5-08-030 Processing Incoming Lines

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the processing of incoming lines at Pitchess Detention Center (PDC) North Facility.

SCOPE OF ORDER:

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

ORDER:

Once the watch deputy receives incoming paperwork, he/she shall review and process the list. Any discrepancies shall be resolved by contacting the Population Management Bureau (PMB).

PROCESSING

- All available personnel shall respond to the Inmate Processing Area (IPA) to receive the incoming line of inmates
- [REDACTED TEXT]
- [REDACTED TEXT]
- A supervisor at the minimum rank of supervising line deputy, shall be present in the IPA prior to processing the incoming line
- All inmates shall be unhandcuffed and a wristband check shall be conducted
- After the wristbands have been verified, all inmates shall be strip searched in accordance with department policy and given all necessary clothing
- If the IPA deputy determines that an inmate is unfit for PDC North Facility, they shall notify the watch deputy who shall contact PMB to arrange a new housing location