

Chapter VI Duty Statements

- **Section 01 Supervisors**

- • **6-01-010 Operation Lieutenant Duties**

Los Angeles County Sheriff's Department

Duty Statement: #6-01-010

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Operations Lieutenant Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility operations lieutenant.

SCOPE OF ORDER:

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

ORDER:

The operations lieutenant shall report to the PDC South unit commander. The primary duty of the operations lieutenant is to assist the captain in the administration and operation of the facility. The operations lieutenant shall augment the position of watch commander during personnel shortages and overtime reduction.

The responsibilities of personnel assigned as operations lieutenant shall include, but not be limited to the following:

- Assist the unit commander in the administration and operation of the facility
- Acts as unit commander in the unit commander's absence
- Supervise subordinate personnel
- Critically appraise and recommend dispositions on force packet reviews
- Act as chairperson of the employee fund
- Enforce policies and regulations of the Department and the Division

- Conduct special investigations
- Review all incoming and outgoing correspondence and reports to ensure adherence to Department policies and make routing assignments
- Produce reports and recommendations
- Act as a liaison with the community
- Assume responsibility for the welfare and safety of inmates assigned to the facility
- Assume responsibility for the welfare and safety of employees
- Work as watch commander when another employee with the rank of lieutenant is not available
- Oversee personnel issues, complaints and programs

Counsel and assists personnel (see collateral and regular duty roster)

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

08/16/18 SOUF

• • **6-01-020 Operations Sergeant Duties**

Los Angeles County Sheriff's Department

Duty Statement: #6-01-020

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Operations Sergeant Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility operations sergeant.

SCOPE OF ORDER:

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

ORDER:

The PDC South operations sergeant shall be responsible to the PDC South operations lieutenant and the PDC South unit commander.

The primary duty of the operations sergeant is to assist the operations lieutenant and the unit commander in the administration of the facility. The operations sergeant shall augment line supervision during personnel shortages and overtime reduction.

The responsibilities of personnel assigned as operations sergeant shall include, but not be limited to the following:

- Aid the operations lieutenant and unit commander in the daily operation of the facility by ensuring Departmental objectives, goals and mission are achieved and coordinating the efforts of line supervisors
- Act as the operations lieutenant in his or her absence
- Supervise line personnel in the absence of normally scheduled supervisors
- Track all force investigations, supervisory inquiries, unit level investigations, and administrative investigations
 - Proofread and correct inquiries and investigations
 - Recommendation of Disposition

- Complete disposition as directed
- Maintain liaison with administrative staff of other Department units and other agencies (e.g., municipal, county, state, federal, outside vendors, public etc.)
- Prepare, oversee and allocate the facility's budget
- Services and supplies
- Personnel and strength
- Advise the operations lieutenant and unit commander regarding
- Project analysis and preparation
- Services and supply expenditures and status
- Personnel and overtime budget expenditures and status
- Civil claims requests and responses
- Inmate complaint tracking and status
- Coordinate the transfer of personnel assigned to the facility
- Monitor sworn and civilian item control

- Direct the assignment and tracking of employee evaluations
 - Specify supervisor assignments
 - Proofread and correct all employee evaluations submitted
- Review all daily reports, memoranda and correspondence prepared by facility personnel
 - Proofread
 - Approve
 - Distribute/route appropriately
- Complete required reports and projects
 - Staffing
 - Absence follow-up
 - Personnel staffing and overtime
 - Civil claims research and responses
 - Management reports

- Risk management reports
- Subpoena control
- Internal control and certification program
- Administration of Bonus I testing
- Act as custodian of records for PDC South
- Research and respond
- Testify in Court Proceedings
- Documents maintained at the facility
- Coordinate for documents maintained at other units
- Perform unit specific duties
- Security of facility keys
- Supervise clerical staff
- Command inspection coordinator

- Employee fund review and audit
- Fixed asset control and audit
- Occupational safety
- Watch commander service comment program
- Computer systems

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

08/16/18 SOUF

• • 6-01-030 Watch Commander Duties

Los Angeles County Sheriff's Department

Duty Statement: #6-01-030

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Watch Commander Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility watch commander.

SCOPE OF ORDER:

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

ORDER:

The PDC South Facility watch commander shall be responsible to the PDC South unit commander.

The responsibilities of personnel assigned as watch commander shall include, but not be limited to the following:

- Be responsible for the overall management of the activities of deputy personnel and supervisors in a medium security custody facility by planning, organizing, directing, inspecting, coordinating, delegating, staffing, reporting, and reviewing subordinates' activities
- Assume responsibilities for maintaining a high level of safety and security for both employees and inmate, while ensuring compliance with Federal, State, and local laws, court orders, Department policy and procedures, Division policy and unit policy
- Conduct administrative and preliminary criminal investigations concerning the use of force, violations of law or violations of Department policies and procedures by sworn and civilian employees
- Conduct facility inspections to ensure compliance with mandated jail regulations and adequate security levels and take corrective action when inadequacies are discovered
- Ensure adequate staffing for the next shift
- Review and approve reports submitted by subordinates concerning the use of force, incidents of significant nature, arrests and inmate discipline, transfers or reclassification
- Assume the role of incident commander during major incidents such as riots, earthquakes, fires, escapes, evacuations, and hazardous material spills
- Act as the first assistant to the Unit commander at his direction in matters concerning employee

misconduct, special projects, or representation on committees

- Ensure that inmates ordered for court are accurately identified and expeditiously delivered to court transportation buses
- Evaluate performance of sergeants
- Ensure sworn personnel are adequately trained to complete their assigned tasks and function in emergency situations
- Control deployment, approval of time off and expenditure of overtime funds
- Review, investigate, and attempt to resolve inmate complaints
- Actively work with peers to address problems of mutual concern
- Control entries of money and valuables into the unit safe
- Keep Unit commander apprised of significant matters
- Assume the role of watch commander at other facilities during periods of manpower shortages
- Maintain a shift log and make significant notifications to Department executives
- Act as commanding officer in the absence of the captain and operations lieutenant
- Exercise direct supervision of two sergeants and functional supervision of all support services (e.g., education, medical, chaplains, culinary, clerical, etc.)

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

08/16/18 SOUF

• • **6-01-040 Watch Sergeant Duties**

Los Angeles County Sheriff's Department

Duty Statement: #6-01-040

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Watch Sergeant Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility watch sergeant.

SCOPE OF ORDER:

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

ORDER:

The PDC South Facility watch sergeant shall be responsible to the PDC South watch commander.

The responsibilities of personnel assigned as watch sergeant shall include, but not be limited to the following:

- Review shift in-service at beginning of shift
- Ensure the in-service meets the minimum staffing needs
- Notify the watch commander if overtime may be necessary due to a staffing shortage (e.g., Henry Mayo security, etc.)

- Get the facility inmate count, from the watch deputy, for the shift in-service and the watch sergeant information board (white board)
- Have the shift watch commander review the in-service for approval prior to making copies
- Check-in/out table
- Sit in the main hallway and check in/out the personnel as they pass by
- Have the incoming shift personnel sign the time card
- Check the uniform appearance and grooming as the personnel are checking in
- When the check-in is complete, update the shift in-service if changes were made
- Submit “final time copy” in-service to the watch commander for signature
- Put a copy of the shift in-service on the “30-day in-services” board in the watch sergeant’s office
- Control bachelor officer’s quarters (BOQ) key log
- Ensure all keys that were checked out by the oncoming shift’s employees were turned in to the BOQ key box (done at the beginning of the shift after employee check-in)
- When an employee checks out a BOQ room key, ensure it’s written on the log sheet, combined with your (sergeant’s) initials
- Monitor facility count time

- Body counts (0300, 0700, 1500, and 2300hrs)
- Wristband count (2200hrs)
- If there is a problem with the facility count clearing in a timely manner (15-25 minutes for a body count), call the watch deputy to determine which compound(s) are not clearing
- Assist the problem compound(s), as needed, to expedite the process
- If the problem compound(s) exhaust all avenues for clearing the count, immediately order the watch deputy to “lock down” the facility and begin the process for a wristband count
- If there appears to be an inmate escape, and not just an out-of-count problem, order the watch deputy to advise the other PDC facilities and have them “lock down” until a complete wristband count clears
- Brief personnel
 - Conduct regular shift briefings (either admin building briefing room or Eddie Compound briefing room)
 - Discuss facility topics or concerns
 - Discuss departmental topics and issues
 - Ensure expectations of shift personnel are clear
 - Conduct shift trainings (as time permits)

- Supervise report writing
- Monitor inmate contacts and searching
- Conduct patrol scenarios, etc.
- Submit a South Facility briefing roster to scheduling/training detailing what was briefed/trained
- Check the Inmate Report Tracking System (IRTS)
- Review and approve all reports
- Check to see if any inmates are due to meet with the discipline review board (DRB) (between 24-36 hours from time of the violation, unless a “time waiver” was signed by the inmate)
- If you DRB an inmate, complete the DRB section on the IRTS entry detailing the number of days (if any) the inmate will spend in discipline, loss of good time/work time (if any) or any other recommendations you may have for the inmate
- Check watch sergeant in-tray
- Review and approve all shift vehicle inspection sheets
- Review and approve the prior shift's Adam unit logs
- Review and approve all incident reports (SH-R-49), inmate injury reports, and search reports
- If any reports or logs need corrections, email the employee of the report problems and place the report

in the “rejected reports” tray in the watch sergeants office

- Review the next shift's in-service
 - Update with any sick call-in's
 - Ensure the in-service meets the minimum staffing needs
 - Advise the watch commander if overtime may be necessary due to a staffing shortage
 - Get the facility inmate count, from the watch deputy, for the shift in-service and the watch sergeant information board (white board)
 - Print the in-service and leave it on the Watch Sergeant's desk for the on-coming watch sergeant to review
- Supervise inmate meals (0700, 1130 and 1630hrs)
 - The 0700 hour and 1130 hour feedings are sack meals and a cold milk or juice served in each compound
 - The 1630 hour dinner feeding is a hot meal served in the inmate dining room (IDR) (except when it is raining or there is a facility security issue, the inmates would be fed inside their barracks)
 - The watch sergeant is to be inside the IDR for the 1630 hour meal
 - Ensure all compound personnel assigned to work inside the IDR are inside and spread out

- Ensure all inmates are given fifteen (15) minutes to eat their meal while at the table (a slow table is available if more time is needed)
- The line sergeant and the line senior are to be on the compound while the inmates are walking from their barrack to/from the IDR
- Complete Title-15 inmate interviews
- All supervisors are required to complete twelve (12) Title-15 inmate interviews each quarter
- The Title-15 supervising line deputy will put them in your mailbox at the beginning of each quarter
- Monitor inmate security levels
- Inmates with a security level of eight (8) or nine (9) are not housed at South Facility
- Security levels one (1) through four (4) cannot be housed with security levels five (5) through seven (7) with the exception of Henry compound (The Merit Program in Henry compound can house security levels 1 - 7 together)
- Monitor employee breaks
- Personnel are entitled to a forty (40) minute break during the shift, if time permits
- There are some days where it's too busy for taking breaks
- Personnel taking a break shall sign in/out on the break list located in the lobby of the watch sergeant's office

- Personnel taking a break shall document where they intend to take their break (e.g., officer's dining room)

Note: On shifts where you are assigned as the watch and line sergeant, you are responsible for conducting both the watch and line sergeant duties.

