

## Off Site Work Crews #0042

### PURPOSE OF ORDER:

This order establishes policy and guidelines to take Fire Camp Training/East Facility (Fire Camp) inmate work crews off facility for community and Sheriff's Department projects.

### SCOPE OF ORDER:

This order applies to all personnel assigned to Fire Camp Training/East Facility.

### ORDER:

When Fire Camp Training staff take Fire Camp inmates off the Pitchess Detention Center (PDC) property for Prisoner Assisted Community Enhancement (PACE) community projects, or projects at other County facilities, the following procedures shall be followed:

- [REDACTED TEXT]
- A roster of assigned inmates will be prepared by the staff supervising the inmate crew. The roster shall contain the inmates first and last names, and booking number.
- The supervising staff shall take one set of inmate identification cards for the inmates on their crew. The cards shall be kept in a manila envelope and secured in the crew vehicle. The cards shall be returned to East Main control daily.
- The staff shall video the crew as they exit the facility. The inmates will look directly at the camera and say their last name and full booking number. The video footage will be used for identification purposes in the event of an escape. The video footage shall be saved for a period of seven (7) days. After the seven (7) day period has elapsed, the footage shall be deleted from the video medium it was recorded on and the video medium shall be used to record future crews. In the event of an escape, the video medium shall be booked into evidence.
- The staff shall compare the inmates' wristband against the crew roster, and verify each inmate matches the picture on their inmate identification cards.
- The daily Project Work Order and crew roster shall be posted at PDC-East Facility Main Control and Training Facility Office. The required information on the sheet shall be:
  1. Location of project
  2. Supervising staff contact information (name(s), cell number, radio frequency)
  3. Vehicle information and trip slip
  4. Time out and expected return
- The staff shall ensure there are sufficient inmate sack meals and water for the detail.
- [REDACTED TEXT]
- Upon return, the inmates shall be escorted directly to the Fire Training Camp, Barrack 20 Inmate

Processing Area. All available Fire Camp staff shall assist with the searching of the incoming inmate crew. The search will consist of a full visual strip and property search. Each search shall be limited to a maximum ten inmates at a time.

- The work crew staff shall thoroughly search all vans and trailers upon arrival.
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