Section 3-11 - Tours of Custody Facilities

• 3-11-010 Facility Tours

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for public tours at Pitchess Detention Center (PDC) North Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to PDC North Facility.

ORDER:

PROCEDURES

- Tours shall be conducted on Tuesdays and Thursdays of each week, excluding inmate visiting days
- Pre-employment tours shall be scheduled on Thursdays
- Tours shall commence at 1000 hours and shall last no longer than 45 minutes
- No more than 16 persons shall be allowed on tour
- A sergeant or higher shall approve a tour
- Personnel selected to conduct tours shall be chosen by a supervisor
- A Tour Agreement and Civil Claims Release form (SH-J-444) shall be completed and forwarded to operations to be retained for four years
- The desk personnel shall log the facility tour into the Custody Automated Reporting and Tracking System (CARTS)

GUIDELINES FOR CONDUCTING PUBLIC TOURS

- Tours shall be conducted with minimal risk to the public and employees
- The employee conducting the tour shall be responsible for the completion of all forms
- All inmates shall be locked down in their respective dormitories when a public tour is conducted within the module
- Tours may enter a dormitory only when all inmates are out of the dormitory
- Prior to tours entering the center core area of the module, personnel shall ensure that all inmates are out of the shower/bathroom area and are properly clothed

• 3-11-020 Public Information Plan

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the proper dissemination of the public information plan.

SCOPE OF ORDER:

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

ORDER:

The public and inmates shall have available for review the following operating procedures which pertain to facility rules and regulations. The operating procedures are organized according to their order within Title 15.

Title 15 Section	Topic	Corresponding Unit Order
1045	Public Information Plan	3-11-020
1061	Inmate Education Plan	5-13-100
1062	Visiting	5-10-010
1063	Correspondence	5-13-150
1064	Library Service	5-13-160
1065	Exercise and Recreation	5-13-090
1066	Books, Newspapers Periodicals and Writings	5-13-160
1067	Access to Telephone	5-13-030

1068	Access to Courts and Counsel	5-13-140
1069	Inmate Orientation	5-13-010
1070	Individual/ Family Service Programs	5-13-110
1071	Voting	5-13-130
1072	Religious Observance	5-13-060
1073	Inmate Grievance Procedure	5-13-170
1080	Rules and Disciplinary Penalties	5-09-010
1081	Plan for Inmate Discipline	5-09-010
1082	Forms of Discipline	5-09-010
1083	Limitations on Discipline	5-09-010
1200	Responsibility for Health Care Service	5-03-010/ 5-03-020

A binder titled “Public Information Plan” is located in the watch commander’s office, watch sergeant’s office, main control, and inmate services office. The Public Information Plan is also located in the PDC North shared files and is available to all personnel for dissemination as requested.