

5-01-120 Transportation & Handling of Inmate Field Crew Workers for Injury...

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Purpose Of Order:

The purpose of this order is to outline duties for the Pitchess Detention Center (PDC) South Facility main control, PDC ranch field personnel and PDC South Adam units, in the handling of inmate workers who require transportation for discipline or medical attention due to injury.

Scope Of Order:

This Order applies to all personnel assigned to, and working at PDC South Facility, specifically those assigned to main control, field crews and Adam units, on all shifts where inmate workers are working in the field positions.

Order:

In the event that an inmate assigned to a field crew is being placed on discipline, or is injured (during their work assignment), the paperwork and subsequent transportation of the inmate shall be handled accordingly. Field crew security personnel will not be responsible for the completion of the discipline paperwork (e.g., Inmate Reports Tracking System [IRTS] entries, etc.) or Inmate Injury/Illness Report (SH-J-212).

Personnel shall follow the procedures outlined below for handling the transportation of injured inmates or inmates in need of disciplinary housing:

- Vocational security, field, and laundry personnel shall contact the watch deputy and/or main control and advise them they have an inmate who is injured or in need of disciplinary action.
- Circumstances permitting, vocational security personnel will respond and assume responsibility for the inmate, provide transportation, complete any associated documentation (e.g., IRTS, Inmate Injury/Illness Report [SH-J-212], Incident Report [SH-R-49], etc.) and make the required notifications. If vocational

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security personnel are unavailable, an Adam unit will assume the above listed responsibilities.

- South Facility main control personnel shall immediately contact compound personnel to retrieve the inmate's property and adjust the count in the Uniform Daily Activity Log (UDAL) or electronic Uniform Daily Activity Log (e-UDAL).
- At no time will an inmate worker be moved without the approval of a field supervisor. Undocumented transfers of inmate workers shall not occur.

The only exceptions to the above are instances where inmates are assigned to field vocational programs. In these circumstances, the vocational instructors will contact field vocational security and the vocational security deputies will handle the necessary paperwork and movement of the inmates.

If there are any questions or a need arises to change any portion of this order due to varying circumstances, the field sergeant or field lieutenant shall be consulted.
