all emergency response room equipment.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC) North Facility.

ORDER:

It shall be the responsibility of the sergeant who is assigned the collateral of the armory to ensure that all emergency response room equipment is inspected, maintained and accounted for at all times.

Inspections

Daily and weekly inspections of all facility emergency equipment is required to ensure that the state of our equipment is maintained in good operational condition and on a high level of readiness.

PDC North Facility has a total of seven armories: one in each module, the main armory in the administration building, and two sub-armories in the kitchen building.

- The module armories shall be inspected at the beginning of each shift by the module rangers
- The main armory in the administration building shall be inspected at the beginning of each shift by the watch deputy
- The sub-armories in the kitchen building shall be inspected at the beginning of each shift by ranger 5
- The main and sub-armories shall be inspected weekly by the sergeant who is assigned the collateral of the armory or their designee
- The sergeant who is assigned the collateral of the armory shall also complete a quarterly weapons inventory report and submit it to the Training Bureau, Weapons Training Biscailuz Center Range

All inspections shall be completed by utilizing the Armory Equipment Inventory Lists or the appropriate security log sheet. The Armory Equipment Inventory Lists shall be maintained by the sergeant who is assigned the collateral of the armory. The security log sheet shall be turned into the watch sergeant after it is complete.

All listed weapons shall be checked for cleanliness, proper lubrication, and that all moving parts are in working order. All other armory equipment on the checklist shall be examined to ensure they are free from damage and are in good working condition.

If a weapon or piece of equipment is found missing, damaged, or in poor working order, it shall be the responsibility of the inspector to notify the watch sergeant and the training deputies for repair or replacement. It is the responsibility of the sergeant to follow up and ensure all repairs and discrepancies are corrected.

Maintenance

All weapons located in the armories shall be cleaned regularly. Maintenance and repairs are to be performed by the range staff, armories, and weapons training staff. Unit personnel will not normally be required to break down or field strip these weapons, except as required for cleaning purposes.

Issuance of equipment

During emergent situations that require the deployment of emergency response equipment, the sergeant (team leader) or supervising line deputy (assistant team leader) shall supervise and log the issuance of all equipment.

Upon completion of the emergent situation, the team leader and assistant team leader shall be responsible for the return of all items issued from the armory. In the event any ordinance was used, it is the responsibility of the team leader to notify the training deputies, so the inventory can be replaced. This also applies to any training which involves the use of any ordinance.

Unless otherwise directed by a supervisor, no one is to remove weapons, ordinance or any other equipment from the armories.
