

3-05-190 Laundry Facility Security

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Reference: MPP 3-06/110.10; CDM 5-01/020.00

PURPOSE OF ORDER:

The purposed of this order is to establish guidelines and procedures for security at the Pitchess Detention Center (PDC) laundry facility.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at the PDC laundry facility.

ORDER:

The overall operation and staffing of the PDC laundry facility is under the command and control of PDC South. All other South Facility unit orders and policies apply to personnel assigned to the laundry facility.

STAFFING

The laundry facility is staffed by both custody assistants (CA) and deputies. Personnel are assigned to the laundry facility by the PDC South scheduling office.

In the event there is insufficient staffing at the laundry facility due to sick call-ins or scheduled time off, personnel from the line at PDC South Facility may be temporarily assigned to work there.

GENERAL FACILITY SECURITY

All personnel assigned to the laundry facility are responsible for the security and operation of the facility. Each employee assigned to the laundry facility shall familiarize themselves with the laundry facility unit orders, duty statements and emergency procedures.

South Facility personnel assigned to work at the laundry facility are responsible for supervising and monitoring

the inmates assigned to work at the laundry facility. Personnel shall, at all times, know the location and status of each inmate assigned to their work location. Personnel will update and shall keep an accurate roster of the inmates assigned to their work location.

All incidents involving violations of "roaming" and "out of bounds," which takes place outside the walls of the laundry operation (e.g., rear dock, front dock, roadways, etc.), shall be reported to a supervisor. The supervisor will decide whether discipline is warranted.

All inmate movement between work stations, within the laundry facility and between facilities, will be coordinated through the laundry facility's main control.

VEHICLE SECURITY

Numerous county and non-Sheriff's Department vendor vehicles enter and exit the laundry facility on a daily basis. As a means to prevent the possible escape of inmates, the following procedures shall be followed:

Main Laundry

- When a non-Sheriff's Department vendor arrives at the front gate of the laundry facility, the security gate person shall alert the laundry dock security personnel and laundry senior deputy (or another on-duty supervisor) that there is a vendor vehicle preparing to come through the gate
 - The supervisor will ensure there are two security personnel on the dock to receive the vehicle before it arrives at the dock, and the supervisor will inform the security gate person to allow the vehicle to enter
- There shall be at least two security personnel (deputy or CA) on the front dock if there is any vehicle being loaded or unloaded, or if there are any inmates present on the dock
 - If there is a non-Sheriff's Department vendor vehicle at the front dock, at least one (1) security person shall remain with the vehicle at all times until it is secured and driven out of the facility
 - The other security person shall monitor the general front dock activity to ensure no inmates enter the vehicle, or assist the driver
 - Inmates shall not assist non-Sheriff's Department vendors with the loading or unloading of their vehicles, nor shall inmates converse or have any other contact with non-Sheriff's Department drivers/passengers
 - If there is a need for the inmate to speak with anyone from a non-Sheriff's Department vendor, the inmate shall receive permission from security personnel, and security personnel shall be present
- All trucks and cargo containers shall be inspected by the laundry security staff prior to leaving the laundry facility
 - The trucks and containers shall be inspected for inmates and contraband at the front loading dock
- Once the truck has cleared inspection, a padlock and a **green** cargo truck seal shall be placed on the latch locking mechanism by security personnel
 - An intact green seal indicates the truck is clear to leave the facility
- Prior to letting a truck leave the facility, the security gate personnel shall inspect the cargo seal and ensure it has not been tampered with or removed

- The truck and container shall not be allowed to proceed until the truck and container are re-inspected by laundry security personnel
- Trucks and containers, which are not fully loaded and are left at the front dock between inmate work shifts, shall be inspected and sealed with a red cargo truck seal
- When the subsequent shift arrives at the laundry facility and a new inmate crew is ready to resume loading the containers, the red seal may be removed
- When not being actively loaded, all truck cargo containers shall be secured with a padlock

Laundry Warehouse

- The warehouse security person shall remain with all delivery vehicles that are at the dock for less than two hours
- For large deliveries or pick-ups, the security person should remain with the vehicle as much as possible to ensure the inmates only assist the warehouse workers in the loading/unloading of the vehicles, and that there is no contact between the vehicle's occupants and the inmates
- A count of all the inmates shall be completed prior to any vehicle leaving the warehouse
 - This count shall be recorded
- This count can be in concert with the standard hourly counts, but the purpose of this count is to ensure all inmates are accounted for prior to any vehicle leaving the facility
- Since there is a relatively small number of inmates assigned to the warehouse, this should not delay the warehouse operations
- If at any time there is a discrepancy with the count at the warehouse or laundry facility's main control, the laundry's front gate security person and a supervisor shall be immediately notified and no vehicles shall be allowed to leave the facility
 - If the count discrepancy is not quickly resolved, the South Facility watch commander shall be immediately notified and advised of a possible escaped inmate, and that escape procedures should be put into effect
 - The laundry supervisor shall ensure that any/all vehicles which recently left the facility shall be recalled back
 - These vehicles, and those still present at the laundry facility and warehouse, shall be unloaded and searched inside and outside upon their arrival
 - The use of a vehicle search mirror shall be utilized to assist in the outside searching of these vehicles
- Deviations from this directive shall only occur with the concurrence of the laundry supervisors

SECURITY AND SAFETY CHECKS

All personnel are responsible for conducting safety and security checks of their assigned work locations throughout their shifts. If safety or security hazards are identified, personnel shall take appropriate action to ensure the security and safety of other employees and inmates. All identified safety and security issues shall immediately be reported to the supervising line deputy (senior), or sergeant. All issues will be corrected before inmates will be allowed to return to work.