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

08/16/18 SOUF

• • **6-01-050 Line Sergeant Duties**

Los Angeles County Sheriff's Department

Duty Statement: #6-01-050

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Line Sergeant Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility line sergeant.

SCOPE OF ORDER:

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

ORDER:

The PDC South Facility line sergeant shall be responsible to the PDC South watch commander.

The responsibilities of personnel assigned as line sergeant shall include, but not be limited to the following:

- Review Shift In-service at Beginning of Shift

- Ensure the in-service meets the minimum staffing needs
- Advise the watch commander if overtime may be necessary due to staffing shortage (e.g., Henry Mayo security, etc.)
- Get the facility inmate count, from the watch deputy, for the shift in-service and the watch sergeant information board (white board)
- Have the shift Watch Commander review the In-Service for approval prior to making copies
- Facility Count Time
 - Body counts (0300 hours, 0700 hours, 1500 hours, 2300 hours)
 - Wristband count (2200 hours)
 - If there is a problem with the facility count clearing in a timely manner (15-25 minutes for a body count), call the Watch Deputy to determine which compound(s) are not clearing
 - Assist the problem compound(s) as needed, to expedite the process
 - If the problem compound(s) exhaust all avenues for clearing the count, immediately order the Watch Deputy to 'Lock Down' the facility and begin the process for a wristband count
 - If there appears to be an inmate escape, and not just an out-of-count problem, order the Watch Deputy to advise the other P.D.C. facilities and have them "Lock Down" until a complete wristband count clears
- Brief Personnel

- Conduct regular shift briefings (either Admin Building briefing room or Eddie Compound briefing room)
- Discuss facility topics or concerns
- Departmental topics and issues
- Ensure your shift expectations are clearly spelled out
- Conduct shift trainings (as time permits)
- Report writing
- Inmate contacts and searching
- Patrol scenarios, etc.
- Submit a South Facility briefing roster to Scheduling/Training detailing what was briefed/trained
- Tasers
 - One deputy from each compound shall carry a taser (not on their gun side)
 - Review the watch deputy's key and taser log. Ensure each key block and taser are accounted for on your shift

- Title 15 Books (Unit Daily Activity Log)
 - Check the Title 15 books for each compound on each shift
 - Review that all areas are properly and accurately completed. (Be sure the temperature was taken and logged for each barrack)
 - Your signature is required for each shift
- Inmate Request Forms
 - Pick-up inmate request/complaint forms at least one time during each shift
 - Review and separate the inmate request/complaint forms
 - Basic inmate requests (e.g., haircuts, shoes, release dates, SP status, fish kits, job requests, house arrest, etc.) go in the inmate services tray in the watch sergeants office
 - Inmate complaints (e.g., personnel complaint, alleged force, security concerns, etc.)
 - Require a reference number (from the watch deputy) and are to be handled immediately
 - Completed inmate complaints are turned into the shift watch commander for approval
 - Medical issues or complaints (e.g., doctor, dental, psychological, etc.)
 - Require a reference number (from the watch deputy)

- Write "Forwarded to nursing supervisor _____" in the narrative box
- Photocopy the complaint form
- Give the photocopy to the nursing supervisor
- Put the original in the operations tray in the watch sergeant's office
- Linen and Clothing Exchange
 - Be present for and closely monitor the linen and clothing exchange, Monday thru Friday, on am shift (it generally starts at 0800 hours)
 - Check the daily schedule located in the watch sergeant's office
 - Either the line sergeant or the supervising line deputy shall be inside the barrack that is being searched after the inmates exit for receiving new linen
 - Ensure that personnel are not throwing away any inmates' personal items (e.g., store bought food, coffee, toiletries, legal mail, personal pictures, etc.)
 - Inmates are not allowed to have pictures or drawings with sexual overtones, nudity or gang activity (these will be confiscated and destroyed)
 - Prior to the inmates returning to their barrack, they are to be given the opportunity to exchange linen or clothing that is dirty, torn, too small or too big
- Inmate Meals (0700 hours, 1130 hours and 1630 hours)

- The 0700 hour and 1130 hour feedings are sack meals with a cold milk or juice
- The 1630 hour dinner feeding is a hot meal served in the inmate dining room (IDR) (when it is raining or there is a facility security issue, the inmates will be fed inside their barracks)
- The watch sergeant is to be inside the IDR
- Ensure all compound personnel assigned to work inside the IDR are inside and spread out
- Ensure all inmates are given enough time (15 minutes) to eat their meal while at the table (The slow table is available if more time is needed)
- The line sergeant and the supervising line deputy shall be on the compound while the inmates are walking from their barrack to/from the IDR
- Inmate Processing Area (IPA)
 - Whenever a new inmate fish line arrives at South Facility or inmates are returning from court or from a South facility work crew, they are to be processed in the IPA (Barrack 40) prior to returning to their barrack.
 - The IPA deputies are assisted by the Prowlers from each compound.
 - A supervisor shall be present for the processing of all inmates. Be sure that a Deputy or Custody Assistant from each compound is present. If not, contact that compound for their representative.
 - The IPA processing consists of a strip search of the inmates. The Deputies/Custody Assistants conduct a search of the inmates' property and clothing for contraband prior to them getting dressed
- Title-15 Safety Checks

- A Title-15 safety check is done no less than once per hour for each barrack
- The compound personnel scans (with an Apple I-pod Touch) a serialized plate located on the rear door of each barrack
- The scanner is to be synced as soon as possible after the Title-15 check/scan is performed
- The scanner can be synced by holding it near various wi-fi “hot spots” located in each compound
- Fire Gear is kept in three locations
 - Admin building hallway (checked by Adam compound)
 - Eddie compound briefing room (checked by Eddie compound)
 - Visiting center office (checked by Henry compound)
- The air tanks are to be checked at the beginning of each shift and the air pressure is to be logged in the compound Uniform Daily Activity Log (UDAL) books
- Title-15 Inmate Interviews
 - All supervisors are required to complete twelve (12) Title-15 inmate interviews each quarter
 - The Title-15 senior deputy will put them in your mailbox at the beginning of each quarter

- Inmate Security Levels
 - We should never have a security level 8 or 9 at South Facility
 - Security levels 1-4 can't be housed with security levels 5 – 7 (with the exception of Henry compound where EBI/MERIT/BOT inmates with levels 1-7 can be housed together)
- Employee Breaks
 - Personnel are entitled to a forty (40) minute break during the shift, if time permits
 - There are some days where it's too busy for taking breaks
 - Personnel taking a break shall sign in/out on the break list located in the lobby of the watch sergeant's office
 - Personnel taking a break shall document where they intend to take their break (e.g., officer's dining room)

Note: On shifts where you are assigned as both the watch and line sergeant, you are responsible for conducting both the watch and line sergeant duties.

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

08/16/18 SOUF

• • **Supervising Line Deputies Duties**

Los Angeles County Sheriff's Department

Duty Statement: #6-01-060

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Supervising Line Deputies Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility supervising line deputy (senior).

SCOPE OF ORDER:

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

ORDER:

The PDC South senior deputy shall be responsible to the PDC South line sergeant, watch sergeant, and watch commander.

The responsibilities of personnel assigned as senior deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Evaluate job performance of assigned personnel
- Coordinate the activities of subordinate personnel in investigations, including preparing records and reports
- Interview witnesses and handle complaints
- Supervise all activities within the confines of PDC South Facility including the security, custody and safety of all assigned inmates
- Conduct in-service training as required
- Handle briefings as required

- Report unusual activity to the watch sergeant, line sergeant, and watch commander
- Assist line sergeant as needed during routine and emergent operations
- Prepare daily in-service sheet
- Assist compound deputies with any problems encountered in their respected areas
- Assist the sergeants with deputies' yearly evaluations by providing input to the sergeants regarding deputies' work product and recommends job assignments
- Approve IRTS reports written by deputy and custody assistant personnel
- Conduct discipline review board (DRB) for minor rule violations
- Coordinate emergency response team (ERT) call-out, assign ERT equipment and inventory the equipment upon its return
- Respond to all major and minor disturbances within the facility, and assist the ERT leader
- Assume the responsibilities of the line sergeant in his/her absence

SHIFT SPECIFIC DUTIES

EM Shift

AM Shift

- Supervise linen exchange

PM Shift

- Supervise inmate feeding in the inmate dining room (IDR)

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

08/16/18 SOUF

- • **6-01-070 Training, Scheduling Sergeant Duties**

Los Angeles County Sheriff's Department

Duty Statement: #6-01-060

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Supervising Line Deputies Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility supervising line deputy (senior).

SCOPE OF ORDER:

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

ORDER:

The PDC South senior deputy shall be responsible to the PDC South line sergeant, watch sergeant, and watch commander.

