

## 5-01-080 Photographic Identification and Videotaping of Inmate Work Crews

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**Effective Date:** 07-19-95

**Revision Date:** 05-11-17

**Review Date:** 05-11-19

### **Purpose Of Order:**

The purpose of this order is to establish operational procedures and guidelines for the photographic identification and video-taping of inmate work crews who leave Pitchess Detention Center (PDC) South Facility to work in locations outside of security.

### **Scope Of Order:**

This order applies to all personnel assigned to, and working at PDC South Facility, specifically those who supervise inmate work crews, Adam units, and deputies assigned to the South Facility In/Out Shack.

### **Order:**

All inmate work crews leaving the PDC South Facility compound to work at other locations will be photographically identified and video-taped as they leave the facility. Each inmate's face shall be compared to his booking photo, which will be maintained in the photo check-out book. The book shall be maintained by the In/Out Shack Deputy on a daily basis. Each inmate shall then be video recorded with a full unobstructed facial view as their wristband is checked and the inmate's last name, first name and the entire booking number are read aloud.

Classification Office personnel will provide the In/Out Shack deputy with the inmate worker movement list Monday-Friday. The In/Out Shack deputy will be responsible for printing out the inmate's picture using the Cal-Photo system and placing the photograph into the assigned work crew photo book. Classification personnel shall contact the In/Out Shack deputy with any changes to any of the inmate work crews.

Inmate work crews will be paged via the public announcement (PA) system starting at 0600 hours, to report to gate #8. All inmates shall then be escorted by custody personnel to gate #8. The In/Out Shack deputy will

Pitchess Detention Center - South Facility : 5-01-080 Photographic Identification and  
Videotaping of Inmate Work Crews

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check each work crew into the Court Services Transportation (CST) sally port by checking the inmate's wristband. All inmate work crews will be locked in the "dog run" before the outer gate is unlocked. The outer gate #8 will be opened by the assisting Adam 7 unit. At no time shall the In/Out Shack deputy's key ring have both interior and exterior jail access keys in the facility. An interior access key shall be kept secured in the key safe and shall only be removed from the safe in emergent situations.

A minimum of two (2) Adam units shall assist the In/Out Shack deputy with the photographic identification and video recording of all inmates who are exiting the facility to work. The In/Out Shack deputy will be responsible for retaining and maintaining the video recordings. Video recordings may be deleted or recorded over, as necessary, after a period of 24 hours.

The purpose of this video recording is to have the ability to instantly identify an inmate if he is missing or has possibly escaped. The Watch Commander shall be immediately notified when it is determined that an inmate is missing or has possibly escaped.

The video camera shall be maintained in the In/Out Shack building. The In/Out Shack deputy shall be responsible for ensuring that the video camera battery is charged daily.

The facility compound personnel will assist in the processing of inmate work crews if necessary.

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