The supervising line deputy will conduct a security inspection during each shift. The supervising line deputy will

complete a Perimeter and Facility Security Check form and document their observations at the completion of the inspection.

Video audits will be conducted by the sergeant or supervising line deputy. One audit of a random work station will be completed each shift and recorded on the Video Audit Log.

CHEMICAL DELIVERY AND SAFETY PROCEDURES

When a chemical delivery arrives personnel shall block the roadway adjacent to the fire hydrant and pedestrian gate with cones and advise the PDC main gate operator to direct all incoming vehicles to the roadway on the south side of the laundry.

Chemicals will be received by at least one member of the management team (laundry manager, assistant laundry manager, laundry supervisor III, sergeant, or senior deputy), and one WSD employee. Personnel shall inspect the delivery truck packing slip and attached delivery documents to verify that the chemicals are delivered are chemicals used by laundry services. If unsure of the chemical being delivered, contact the chemical company.

Personnel will circle and initial next to the name of the chemical and/or product name on the delivery paperwork.

Prior to pumping, personnel will check the chemical lines for cracks or leaks.

Also prior to pumping, personnel will take a "stick" reading on the chemical tank to ascertain the current amount of chemical in the tank, and to ensure that the delivered load will not exceed the chemical tank capacity (Check tank capacity plaque).

Personnel shall ensure the truck driver connects the hose securely to the correct chemical valve by comparing the bill of lading to the chemical plaque mounted above the valve.

GREEN:		SOUR/SOFTENER		2200 gallon capacity
RED:		ALKALI		2200 gallon capacity
BLUE:		DETERGENT		2200 gallon capacity
YELLOW:		HYDROGEN PEROXIDE		2000 gallon capacity

Personnel shall instruct the truck operator to start pumping the chemical once both groups agree the delivery hose is properly connected and connected to the correct valve.

Personnel shall go into the chemical room and monitor the tank to make sure that the chemical is pumping freely, and to monitor that the tank being filled does not overflow.

Any oddities, such as leaks, fumes, or damage to the containers, are to be reported immediately to WSD personnel.

Personnel shall take a second stick reading on the tank to ascertain the new tank level. This measurement will be used to determine how many gallons of chemical were actually delivered. Personnel shall ensure the gallons on the paperwork match the gallons on what was actually delivered, note any discrepancies on the bill of lading, and sign it. Personnel shall remain with the truck driver until the delivery is completed, and then secure the chemical delivery room door.

INMATE MEALS

Inmate meal breaks, on each shift, shall last forty five (45) minutes. The inmate meals shall be brought to the laundry facility from the ranch kitchen. All meal breaks shall be taken on the front loading dock and supervised by a minimum of four (4) security personnel and a supervisor.

AM Shift Meal: 1030 hrs – 1115 hrs

PM Shift Meal: 1700 hrs – 1745 hrs

Inmates shall not be allowed to take food to their work stations. Personnel shall ensure all food is consumed in the meal break area.

SICK/PILL CALL

- Laundry personnel transporting sick/pill call inmates to South Facility shall advise the South Facility clinic deputy that the laundry inmates are en route to the clinic
- The clinic deputy shall clear the hallway of South Facility inmates
- Laundry personnel shall scan the laundry inmates with a metal detector wand and perform a cursory search to ensure they are not taking any contraband into South Facility
- The laundry inmates shall be transported from the laundry to South Facility gate #2
- Laundry personnel shall take the inmates into South Facility and stage them in the sally port
 - They shall ensure there are no South Facility inmates in the hallway
- The laundry inmates shall be taken into the hallway.
- The clinic deputy shall ensure the laundry inmates are processed upon their arrival
- Laundry personnel shall not leave the laundry inmates unsupervised for ANY reason while inside the South Facility
- Laundry personnel shall not go into the desk area, use the restroom, use the phone, etc.
- After receiving their pill/sick call, the laundry inmates shall be transported back to the laundry facility.
- South David shall be notified of any inmates who will remain at South Facility and not be transported back to the laundry facility.

FACILITY MAINTENANCE AND CLEANING

Security personnel are responsible for maintaining a clean and functional work station. Personnel shall identify any cleaning or maintenance issues in their assigned work stations and take the appropriate corrective actions to remedy the issues.

Maintenance requests shall be coordinated through the laundry main control and documented in the Laundry

Facility Log.

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