The responsibilities of personnel assigned as senior deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Evaluate job performance of assigned personnel
- Coordinate the activities of subordinate personnel in investigations, including preparing records and reports
- Interview witnesses and handle complaints
- Supervise all activities within the confines of PDC South Facility including the security, custody and safety of all assigned inmates
- Conduct in-service training as required
- Handle briefings as required
- Report unusual activity to the watch sergeant, line sergeant, and watch commander
- Assist line sergeant as needed during routine and emergent operations
- Prepare daily in-service sheet

- Assist compound deputies with any problems encountered in their respected areas
- Assist the sergeants with deputies' yearly evaluations by providing input to the sergeants regarding deputies' work product and recommends job assignments
- Approve IRTS reports written by deputy and custody assistant personnel
- Conduct discipline review board (DRB) for minor rule violations
- Coordinate emergency response team (ERT) call-out, assign ERT equipment and inventory the equipment upon its return
- Respond to all major and minor disturbances within the facility, and assist the ERT leader
- Assume the responsibilities of the line sergeant in his/her absence

SHIFT SPECIFIC DUTIES

EM Shift

AM Shift

- Supervise linen exchange

PM Shift

- Supervise inmate feeding in the inmate dining room (IDR)

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

08/16/18 SOUF

• • 6-01-070 Training, Scheduling Sergeant Duties

Los Angeles County Sheriff's Department

Duty Statement: #6-01-060

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Supervising Line Deputies Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility supervising line deputy (senior).

SCOPE OF ORDER:

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

ORDER:

The PDC South senior deputy shall be responsible to the PDC South line sergeant, watch sergeant, and watch commander.

The responsibilities of personnel assigned as senior deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Evaluate job performance of assigned personnel

- Coordinate the activities of subordinate personnel in investigations, including preparing records and reports
- Interview witnesses and handle complaints
- Supervise all activities within the confines of PDC South Facility including the security, custody and safety of all assigned inmates
- Conduct in-service training as required
- Handle briefings as required
- Report unusual activity to the watch sergeant, line sergeant, and watch commander
- Assist line sergeant as needed during routine and emergent operations
- Prepare daily in-service sheet
- Assist compound deputies with any problems encountered in their respected areas
- Assist the sergeants with deputies' yearly evaluations by providing input to the sergeants regarding deputies' work product and recommends job assignments
- Approve IRTS reports written by deputy and custody assistant personnel
- Conduct discipline review board (DRB) for minor rule violations

- Coordinate emergency response team (ERT) call-out, assign ERT equipment and inventory the equipment upon its return
- Respond to all major and minor disturbances within the facility, and assist the ERT leader
- Assume the responsibilities of the line sergeant in his/her absence

SHIFT SPECIFIC DUTIES

EM Shift

AM Shift

- Supervise linen exchange

PM Shift

- Supervise inmate feeding in the inmate dining room (IDR)

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

08/16/18 SOUF

• • **6-01-080 Citizens Commission on Jail Violence Sergeant**

Los Angeles County Sheriff's Department

Duty Statement: #6-01-080

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 03-04-15

PITCHESS DETENTION CENTER

Revision Date: 06-16-20

SOUTH FACILITY

Review Date: 06-16-22

Subject: Citizens Commission on Jail Violence Sergeant

Reference: MPP 2-02/080.00, Unit Order 5-06-050

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Citizens Commission on Jail Violence (CCJV) Sergeant for Pitchess Detention Center (PDC) South Facility.

SCOPE OF ORDER:

This order applies to all sergeants assigned to CCJV under collateral duties. CCJV sergeants are chosen at the unit commander's discretion.

ORDER:

In addition to the responsibilities outlined in MPP 2-02/080.00 "Sergeants," PDC South Facility CCJV sergeants shall serve as first-line supervisors with the primary responsibility for ensuring Inmate Title 15 Compliance with the professional and ethical standards of the Department by all subordinate deputy sheriffs and civilian employees. CCJV sergeants shall strive to be positive role models and to provide leadership and training. CCJV sergeants shall ensure Inmate Title 15 compliance, while solving problems associated with all inmate programs in place at PDC South Facility.

The duties of CCJV sergeants include the following:

Day Shift CCJV Sergeant

- Ensure all Title 15 requirements are met for the shift
- Prepare and maintain all Title 15 schedules and ensure the schedule is being followed by line personnel
- Supervise all activities in the Inmate Welfare Office during the shift

- Monitor and maintain the Inmate Reports Tracking System (IRTS) and Disciplinary Review Board (DRB)
- Attend monthly meeting with the IRTS/DRB Lieutenant to ensure the system is updated and discuss concerns and trends
- Supervise and oversee daily activities of the Back on Track (BOT) program

- Conduct Town Hall Meetings
- Act as a programming liaison and attend all meetings required for all of the above programs
- Handle inmate and American Civil Liberties Unit (ACLU) complaints requiring a supervisor follow-up
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- Observe the Title 15 safety checks in two (2) random barracks
 - Accompany compound personnel to each barrack
 - Observe the safety checks to ensure proper performance
 - Sign and indicate the time of observation in the "T-15 Sgt Review/AM" section, on page 2 of the Uniform Daily Activity Log (UDAL)

PM Shift CCJV Sergeant

- Ensure all Title 15 requirements are met for the shift
- Supervise all activities in the Inmate Welfare Office during the shift
- Monitor and maintain Custody Automated Report Tracking System (CARTS)
- Attend monthly meetings with the Compliance/Risk Management Lieutenant to discuss challenges and goals
- Conduct all duties regarding the Continuous Improvement Team
- Handle inmate and ACLU complaints requiring a supervisor follow-up
- Conduct Town Hall Meetings
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- Observe the Title 15 safety checks in two (2) random barracks
 - Accompany compound personnel to each barrack
 - Observe the safety checks to ensure proper performance
 - Sign and indicate the time of observation in the "T-15 Sgt Review/PM" section, on page 2 of the UDAL
 - The safety check observations and the "T-15 Sgt Review/EM" section, on page 2 of the UDAL shall be completed by the EM shift watch sergeant
- Make face-to-face relief with main visiting sergeant and assume command of the main visiting center at 1400 hours on weekends
 - Ensure main visiting center is locked and secured
 - Ensure patrol unit personnel monitor and open/close the gate for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.)
 - Along with the PDC roving patrol (Adam) unit (i.e., PM shift Adam 7), verify no visitors remain at any PDC facility and all visitors have exited PDC property
 - Ensure main visiting exit gates are locked and secured after all visitors have left PDC property
 - Notify the PDC South Facility watch commander that the main visiting center is closed and secured

- See South Facility unit order 5-06-050 “Elmer T. Jaffe Visiting Center Procedures”

Relief CCJV Sergeant

- Ensure all Title 15 requirements are met for the shift
- Supervise all activities in the Inmate Welfare Office during the shift
- Handle inmate and ACLU complaints requiring a supervisor follow-up
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- Conduct Town Hall Meetings
- Conduct routine audits of all UDAL to ensure all Title 15 requirements are properly documented
- Conduct appropriate UDAL training
- Act as a liaison for Religious and Volunteer Services
- Prepare monthly yard activity report for Custody Support Services
- Prepare monthly Title 15 Impact Report

In addition to the above, every Tuesday and Saturday the CCJV sergeant from each shift shall randomly select a barrack and audit one (1) Title 15 activity (e.g., outdoor recreation, linen exchange, library, etc.) from the corresponding shift on the previous day.

Example 1: On Tuesday, June 2nd, the AM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for AM shift on Monday, June 1st for one (1) random barrack not previously audited that quarter. The PM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for PM shift on Monday, June 1st for one (1) random barrack not previously audited that quarter.

Example 2: On Saturday, June 6th, the AM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for AM shift on Friday, June 5th for one (1) random barrack not previously audited that quarter. The PM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for PM shift on Friday, June 5th for one (1) random barrack not previously audited that quarter.

The CCJV sergeant performing the audit shall note the time the Title 15 activity was written in the UDAL and review the CCTV camera footage to ensure the activity was performed according to the documentation.

All audits shall be tracked on the PDC South Facility Title 15 Audit Logs located in the following South Facility shared file folder: [\\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\03 CCJV\Audits\Title 15 Audit Log](#).

All barracks shall be audited in at least one (1) category, at least once per quarter.

Revision Date 06/16/20

Revision Date 10/18/19

03/04/15 SOUF

- **Section 02 Main Control**

- • **6-02-010 Watch Deputy Duties**

Los Angeles County Sheriff's Department

Duty Statement: #6-02-010

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Watch Deputy Duties

Reference: Unit Order 3-05-010, 5-11-010

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility watch deputy.

SCOPE OF ORDER:

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

ORDER:

The watch deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as watch deputy shall include, but not be limited to the following:

- Supervise and control the general operations of the front desk/main control at PDC South
- Facilitate PDC South count time
 - Body counts (0300 hours, 0700 hours, 1500 hours, 2300 hours)

- Wristband count (2200 hours)
- Advise the watch sergeant if there is a problem with the facility count and which compounds fail to clear count in a timely manner (15-25 minutes for a body count)
- Under the direction of the watch sergeant, initiate “Lockdown” procedures and begin the process of wristband count if all avenues for clearing count are unsuccessful
- If an unsuccessful attempt to clear count appears to be an escape, all other facilities and units at PDC shall be notified and, under the direction of the watch sergeant, “lockdown” and wristband count procedures shall be initiated immediately
- Maintain a typed unit log (South Facility unit order 5-11-010, Daily Desk Log)
- Record all inmate movement to and from the facility, including all transfers and transports
- Facilitate procedures for admitting all civilian personnel, maintain a log of all civilians entering South Facility, arrange for their escort, and ensure that all civilians are accounted for during an emergency lock down
- Using the Sheriff’s Department radio system, dispatch deputies to scenes of trouble or emergency
- Ensure proper operation of the facility’s perimeter security alarm system (South Facility unit order 3-05-010, Security Alarm System)
- Initiate procedures to handle emergencies, make proper notifications and prepare proper written records of incidents
- Prepare/distribute teletypes for inmate court appearances, releases, and outgoing lines
- Pass on any information regarding pending inmate movement, incidents, problems, etc. to the next shift’s desk personnel prior to being relieved
- Ensure inmates received for housing are of the appropriate security level
- Be familiar with all compound and prowl positions and responsibilities
- Assist watch commander as directed during emergency operations (e.g., earthquake, fire, riot, etc.)
- Provide break relief for desk operations officer when needed
- Monitor activity of the desk operations officer and assign work as needed
- Train personnel newly assigned to the desk

- Ensure correct placement of inmates who are eligible for special housing and ensure inmates in any restriction barrack are not over-detained
- Adhere to the published inmate television schedule, unless otherwise directed by the watch commander

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

8/16/18 SOUF

• • **6-02-020 Desk Operations Officer Duties**

Los Angeles County Sheriff's Department

Duty Statement: # 6-02-020

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Desk Operations Officer Duties

Reference: Unit Order 6-02-010

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility desk operations officer.

