

3-05-050 Inmate Safety Checks

Reviewed Date: 05-19-26

Reference: CDM 4-11/030.00; Title 15, Section 1027

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmate safety checks at Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to and working at PDC South Facility.

ORDER:

All inmates housed at PDC South Facility shall be visually checked at least once each hour to ensure their safety and welfare.

PROCEDURES FOR CONDUCTING SAFETY CHECKS

The Title 15 deputy, with the help of compound personnel, shall:

- Scan the “Start” barcode in the compound staff station using the Intermec barcode scanner
- Enter each barrack in their assigned compound and visually inspect every inmate to look for obvious signs of life and distress (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, discomfort, etc.)
 - In cases of inmate distress, refer to CDM section 5-03-/060.00, Response to Inmate Medical Emergencies.”
- Scan the bar code affixed to each rear barrack door
- Document the time of each scan in the Electronic Uniform Daily Activity Log (e-UDAL)

All personnel assigned to each compound shall be equally responsible for ensuring all safety checks are completed on schedule and properly entered into the e-UDAL.

All inmate safety checks shall be conducted with a minimum of two (2) Department members. One shall be positioned at the front doors of the barracks while the other(s) physically conducts the inmate safety check.

After the security checks are completed for the compound, the scans stored on the Intermec barcode scanner

will be automatically uploaded.

UPLOADING THE SCANS

The scanner will be automatically synchronized, and the scans will upload when the user walks into a Wi-Fi “hotspot” (an area where there is a strong Wi-Fi signal).

To verify the scanner is synchronized, the Title 15 deputy shall:

- Check the connection strength and make sure it has a signal. A signal indicator showing a green or red number can be found on the middle right side of the “Event Tracking” screen.
- Check the upper left corner of the “Event Tracking” screen to verify there are no pending uploads
 - No pending uploads is denoted by a zero (i.e., Records to be uploaded: 0)
 - Pending uploads is denoted by the number of total pending uploads (e.g., Records to be uploaded: 15)
- If the user is in an area with a Wi-Fi signal and the pending uploads do not clear, reboot the scanner using the following steps:
 - Remove and reinstall the battery from the back of the scanner by pushing down on the blue release button and pulling the battery out from the bottom.
 - Wait several seconds and turn the device back on using the power button (yellow button on top right of the keypad)
 - Check the “Event Tracking” screen to verify if pending scans cleared
 - If scans did not clear, or only partially cleared, repeat the reboot process

PROBLEMS WITH SCANNER

If a Title 15 scanner is not functional due to equipment/network failure, the Title 15 deputy from the compound experiencing the problem shall:

- Attempt to troubleshoot using the reboot steps listed above
- Immediately notify a sergeant if the problem is not fixed using the reboot steps
- Document the issue and notification into the e-UDAL
- Borrow a neighboring compound’s scanner to complete the safety checks
- Submit a request through the Title 15 Support Website via the intranet’s Custody Information Portal
- Return the inoperable scanner to operations and exchange it for an alternate scanner, if available

If a scanner becomes inoperable due to damage, whether accidental or intentional, a work order shall be submitted and a “Damage to County Property” SH-R-49 report shall be written. A copy of the report shall be sent to the Correctional Innovative Technology Unit (CITU) along with the inoperable Title 15 scanner. If a Title 15 scanner cannot be repaired and needs to be replaced, the respective unit commander shall write a memorandum to the division chief explaining the reason for the replacement.

If there are no available scanners, personnel shall continue to conduct safety checks and properly document them in the e-UDAL. If the Title 15 scanner has not been used for more than 24 hours, notification shall be made to the watch commander. The watch commander shall then document it in the Watch Commander’s

Log.

WATCH COMMANDER RESPONSIBILITY

The watch commander shall monitor the hourly Title 15 checks for compliance by using the following LASD intranet link:[REDACTED TEXT]If the dashboard shows noncompliance, the watch commander shall immediately notify the line sergeant to investigate the reason for noncompliance.

WATCH SERGEANT RESPONSIBILITY

The watch sergeant shall monitor the hourly Title 15 checks for compliance by using the following LASD intranet link:[REDACTED TEXT]If the dashboard shows noncompliance, the watch sergeant shall immediately notify the line sergeant and watch commander to investigate the reason for noncompliance.

LINE SERGEANT RESPONSIBILITY

The line sergeant shall accompany line personnel on a compound (3 barracks) safety check at least once during each shift. The safety check shall be documented in the e-UDAL along with the sergeant's name.

Upon notification from the watch commander or watch sergeant that a compound is out of compliance, the line sergeant shall immediately determine the reason for the noncompliance and have it corrected immediately. The findings shall be reported to the watch commander.

Additionally, the e-UDAL books shall be audited at least once per week by the Title 15 sergeant to ensure all Title 15 requirements are met and properly documented. Any discrepancies shall be reported via e-mail to the concerned shift lieutenant.

SUPERVISING LINE DEPUTY'S RESPONSIBILITY

The supervising line deputies shall assist the line sergeant with ensuring all Title 15 requirements are met and properly documented.

Revision Date 04/23/26

Revision Date 08/24/18

07/30/13 SOUF
