

## 3-05-160 Escorting Private Contractor and Vendor Security

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**Effective Date:** 06-01-10

**Revision Date:** 02-26-19

**Review Date:** 02-26-20

**Reference:** CDM 3-01/090.05, 3-10/000.00, 3-10/010.00, 3-10/015.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines that will aid in the security of Pitchess Detention Center (PDC) South Facility, and contribute to the safety of civilians entering the facility.

### **SCOPE OF ORDER:**

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

### **ORDER:**

Non-Sheriff's Department personnel, who enter PDC property, are subject to being searched at any time (including their vehicles) while visiting PDC South Facility and all entities under South Facility command.

Non-Sheriff's Department personnel shall abide by Custody Division Manual (CDM) Sections 3-10/000.00, Security Passes and 3-10/015.00, Custody Entry and Exit Procedures, and their approval to enter South Facility shall be verified by personnel working at PDC South main control (South David). South David personnel shall verify if non-Sheriff's Department personnel are authorized through the office of Religious and Volunteer Services (RVS) by referencing the approval list (a PDF file consisting of approved non-Sheriff's Department visitors) which is emailed monthly and stored in the South Facility shared files in the following locations:[REDACTED TEXT]

Non-Sheriff's Department personnel who do not require an escort are highlighted in green. Non-Sheriff's Department personnel who require an escort are highlighted in pink. Non-Sheriff's Department personnel who are approved for attorney room visits are highlighted in yellow.

Once approved, non-Sheriff's Department personnel shall leave their government issued identification with desk personnel and be issued a visitor's pass. All non-Sheriff's Department personnel must be recorded on

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PDC South Facility's visitor entry and exit log, located at South David.

Deputies and custody assistants assigned as escorts shall be responsible for the safety of the civilians and for the security of tools and equipment. Non-Sheriff's Department personnel shall be required to carry an inventory list, at all times, of all tools and equipment in their possession. Inventory lists must be reconciled by custody personnel prior to leaving the facility. Any discrepancies will be immediately reported to the watch commander. In addition, possession of a cellular phone or electronic communication device within a secured area is a violation of CDM 3-01/090.05, and is prohibited by law (4575[a] pc).

Prior to any vehicles entering PDC South Facility, the on-duty watch commander shall be notified and grant authorization. Drivers wishing to enter South Facility with their vehicles shall be searched prior to entering and immediately prior to exiting the exterior perimeter gates of PDC South Facility. In addition, a deputy or custody assistant shall remain posted at the vehicle, if inside a secured area. The vehicle shall remain locked and vehicle keys surrendered to the security staff posted to the vehicle.

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