SCOPE OF ORDER:

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

ORDER:

The PDC South Facility desk operations officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as desk operations officer shall include, but not be limited to the following:

- Supervise and control the general operations of the front desk/main control (South David) at PDC South

- Prepare and maintain South Facility's count board, linedex and unit logs; operate all office machines, Justice Data Interface Controller (JDIC) and Justice Data System (JDS) computers and radio network as needed
- Assist the watch deputy in preparing the paperwork for count, make announcements on the Sheriff's Department radio system, and direct deputies as necessary when variations in daily routine arises
- Facilitate procedures for special visits, probation and parole officer interviews, attorney interviews and act as liaison with the clinic civilian personnel
- Document/record all transactions in inmate movement, make the proper form changes and distribute to all concerned parties
- Using the Sheriff's Department radio system, dispatch officers to scenes of trouble or emergency
- Maintain a list of all South Facility deputies and custody assistants leaving the facility during their assigned shifts and where they can be reached
- Initiate proper notifications to supervisor(s) regarding emergency situations involving inmates, officers or civilians
- Supervise the implementation of proper emergency operations procedures to conclusion and assist in documenting the required information
- Relay all information received, regarding security, conflicts, health and safety hazards, etc., to the Watch Sergeant
- Maintain the early morning shift restriction barrack movement on the facility count board, linedex and computer
- Maintain an adequate supply of report forms, office supplies and special equipment

- Assist the desk operations deputy, as needed, in all areas of operations. (South Facility unit order 6-02-010, Desk Operations Deputy)
- Assist in the handling of combative or recalcitrant inmates and visitors in the general area of the office (e.g., hallway, holding cage, clinic, sick/pill call line, etc.)
- Assume the duties of the desk operations deputy, as needed, during an emergency or manpower shortage situation

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

08/16/18 SOUF

• Section 03 Compound Personnel

• • 6-03-010 Compound Officer Duties

Los Angeles County Sheriff's Department

Duty Statement: # 6-03-010

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 07-17-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 07-17-20

Subject: Compound Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility compound officer.

SCOPE OF ORDER:

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

ORDER:

The PDC South Facility compound officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as compound officer shall include, but not be limited to the following:

PRIMARY DUTIES

- Maintain accurate and complete entries in the Uniform Daily Activity Log (UDAL)
- Make sure Title 15 requirements and other inmate business is being met for your compound and recorded in the UDAL
 - Video orientation
 - Visiting
 - Yard
 - Sick/pill call
 - Inmate Store Delivery
 - Religious services/bible study
 - Issuance of mail

- Inmate meal time
- Clothing/hygiene
- Phone access
- Inspect perimeter fences and gates to ensure facility security
- Patrol in and around inmate housing areas to suppress criminal activity and ensure inmate safety
- Enforce all laws and rules of conduct pertaining to inmate activity
- Assist compounds as needed

SHIFT SPECIFIC DUTIES

-

EM Shift

-

- Maintain the UDAL for your assigned compound

-

- Log out all inmates that leave the compound on the inmate tracking sheet

-

- Take each barrack temperature and log it in the UDAL book

-

- 2300 hours - Body count inside the barrack

- - 0245 hours - Wake up court line for your compound
- - 0300 hours - Body count inside the barrack
- - 0500 hours - Assist the prowler with waking and preparing laundry workers
- - 0630 hours - Call the watch deputy to verify each barracks count and inmate movement match with the desk's numbers (to be done before you leave shift)
- - Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
 - Record your break time, and the person responsible for the UDAL book (Title 15 deputy/officer) in your absence, in the UDAL
- - All breaks must be completed with personnel back in their assigned compounds by 0500 hours

AM Shift

- - Maintain the UDAL for your assigned compound
- - Document all inmate movement for your compound
- - Take each barrack temperature and log it in the UDAL book
-

- 0700 hour count - Inmates stand in the count box in front of the barracks, unless weather or security reasons require an inside count
-
- When count clears, feed inmates
-
- Assist IPA with clothing exchange
-
- 1200 hours - Call the watch deputy to verify each barrack's count and inmate movement match with the desk's numbers
-
- 1430 hours - Call the watch deputy to verify each barrack's count and inmate movement match with the desk's numbers (to be done before you leave shift)
-
- Take a forty (40) minute break during the shift, if time permits
-
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
-
- Record your break time, and the person responsible for the UDAL book (Title 15 deputy/officer) in your absence, in the UDAL
-
- All breaks must be completed with personnel back in their assigned compounds by 1300 hours
-

PM Shift

- Maintain the UDAL for your assigned compound
-
- Log out all inmates that leave the compound on the inmate tracking sheet
-

- Take each barrack temperature and log it in the UDAL book
-
- 1500 hour count - Inmates stand in the count box in front of the barracks, unless weather or security reasons dictate an inside count
-
- Hand out sick call sheets during 2200 hour wristband count (to be collected and turned into main control at the end of shift)
-
- 2200 hour - Responsible for wristband count and marking purges for inmates needing replacement (King Compound Officer collects purges and turns them into the sergeant's office)
 - The marking of purges is to be done on Sunday, Tuesday and Thursdays
-
- 2230 hours - Call the watch deputy to verify each barrack's count and inmate movement match with the desk's numbers (to be done before you leave shift)
-
- Take a forty (40) minute break during the shift, if time permits
-
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
-
- Record your break time, and the person responsible for the UDAL book (Title 15 deputy/officer) in your absence, in the UDAL
-
- All breaks must be completed with personnel back in their assigned compounds by 2130 hours
-

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

07/17/18 SOUF

• • **6-03-020 Title 15 Deputy Duties**

Los Angeles County Sheriff's Department

Duty Statement: # 6-03-020

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 07-17-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 07-17-20

Subject: Title 15 Deputy Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility Title 15 deputy.

SCOPE OF ORDER:

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

ORDER:

The PDC South Facility Title 15 deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as Title 15 deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Perform hourly safety inspections
- Check for maintenance or security issues
- Note deficiencies and the fact a maintenance request was made in the Uniform Daily Activity Log (UDAL) books
- Scan the barcodes affixed to the back door of each barrack

- Document the time of the scans in the UDAL book
- Sync the scanner in the compound's Wi-fi "hotspot"
- Assist with frequent inspections of perimeter fences and gates to ensure facility security
- Patrol in and around inmate housing areas to suppress criminal activity and ensure inmate safety
- Assist with investigations of all suspected criminal activity and prepare appropriate crime reports
- Enforce all laws and rules of conduct pertaining to inmate activity
- Relieve the compound officer and maintain the UDAL book while they are on break (your name and relief times are to be recorded in the book)
- Assist the compound officer and prowler with his required duties
- Maintain cleanliness of the officer staff station

SHIFT SPECIFIC DUTIES

-

EM Shift

-

- Assist the compound officer with the wristband replacement
- 2300 hour count - Conduct a body count inside the barracks

- 0245 hours assist the compound officer with waking of court line
- 0300 hour count - Conduct a body count inside the barracks
- 0500 hours assist the prowler with waking and preparing laundry workers
- Take a forty (40) minute break during the shift, if time permits
-
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
-
- All breaks must be completed with personnel back in their assigned compounds by 0500 hours
-

AM Shift

- 0700 hour count - Inmates will stand in the count box in front of the barracks, unless weather or security reasons necessitate an inside count
- When the count clears provide inmates a sack breakfast
- Responsible for barrack cleanliness, including the security and distribution of cleaning supplies (ensure cleaning supply cabinet is locked at all times)
- Prepare barracks for, and assist inmate processing area (IPA) personnel with clothing exchange
- 1100 hours - provide each inmate a sack lunch

- Take a forty (40) minute break during the shift, if time permits
-
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
-
- All breaks must be completed with personnel back in their assigned compounds by 1300 hours
-

PM Shift

- 1500 hour count - Inmates stand in the count box in front of the barracks, unless weather or security reasons dictate an inside count
- Responsible for barrack cleanliness, including the security and distribution of cleaning supplies (ensure cleaning supply cabinet is locked at all times)
- 2200 hour count - Conduct wristband count inside barracks
- Take a forty (40) minute break during the shift, if time permits
-
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
-
- All breaks must be completed with personnel back in their assigned compounds by 2130 hours

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

07/17/18 SOUF

• • **6-03-030 Rover Deputy Duties**

Los Angeles County Sheriff's Department

Duty Statement: #6-03-030

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-06-13

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: Rover Deputy Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility prowler deputy.

