

## 3-05-005 Main Gate Entry Procedures

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**Effective Date:** 04-01-18

**Revision Date:** 08-31-18

**Review Date:** 08-31-20

**Reference:** CDM 5-10/010.00, 5-10/020.00, 5-10/020.05, 5-10/030.00, 5-10/040.00, 5-10/055.00, 6-14/040.00; Unit Order 5-06-010, 5-06-050, 6-05-030

### PURPOSE OF ORDER:

The purpose of this order is to establish the requirements for entry, and exit through the Pitchess Detention Center (PDC) main gate, and the documents required for driving a vehicle on PDC ranch property.

### SCOPE OF ORDER:

This order applies to all personnel assigned to, or working at PDC South Facility, and more specifically to those assigned to work the PDC main gate.

### ORDER:

The PDC ranch encompasses nearly 2,700 acres of land which includes the Dr. Elmer T. Jaffe Visiting Center (main visiting), Jack Bones Equestrian Center, four jail facilities, several support units, and various outbuildings. Visitors from various departments and agencies, both public and private, are required to enter PDC property to visit inmates housed at the jail facilities for official reasons and provide numerous other services needed to operate the PDC ranch.

Inmates' family members and other personal visitors will be processed through the main visiting center during normal visiting hours pursuant to South Facility unit orders 5-06-010, Inmate Visiting Procedures and 5-06-050, Elmer T. Jaffe Visiting Center Procedures.

Professional visitors and volunteers (e.g., chaplains, Five Keys, Keefe Commissary, etc.) are processed through PDC ranch operations, and Religious and Volunteer Services, and are vetted prior to being approved to enter PDC property with their vehicle.

Other visitors such as attorneys and law enforcement are not vetted prior to their arrival at the main gate. In these instances, procedures need to be implemented to insure the highest level of safety and security for our

personnel, civilians, and inmate work crews while privately owned and operated vehicles are on PDC property.

### STAFFING

Two (2) sworn deputies, provided by South Facility, shall be assigned to the PDC main gate. All personnel assigned to work in this capacity shall be armed and dressed in full and complete Class "A" uniform and conduct themselves in a professional manner.

### DUTIES

For a complete list of duties and procedures see the main gate deputies' duty statement as contained in South Facility unit order 6-05-030, Main Gate Deputies

**Revision Date 08-31-18**

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