SCOPE OF ORDER:

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

ORDER:

The PDC South Facility prowler deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as prowler deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Adam, Henry and King Compound prowlers are responsible for checking air packs and turnout gear
 - Adam compound's gear is located in administration hallway closet, Henry compound's gear is located in Eddie trailer briefing room, and King compound's gear is located in South visiting
 - Document required information in the Uniform Daily Activity Log (UDAL) books
- Inspect gates, fences, barrack doors/windows etc. and document on the daily "Compound Security Checklist"
- Regular foot patrol in and around inmate housing areas to suppress criminal activity and ensure inmate safety
- Organize and conduct barrack searches, random inmate and bunk searches
- Investigate all criminal activity and prepare appropriate crime reports
- Respond to calls for backup, assistance, fires, disturbances, and any other facility emergencies

- Member of facility Emergency Response Team (ERT)
- Assist with processing inmates in the inmate processing area (IPA)
- Assist the compound officer and Title 15 deputy with their required duties

SHIFT SPECIFIC DUTIES

EM Shift

- Assist the compound officer with wristband replacements
- 2300 hour count - conduct body count inside barracks while inmates are on their bunks
- 0245 hours - assist the compound officer with waking and lining up inmates who have court appointments
- 0300 hour count - conduct a body count inside barracks while inmates are on their bunks
- 0500 hours - prepare AM laundry workers for work (making sure inmates are properly dressed and have been provided sack breakfast)
- 0540 hours - identify and verify each inmate (by wristband) prior to placing the work crew in the dog run at the In/Out gate.
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

-

- **All breaks must be completed with personnel back in their assigned compounds by 0500**

hours

AM Shift

- 0700 hour count – line up inmates in the count box in front of the barracks, unless weather or security reasons necessitate an inside count
- Provide inmates a sack breakfast
- Prepare barracks for, and assist IPA with clothing exchange
- 1100 hours - provide each inmate a sack lunch
- 1300 hours Monday thru Friday - prepare PM laundry workers for work (making sure inmates are properly dressed and have eaten their lunch)
- 1340 hours - identify and verify each inmate (by wristband) prior to placing the work crew in the dog run at the In/Out gate.
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
- - All breaks must be completed with personnel back in their assigned compounds by 1300 hours

PM Shift

- 1500 hour count - line up inmates in the count box in front of the barracks, unless weather or security reasons necessitate an inside count
- Provide additional security in the inmate dining room (IDR) during the evening meal
- 2200 hour count - conduct wristband count inside barracks.
- Supervise and provide security for issuance of inmate store (canteen) on Wednesdays
- Saturday and Sunday - assist IPA with search of visiting center
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

-

- All breaks must be completed with personnel back in their assigned compounds by 2130 hours

-

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 08/01/18

02/06/13 SOUF

• • 6-03-040 Tower Security Duties

Los Angeles County Sheriff's Department

Unit Order: #6-03-040

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-22-12

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: Tower Security Duties

Reference: CDM 5-08/010.00; Unit Order 3-05-080

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility tower security deputy/officer.

SCOPE OF ORDER:

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

ORDER:

There are three (3) towers at PDC South positioned in various locations between the inner and outer perimeter fences ("dog run") (South Facility unit order 3-05-080, Facility Towers).

Personnel assigned as the PDC South tower security deputy/officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned to tower security shall include, but not be limited to the following:

- Test the telephone and radio
- Continuously observe all visible fences, roofs, barracks, inmates, yard and compound areas
- Be alert and notify PDC South main control desk (David) of any unusual occurrences (e.g., clothes hanging from razor wire, rattling of perimeter fences, unidentified persons approaching perimeter, etc.)
- Do not leave the post for any reason except during extreme weather conditions (fog, rain, snow, zero visibility)
 - In these cases, descend the tower and walk the perimeter in the "dog run" after notifying the watch sergeant
- Keep the tower clean and organized
- Visually assist during count and notify South David and compound rovers of any unusual occurrences or activities

- During inmate visiting, be alert to any inmate activity near the visiting center
- Be familiar with the meal relief schedule; know who is going to relieve you and at what time
- Reading and sleeping on the post is strictly prohibited
 - Reading material of any type is not permitted on the post
- Inspect all fences and gates while en route to the post and immediately notify South David of any problems
- Conduct perimeter checks via the “dog runs” at the southwest end of the facility when inmates are in athletic fields
- Conduct a perimeter check via the “dog run” from Tower I to Tower II every two hours and report the results of the perimeter check to South David
- Monitor radio traffic.
- During hours of daylight, one reflective blind may be lowered as needed to deflect direct sunlight
 - The other three blinds shall remain raised, unless otherwise approved by the on-duty watch commander
- During hours of darkness, the reflective blinds shall be raised
- Acknowledge supervisors during their perimeter checks

Personal vehicles shall not be parked on any part of a PDC road (including the shoulder) or in close proximity to the tower.

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 08/01/18

02/22/12 SOUF

• • **6-03-050 Inmate Processing Area Deputy Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-03-050

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 04-30-13

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: Inmate Processing Area Deputy Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility inmate processing area (IPA) deputy.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly those assigned to the IPA.

ORDER:

The PDC South Facility IPA deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as prowler deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Manage and conduct inmate linen exchange

- Process incoming and outgoing inmates
- Assist the deputies and custody assistants (CA) assigned to the “Smith Detection B-SCAN 16HR-LD 250” (B-SCAN/X-ray) team
- Supervise inmates in the IPA work crew
- Provide security and escort inmates from the in/out shack and Court Services Transportation Bureau (CST) sally port
- Process inmates on the IPA work crew when they finish their work and before they return to their barrack

SHIFT SPECIFIC DUTIES

EM Shift

- When EM shift count clears, retrieve the inmate workers on the IPA work crew from their barrack
- Manage the inmates on the IPA work crew
 - Oversee the processing of clean/dirty linen
 - Prepare appropriate linens for the next shift's linen exchange
- Continue processing returning inmate workers

- Assist the B-SCAN/X-ray team in scanning incoming inmate workers for contraband
- Provide returning inmate workers with clean linen
- Process inmates returning from court
 - See “Attachment A” for specific court returnee procedures
- Prepare South Facility inmates on the court list to go to court
 - See “Attachment A” for specific court procedures
- Process and escort inmates on the IPA work crew back to their assigned barrack
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant’s office
-
- All breaks must be completed with personnel back in their assigned area by 0500 hours

AM Shift

- When AM shift count clears, retrieve the inmate workers on the IPA work crew from their barrack
- Conduct linen exchange

- See linen exchange schedule, posted in barrack 40, for each barrack's linen exchange day and items to be exchanged
- Linen exchange starts at 0800 hours daily under normal circumstances
- Process incoming and outgoing inmates
 - Incoming inmates (e.g., court returnees, field crew workers, new inmate arrivals, etc.) can arrive at various times throughout the day
 - See "Attachment A" for specific new inmate arrival procedures
 - Outgoing inmates (e.g., facility transfers, court appointments, inmate release, etc.) can leave at various times throughout the day
 - See "Attachment A" for specific outgoing procedures
 - PDC South Facility main control desk (David) will email lists for inmates on CST incoming and outgoing lines
 - The in/out shack will notify when inmates arrive to the Facility
- Process returning inmate work crews
 - Assist the B-SCAN/X-ray team in scanning incoming inmate workers for contraband
 - See "Attachment A" for specific work returnee procedures

- Ensure delivery of clean linen from the PDC laundry facility's front dock to South Facility
- Manage the inmates on the IPA work crew
 - Oversee the processing of incoming clean linen and outgoing dirty linen
- Ensure delivery of dirty linen from South Facility to the PDC laundry facility's rear dock
- Process and escort inmates on the IPA work crew back to their assigned barrack
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
- - All breaks must be completed with personnel back in their assigned area by 1300 hours

PM Shift

- Continue processing returning inmate work crews
 - Assist the B-SCAN/X-ray team in scanning incoming inmate workers for contraband
 - See "Attachment A" for specific work returnee procedures
- When PM shift count clears, retrieve the inmate workers on the IPA work crew from their barrack

- Manage the inmates on the IPA work crew
 - Oversee the processing of clean/dirty linen
- Continue exchanging linen for inmates who missed linen exchange during AM shift
- Process incoming and outgoing inmates
 - Incoming inmates (e.g., court returnees, field crew workers, new inmate arrivals, etc.) can arrive at various times throughout the day
 - See “Attachment A” for specific new inmate arrival procedures
 - Outgoing inmates (e.g., facility transfers, court appointments, inmate release, etc.) can leave at various times throughout the day
 - See “Attachment A” for specific outgoing procedures
 - PDC South Facility main control desk (David) will email lists for inmates on CST incoming and outgoing lines
 - The in/out shack will notify when inmates arrive to the Facility
- Obtain the paperwork that lists the outgoing inmate CST line for PM shift from South David
 - Retrieve the inmates listed on the outgoing line after 1930 hours, unless otherwise notified by South David

- When you are ready, radio each compound and ask them to deliver their outgoing inmates to barrack 40
- Check each inmate's wristband and compare it to the outgoing list
- Place the inmates in the two (2) holding areas adjacent to the South Facility visiting area
- Open the inside sally port gate for CST buses and provide security while they pick up inmates
- Process and escort inmates on the IPA work crew back to their assigned barrack
- Take a forty (40) minute break during the shift, if time permits
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
-
- All breaks must be completed with personnel back in their assigned area by 2100 hours

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 08/01/18

04/30/13 SOUF

COURT PROCEDURES

0300 HOURS

- Court passes will be printed at South David and delivered to each compound
- A Prowler from each compound will pull the inmates going to court
- The Prowler will then escorted them to the IPA
- The IPA Deputy will check inmates' wristbands and compare to the court list
- Place the inmates in the two (2) holding areas adjacent to the PDC South visiting areas
- Provide each inmate with a sack breakfast prior to placing them in the holding areas (Ranch kitchen inmate workers will place the trays of sack breakfast in the visiting area at 0230 hours every morning)

Note - Each inmate must have a court pass. If for some reason a pass was not generated at South David an SI01 screen may be printed in place of a court pass.

0330-0530 HOURS

- CST buses will be picking up court bodies
- Open the inside sally port gate for CST buses and provide security while they pick up inmates

NEW ARRIVAL PROCEDURES

- New inmates arrive at various time throughout the day

- South David will provide lists of incoming inmate lines
- CST will announce the arrival of new inmates via Sheriff's radio
- Each incoming inmate shall have his outer clothing and property searched for contraband
- With only boxers on, a body scan is conducted by the B-SCAN/X-ray team, with the assistance of IPA personnel, to search for hidden contraband
- Inmates who refuse the body scan process will submit to a complete strip search
- Each inmate will then be issued one (1) sheet, one (1) towel, one (1) t-shirt, two (2) pairs of boxers, two (2) pairs of socks, one (1) blanket, and one (1) mattress

WORK RETURNEE PROCEDURES

- Each incoming inmate shall have his outer clothing and property searched for contraband
- With only boxers on, a body scan is conducted by the B-SCAN/X-ray team, with the assistance of IPA personnel, to search for hidden contraband
- Per the inmate work agreement contract, inmates who refuse the body scan process will be removed from work duties and sent back to general population
- Each inmate will then be issued one (1) sheet, one (1) towel, one (1) t-shirt, two (2) pairs of underwear, two (2) pairs of socks, one (1) blanket, one (1) mattress, one (1) blue uniform shirt, and one (1) pair of blue uniform pants
- Each inmate will then be issued one (1) t-shirt, one (1) pair of boxers, one (1) pair of socks, one (1) yellow uniform shirt, and one (1) pair of yellow uniform pants
- In the event returning inmate workers were at work during their assigned linen exchange, they will also be issued one (1) sheet and one (blanket)

COURT RETURNEE PROCEDURES

- Each incoming inmate shall have his outer clothing and property searched for contraband
- With only boxers on, a body scan is conducted by the B-SCAN/X-ray team, with the assistance of IPA personnel, to search for hidden contraband
- Inmates who refuse the body scan process will submit to a complete strip search and are subject to write-up/discipline

Court returnee inmates whose linen exchange was that day will be issued new clothing and/or bedding according to the linen exchange schedule

• • **6-03-060 Body Scanner Deputy-Officer Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-03-060

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: XX-XX-XX

PITCHESS DETENTION CENTER

Revision Date: XX-XX-XX

SOUTH FACILITY

Review Date: XX-XX-XX

Subject: Body Scanner Deputy/Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility body scanner deputy/officer duties.

SCOPE OF ORDER:

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

ORDER:

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date (e.g. 01/01/01)

• • **6-03-070 Inmate Dining Room Security Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-03-070

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-22-12

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: Inmate Dining Room Security Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility inmate dining room (IDR) security deputy.

SCOPE OF ORDER:

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

ORDER:

IDR security is a PM shift position only. Personnel assigned as the PDC South IDR security deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned to IDR security shall include, but not be limited to the following:

GENERAL DUTIES

- Maintain security and discipline of inmates working and dining in the South IDR
- Issue, control, and maintain inventory of all tools, utensils, and knives stored in the utensil locker
- Assign, train and supervise inmates who work in the kitchen
- Observe inmate workers' behavior and write discipline reports when needed

SPECIFIC DUTIES

- Approximately 1500 hours - retrieve truck containing hot evening meal from PDC ranch kitchen
 - Ranch kitchen staff will advise over the radio when truck is ready for pickup
- Deliver a portion of hot food to PDC laundry, and a portion to PDC East Facility (if needed)

- Park truck in loading dock area at the PDC South IDR and secure the truck key so inmates cannot gain access to it
- Pick up IDR worker inmates from their housing location
- Pick up trash, linen and plastic milk crates from all compounds
- Return to IDR with inmate workers
- Pass out inmate sign in sheet and conduct count
- Assign work duties
- Inventory knives and utensils, and confirm with master list
- Verify dishwasher temperature (160-170 degrees) and log
- 1600 hours - Check temperature of all foods and log in red log book
- Check out utensils for serving food and document on the log sheet
- Feed kitchen workers
- 1615 hours - Call for all compound rovers, via radio, to respond to the IDR to assist with security during the evening meal
- One at a time, call for each compound, via radio, to send up their inmates to be fed the evening meal in the IDR
 - Inmates from neighboring compounds shall never mingle or conflict with each other while en route to and from the IDR

- Allow every inmate at least fifteen (15) minutes to finish their evening meal
 - A slow table is provided for efficiency and to allow inmates, who eat slower, a chance to finish
- Check in and inventory utensils at the end of food service
- Deliver ice to each compound's staff station
- Collect trash from compounds
- Start inmate clean-up crews
 - Clean IDR, kitchen, rear dock and all floors
 - Polish copper
 - Inspect kitchen for compliance with health and sanitation standards
- Load truck with food containers
- Notify PDC ranch kitchen when the truck is loaded, and the loading dock is secure and clear of inmates
- Escort IDR inmate workers to the inmate processing area (IPA)
- Assist the IPA and body scanner deputies with processing/searching the IDR inmate workers
- 2130 hours - Screen and process new kitchen workers
 - Ensure clearance with classification and medical

- 2230 hours - Take inventory and write orders for needed supplies (e.g., new utensils, gloves, bags and cleaning supplies)
- Fill out and submit any needed maintenance/repair requests
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 08/01/18

02/22/12 SOUF

• • **6-03-080 Clinic Deputy Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-03-080

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-22-12

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: Clinic Deputy Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility clinic deputy.

SCOPE OF ORDER:

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

ORDER:

The PDC South Facility clinic deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as clinic deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Provide security for medical staff
- Coordinate with medical staff to ensure all inmates with medical needs are treated
- Monitor and supervise inmates who are inside the clinic at all times
- Respond with medical staff to emergencies or man down calls on the compound
 - See attachment for specific instructions related to inmate injuries, “man down” calls, radio car runs, and 902R/Henry Mayo Hospital runs
- Complete paramedic/ambulance transportation information sheets, injury reports, and psych observation forms when necessary.
- On weekends and EM shift there is no clinic movement deputy/officer (the clinic deputy will be responsible for handling all duties)

SPECIFIC DUTIES

AM Shift

- 0700 hours - pick up current purges and sick call sign-up sheets from South Facility main control (South David)
 - Turn in sick call sign-up sheets to medical staff
- Medical staff will provide lists of inmates needed for sick call, pill call and other treatments
- Create a complete list of inmates who are needed at the clinic for your shift (with barracks and bunk numbers) and make copies for all compound officers
- Send an email to the in/out shack, ranch kitchen and laundry facility providing the names of all requested inmates
 - The work crew supervisors will coordinate movement of the requested inmates to the clinic through the in/out shack deputy
- Provide a list of inmates who are needed at the clinic to each compound officer
 - When medical personnel are ready, notify all compound officers to send the inmates on their list
 - Circumstances may necessitate requesting one barrack at a time
 - Title 15 requirements (e.g., yard, linen exchange, inmate meals, etc.) shall not be disrupted to facilitate pill call/clinic visits (a schedule of these services will be posted in the clinic at the deputy work station)
- Inmates who are at the clinic for treatment will be placed inside the holding area adjacent to barrack 30
 - When an inmate's name is called, he will sit on the wooden bench located in the clinic hallway where he will wait until called into the clinic
- If an inmate is to provide a urine or other lab sample, he will use the bathroom located inside of barrack 30

- A dental line list will be provided to the clinic deputy by the dental assistant
 - Check with the watch sergeant for assignment of security personnel (normally personnel assigned to Adam compound, usually barrack 30, will provide security for the dental line)
 - Provide a copy of the dental line list to the security personnel
 - See attachment for dental line security duties
- 1200 Hours - medical staff will advise of inmates who are still needed for sick call, pill call and other treatments
 - Notify compound officers to send inmates who are still needed at the clinic for treatment or assigned to pill call
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
-
- Breaks must be coordinated with the clinic movement deputy/officer to ensure the clinic is secure at all times by Sheriff's Department personnel

PM Shift

- 1500 hours - medical staff will provide lists of inmates who are needed for sick call, pill call and other treatments
- Create a complete list of inmates who are needed at the clinic for your shift (with barracks and bunk numbers) and make copies for all compound officers
- Send an email to the in/out shack, ranch kitchen and laundry facility providing the names of all requested inmates
 - The work crew supervisors will coordinate movement of the requested inmates to the clinic through the in/out shack deputy

- Provide a list of inmates who are needed for pill call to each compound officer
 - When medical personnel are ready, notify all compound officers to send the inmates on their list
 - Circumstances may necessitate requesting one barrack at a time
 - Title 15 requirements (e.g., yard, linen exchange, inmate meals, etc.) shall not be disrupted to facilitate pill call/clinic visits (a schedule of these services will be posted in the clinic at the deputy work station)
- Inmates who are at the clinic for treatment will be placed inside the holding area adjacent to barrack 30
 - When an inmate's name is called, he will sit on the wooden bench located in the clinic hallway where he will wait until called into the clinic
- If an inmate is to provide a urine or other lab sample, he will use the bathroom located inside of barrack 30
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
- - Breaks must be coordinated with the clinic movement deputy/officer to ensure the clinic is secure at all times by Sheriff's Department personnel
- 1900 hours - notify all compound officers to send inmates who are on pill call to the clinic
 - Repeat 1500 hour procedures

EM Shift

- 2300 hours - medical staff will provide a pill call list (this will include only inmates who have returned from court and still need their medication)

- Create a complete list of inmates needed at the clinic for your shift (with barracks and bunk numbers) and make copies for all compound officers
- Provide a list of inmates needed for pill call to each compound officer
- When medical personnel are ready, notify all compound officers to send the inmates on their list
- Inmates attending pill call will line up two (2) at a time at one or both of the pill call windows, depending on nurse availability
 - A window to the station serving inmates with last names starting with A-L is located in the clinic hallway
 - A window to the station serving inmates with last names starting with M-Z is located between gate 2A and South Facility's main control window
 - All other inmates will form single file on the painted white line outside barrack 30
 - During inclement weather, inmates may be lined up under the overhang in the holding area adjacent to barrack 30
- 0300 hours - medical staff will provide the clinic deputy with a pill call list (this includes only inmates who are going to court)
 - Follow the same procedures for 2300 hours as documented above
- 0500 hours - medical staff will provide the clinic deputy with a pill call list (this includes only inmates who are in morning work crews)
 - Follow the same procedures for 2300 hours as documented above
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

Note- Inmates shall never be left inside the clinic, clinic hallway, at a pill call window, or in the holding area adjacent to barrack 30 unsupervised by security personnel.

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 08/01/18

02/22/12 SOUF

• • **6-03-090 Clinic Movement Deputy-Officer Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-03-090

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-16-13

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: Clinic movement deputy/Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility clinic movement deputy/officer.

SCOPE OF ORDER:

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

ORDER:

The PDC South Facility clinic movement deputy/officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as clinic movement deputy/officer deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Assist the clinic deputy as needed
- Provide security for medical staff
- Facilitate movement of inmates to the clinic
- Responsible for the supervision and security of the inmates outside the clinic at all times
- Ensure the inmates swallow all medication given to them at the window, and not take it back to their housing location (with the exception of self-meds)
- Respond with medical staff to emergencies or “man down” calls on the compound
 - See attachment for specific instructions related to inmate injuries, “man down” calls, radio car runs, and 902R/Henry Mayo Hospital runs

SPECIFIC DUTIES

AM Shift

- 0700 hours - using lists provided by the nurses or clinic deputy, create a complete list of inmates who are needed at the clinic for your shift (with barracks and bunk numbers) and make copies for all compound officers
- Provide a list of inmates who are needed at the clinic to each compound officer
- When medical personnel are ready, notify all compound officers to send the inmates on their list

- Circumstances may necessitate requesting one barrack at a time
- Title 15 requirements (e.g., yard, linen exchange, inmate meals, etc.) shall not be disrupted to facilitate pill call/clinic visits (a schedule of these services will be posted in the clinic at the deputy work station)
- Inmates attending pill call will line up two (2) at a time at one or both of the pill call windows, depending on nurse availability
 - A window to the station serving inmates with last names starting with A-L is located in the clinic hallway
 - A window to the station serving inmates with last names starting with M-Z is located between gate 2A and South Facility's main control window
 - All other inmates will form single file on the painted white line outside barrack 30
 - During inclement weather, inmates may be lined up under the overhang in the holding area adjacent to barrack 30
- Inmates who are at the clinic for treatment will be placed inside the holding area adjacent to barrack 30
 - When an inmate's name is called, he will sit on the wooden bench located in the clinic hallway where he will wait until called into the clinic
- If an inmate is to provide a urine or other lab sample, he will use the bathroom located inside of barrack 30
- Once an inmate is finished at the clinic, he will line up in the count box in front of barrack 30 until dismissed back to his compound

- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
-
- Breaks must be coordinated with the clinic deputy to ensure the clinic is secure at all times by Sheriff's Department personnel

PM Shift

- 1500 hours - using lists provided by the nurses or clinic deputy, create a complete list of inmates who are needed at the clinic for your shift (with barracks and bunk numbers) and make copies for all compound officers
- Provide a list of inmates who are needed at the clinic to each compound officer
- When medical personnel are ready, notify all compound officers to send the inmates on their list
 - Circumstances may necessitate requesting one barrack at a time
- Title 15 requirements (e.g., yard, linen exchange, inmate meals, etc.) shall not be disrupted to facilitate pill call/clinic visits (a schedule of these services will be posted in the clinic at the deputy work station)
- Inmates attending pill call will line up two (2) at a time at one or both of the pill call windows, depending on nurse availability
 - A window to the station serving inmates with last names starting with A-L is located in the clinic hallway
 - A window to the station serving inmates with last names starting with M-Z is located between gate

2A and South Facility's main control window

- All other inmates will form single file on the painted white line outside barrack 30
- During inclement weather, inmates may be lined up under the overhang in the holding area adjacent to barrack 30
- Inmates who are at the clinic for treatment will be placed inside the holding area adjacent to barrack 30
 - When an inmate's name is called, he will sit on the wooden bench located in the clinic hallway where he will wait until called into the clinic
- If an inmate is to provide a urine or other lab sample, he will use the bathroom located inside of barrack 30
- Once an inmate is finished at the clinic, he will line up in the count box in front of barrack 30 until dismissed back to his compound
- 1900 hours – notify all compound officers to send inmates who are on pill call to the clinic
 - Repeat 1500 hour procedures
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
-
- Breaks must be coordinated with the clinic deputy to ensure the clinic is secure at all times by Sheriff's Department personnel

Note- Inmates shall never be left in the clinic, clinic hallway, at a pill call window, or in the holding area adjacent to barrack 30 unsupervised by security personnel.

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 08/01/18

02/16/13 SOUF

DENTAL LINE

A dental line list will be provided by the dental assistant to the clinic deputy at 0700 hours. The clinic deputy will then advise the selected personnel (generally from Adam compound) of their assignment to the dental line. Once AM count clears, the custody assistant or deputy assigned to the dental line (normally the barrack 30 deputy) will pick up the requested inmates from their compounds and escort them up to the hallway outside of the dental office. The dental line security personnel are responsible for the security, supervision and safety of the dental line inmates and dental staff until completion of all dental services.

At the completion of dental treatment all inmates will be escorted back to their barrack by the dental line security personnel or the clinic movement deputy.

-

INMATE INJURIES

Upon notification of an “inmate injury” call, the clinic deputy will notify the medical staff of the nature of the inmate injury. The clinic deputy will coordinate the movement of the inmate to the clinic. If the injured inmate is part of an outside work crew, the clinic deputy must notify the in/out shack of the returning inmate for accountability purposes, as well as the inmate processing area (IPA) for subsequent processing of the injured inmate. The clinic deputy will confirm that all necessary inmate injury reports, if needed, are completed by the handling deputy/officer.

MAN DOWN CALLS

Upon receiving a “man down” call, the clinic deputy will notify the medical staff of

the location and nature of the “man down” call. Two members of the medical staff will respond to the location of the incident with a clinic deputy escort. The clinic deputy may request an inmate trustee to assist in the movement of wheel chairs or gurneys to and from the incident. The clinic deputy will also keep PDC South Facility main control (South David) updated, via radio, during the duration of the medical staff response. The clinic deputy will confirm that all necessary inmate injury reports, if needed, are completed by the handling deputy/officer.

RADIO CAR RUNS

It may be necessary to transport an inmate to LCMC, Twin Towers Correctional Facility (TTCF) or urgent care for additional medical treatment. Once the medical staff notifies the clinic deputy, they will notify South David, the watch sergeant and watch commander. The clinic deputy will be responsible for updating the sergeant's board and the South David movement information board with the following information: inmate's name, booking number, destination, escorting deputies' names and cell phone numbers. Once the medical staff has completed their evaluation of the inmate, they will provide an F200 medical report to the clinic deputy. He will sign the form and give it South David. The clinic deputy will coordinate the delivery of the inmate's property to the clinic for transportation with the inmate.

AMBULANCE REQUEST / HENRY MAYO RUNS

If the fire department and/or an ambulance is requested by the medical staff, that request will be passed via radio to South David. You must provide the following information: The medical staff is requesting 902R, name and booking number of inmate and the nature of the emergency.

Once South David is notified, the clinic deputy will notify the line sergeant and watch sergeant. They will assign escort personnel.

Once all notifications have been made the clinic deputy will start filling out a paramedic/ambulance transportation information form located at the clinic deputy's work station. This form must be completed prior to the ambulance departure from South Facility. Once completed, this form must be turned in to the watch sergeant.

- **Section 04 Operations-Support**

- • **6-04-010 Operations Deputy Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-04-010

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 08-16-18

PITCHESS DETENTION CENTER

Revision Date:

SOUTH FACILITY

Review Date: 08-16-20

Subject: Operations Deputy Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility operations deputy.

SCOPE OF ORDER:

This order applies to all personnel assigned to work as the operations deputy at PDC South Facility.

ORDER:

The PDC South Facility operations deputy shall report to the PDC South Facility operations sergeant, operations lieutenant and unit commander.

The primary duty of the operations deputy is to assist in the administration and operation of the facility.

The responsibilities of personnel assigned as operations deputy shall include, but not be limited to the following:

- Assist the operations sergeant, operations lieutenant and unit commander in the administration and operation of the facility
- Prepare reports, forms, graphs and spreadsheets for various monthly and yearly meetings, and random audits

- Assist in the organization of South Facility unit manuals
 - Assist in creating/revising/proof reading unit orders before submitting them to Custody Support Services (CSS)
 - Make corrections to unit orders revised by CSS before submitting them for unit commander's signature and publication
- Serve as a liaison for Data Systems Bureau (DSB) and Custody Innovative Technology Unit (CITU)
- Oversee the South Facility shared files in the following location: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY
 - Keep files organized and updated
 - Grant/restrict access to files based on personnel needs
- Conduct background checks on probationers and ex-felons who apply to visit inmates at South Facility
- Conduct facility tours
- Serve as PDC South Facility's custodian of records
 - Assist Records and Information Bureau (RIB) in gathering information for subpoenas involving inmates who have been, or currently are housed at PDC South Facility
- Assist with random Uniform Daily Activity Log (UDAL) book audits at the request of compliance personnel

- Assist maintenance/special projects personnel when needed
-

- • **6-04-020 Logistics Officer Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-04-020

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 09-05-97

PITCHESS DETENTION CENTER

Revision Date: 04-10-19

SOUTH FACILITY

Review Date: 04-10-21

Subject: Logistics Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility utility officer.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to the position of utility officer.

ORDER:

The PDC South utility officer shall report to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as utility officer shall include, but not be limited to the following:

- Provide direct supervision of assigned inmate utility work crew
- Ensure PDC South Facility is in an acceptable state of repair
- Supervise inmate workers in landscaping and maintaining the grounds at PDC South Facility
- Coordinate and supervise all maintenance and repair work with Facilities Services Bureau (FSB) or private vendors as required
- Maintain records and provide required reports
- Comply with the following procedures regarding inmate accountability:
 - Maintain a complete list of all inmates assigned to their work crew which shall include the full name, race, age, charge, housing location, and booking number of each assigned inmate
 - Conduct wristband counts each work day
 - Conduct a body count of all inmates assigned to the utility crew every hour, on the hour

- Complete a count sheet each day which will reflect all required counts; the check-out count, the check-in count, lunch counts, and hourly counts
- Save the count sheet at the end of each shift
- Provide FSB with inmate labor at PDC South for the following:
 - Plumbing
 - Electrical
 - Milling
 - Carpentry/construction
 - Heating and air conditioning
 - Sheet metal
 - Masonry
 - Repairs
 - Demolition/clean-up
 - General maintenance
 - Sandbagging and storm drain clean-out (during inclement weather)
- Secure all tools used by inmates
- Provide inmate workers to deliver all inmate sack meals (breakfast and lunch) to all compounds
- Assist maintenance/special projects with maintenance requests submitted by line personnel via the PDC South intranet page:

http://intranet/intranet/sites/pdc_south/ver2/ops/Maint.xsn

- Assist maintenance/special projects with reporting and recording maintenance requests using the Maximo service website:

<http://lasdmaximo2/maximo/webclient/login/login.jsp?welcome=true>

- Assist maintenance/special projects with logging all emergent maintenance requests on the maintenance request log
- Check upper and lower compounds for gas, water, or safety problems
- Search inmate crews leaving work areas prior to returning to their housing locations

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 04/09/19

09/05/97 SOUF

• • 6-04-030 Utility-MRSA Cleanup Officer Duties

Los Angeles County Sheriff's Department

Unit Order: #6-04-030

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 03-22-13

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: Utility/MRSA Cleanup Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility utility/Methicillin-resistant Staphylococcus Aureus (MRSA) cleanup officer.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to work as the utility/MRSA cleanup officer.

ORDER:

The PDC South Facility utility/MRSA cleanup officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as utility/MRSA cleanup officer shall include, but not be limited to the following:

PRIMARY DUTIES

- Maintain cleanliness of the facility
- Order and maintain supplies for cleaning
- Conduct MRSA clean up as necessary

SPECIFIC DUTIES

AM Shift (Monday through Saturday)

- After AM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of two inmates)
- Escort the inmate MRSA work crew to the supply room located behind the PDC South inmate dining room (IDR) kitchen office
- Retrieve the utility carts from the MRSA supply room which are stocked with the following items:
 - Brooms

- Mops
 - Disinfecting Solutions
 - Paper Towels
 - Soap
 - Air Freshener
 - Toilet Paper
 - Trash Bags
 - Facial Tissue
 - Hand Sanitizer
- A vacuum cleaner is also stored in the MRSA supply room
 - Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:
 - Administrative building - Clean offices, bathrooms, locker rooms, and glass doors in the main entrance hallway and area outside the main entrance to the building
 - Dental office - Remove trash when open
 - Main hallway (leading to compound) - Clean men/women restrooms, documenting the cleaning on the chart affixed to the restroom doors
 - Maintenance/Title 15 office - Clean/vacuum office and remove trash
 - Infirmary - Remove trash
 - Sergeants Office, report writing room and sink area – Remove trash and clean/vacuum area
 - South Facility desk/main control (South David) - Remove trash and vacuum if needed
 - Dog run walkway
 - South visiting Area

- Inmate holding areas (adjacent to South visiting area) - Clean trash from surrounding area and vehicle sally port
- Eddie Compound briefing trailer - Remove trash and vacuum as needed
- Return inmate work crew to the MRSA supply room
- Empty and clean utility carts
- Place all collected trash in the trash compactor located in the kitchen dock area
- Process inmate MRSA work crew in the inmate processing area (IPA), give them clean linen and escort them back to their barrack
- Re-order supplies from the cleaning supply list which is provided by the supply warehouse
 - Supplies needed are listed on a Department supply requisition form in duplicate
 - This form goes to operations for approval
 - The requisition is then forwarded to the supply warehouse
 - A log book is kept of supplies ordered along with copies of the processed Department supply form (includes the date of order, supplies ordered, and item numbers)
- Take a 40 minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

Note - When necessary, scrub, strip and polish floors in bathrooms and locker rooms

PM Shift (Monday and Thursday through Saturday)

- **After PM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of two inmates)**
- Retrieve the utility carts and vacuum cleaner from the MRSA supply room

- **Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:**
 - **Classrooms and chapel in George Compound**
 - **IPA and Inmate Services offices**
 - **South visiting office (Friday anytime, and Saturday after visiting hours only)**
 - **The visiting center inmate holding areas, surrounding area and vehicle sally port**
 - **Eddie Compound briefing trailer**
 - **IDR restroom**
 - **Empty trash in the administration building including South David, all offices, restrooms and locker rooms**
 - **2115 hours - Pick up trash from each compound**
- **Return inmate work crew to the MRSA supply room**
- **Empty and clean utility carts**
- **Place all collected trash in the trash compactor located in the kitchen dock area**
- **Process inmate MRSA work crew in the IPA, give them clean linen and escort them back to their barrack**
- **Take a 40 minute break during the shift, if time permits**
 - **Sign in/out on the break sheet located in the lobby of the watch sergeant's office**
- **Note - Vacuum air vents inside barracks as needed. Pressure wash visiting and South David holding areas, dog run walkway and IDR walkway as needed.**

EM Shift (Sunday through Thursday)

- **After EM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of**

two inmates)

- Pick up trash from each compound
- Place all collected trash in the trash compactor located in the kitchen dock area
- Retrieve the utility carts and vacuum cleaner from the MRSA supply room
- Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:
 - Administrative building - Clean offices, bathrooms, locker rooms, and glass doors in the main entrance hallway and area outside the main entrance to the building.
 - Main hallway (leading to compound) - Clean men/women restrooms, documenting the cleaning on the chart affixed to the restroom doors
 - Infirmary
 - Sergeants Office, report writing room and sink area – Remove trash and clean area
 - South David - Remove trash
- 1600 hours - Collect inmate breakfast from the in/out shack dog run (will be dropped off by PDC ranch kitchen)
- Distribute breakfast to the personnel in each compound
- Collect items from contraband bins as needed
- **Process inmate MRSA work crew in the IPA, give them clean linen and escort them back to their barrack**
- Take a 40 minute break during the shift, if time permits
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 08/01/18

03/22/13 SOUF

• • **6-04-040 Classifications Officer Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-04-040

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 07-15-08

PITCHESS DETENTION CENTER

Revision Date: 04-09-19

SOUTH FACILITY

Review Date: 04-09-21

Subject: Classifications Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility classifications officer.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned as the South Facility classifications officer.

ORDER:

The PDC South Facility classifications officer shall report to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as classifications officer shall include, but not be limited to the following:

- Working with Central Housing Unit (CHU) North, assign qualified inmates to various inside/outside security work crews and assign the appropriate housing based on those work assignments
- Use the following guidelines when classifying outside security inmate workers:
 - Review daily incoming transfer lines in order to identify all inmates who are fully sentenced
 - Confirm sentencing and security status via the Automated Justice Information System (AJIS)

- Disqualify all inmates with bails or fines of \$35,000 or more, and/or any non-acceptable arrest charge (187, 203, 205, 208, 207, 211, 215, 243[b], 243[c], 243.4, 245, 245C, 261, 288, 286, 289, 290, 311.1[a], 311.2[a][b][c] 314, and 647.6[a-d] PC)
- Consider Penal Code sections which are charges of concern (191.5, 192, 211, 243[b], 243[e][1], 261.5, 273d, 273.5, 273.6, 368, 405, 422, 451, 646.9, 853, and 1203)
- Charges of concern can be used if certain circumstances exist (i.e., length of time for charge, circumstances surrounding the charge)
- Assigning inmates with charges of concern to work crews is at the discretion of the classification officer after investigation

COMPUTER CHECKS

- Screen each inmate worker candidate via the AJIS SI01 screen (check release date, court dates, sentence status, and holds)
- Check AJIS IC10, IC12, IC01 and IC02 (pre-disclosed medical issues) screens to verify their security level, work release program status, special handling code, employment history, home address, additional information, and if there are any special comments concerning the inmate (obtain the inmate's California Information Index [CII], Federal Bureau of Investigation [FBI], Social Security [SSI], and California driver's license [CDL] numbers from these screens)
- Check each inmate's rap sheets by running their CII, FBI, Juvenile Automated Index (JAI) (ages 26 or less) and CDL numbers in the following applications:
 - Regional Allocation of Police Services (RAPS)1
 - CCHRS
 - JDIC

- Review final candidates for outstanding warrants via the AJIS IC01 screen and check the “JDS ISOP MENU” screen for possible warrants (inmates with warrants less than \$35,000 can be used on outside work crews)
- Disqualify candidates that do not meet criteria due to charges of violence, escape, weapons or drugs in custody, etc.

Inmates who qualify for work shall be placed on a list to be moved, preferably the same day, to a working dorm by inmate processing area (IPA) personnel.

The next morning, all work crew lists shall be re-checked to confirm the inmate’s sentence status, security level, and to confirm the inmate’s current housing location.

Any inmate who leaves the facility shall have his record reviewed to ensure no disqualifying charges, convictions, or information have been added to their records.

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 04/09/19

07/15/08 SOUF

• • **6-04-050 Inmate Services Officer Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-04-050

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 5-13-96

PITCHESS DETENTION CENTER

Revision Date: 04-10-19

SOUTH FACILITY

Review Date: 04-10-21

Subject: Inmate Services Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility inmate services officer.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to the inmate services office.

ORDER:

The PDC South Facility inmate services officer shall be responsible to the PDC South operations sergeant and the line sergeant with inmate services as his collateral duty.

The responsibilities of personnel assigned as inmate services officer shall include, but not be limited to the following:

- Answer inmate questions regarding holds
- Provide various forms (e.g., work furlough/applications, cop-out sheets, voter registration and instructions, legal forms, etc.)
- Update the inmate services bulletin board located in Eddie compound that exhibits various forms, explains how and where an inmate may acquire them, and lists the court addresses for the various courts throughout the state of California
- Supply each compound with the following:
 - Monthly – Uniform Daily Activity Log (UDAL) books
 - Daily – inmate grievance, request, money/property release forms, and medical forms/envelopes
- Provide complimentary hygiene kits and barber services for indigent inmates (the inmate services officer will verify the validity of an indigence claim by sending all requests for free items to the cashier, who will review the inmate's financial status and then return the request the next business day)
- Collect and deliver inmate mail and grievance/request forms (deliver to compound staff stations on each shift)
- Provide county shoes
- Provide replacement wristbands
- Provide haircut tickets and barbering services (inmate workers from Barrack 46 shall serve as barbers)
- Monitor barbershop activities and inventory barber tools/supplies

- Re-order forms/supplies

Inmate services shall be open during the following hours:

- Office – 0600 hours to 2200 hours
- Inmate window
 - AM shift – count clear (approximately 0730 hours) to 1000 hours
 - PM shift – count clear (approximately 1530 hours) to 1800 hours

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 04/10/19

05/13/96 SOUF

• • **6-04-060 Ranch Kitchen Senior Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-04-060

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-01-11

PITCHESS DETENTION CENTER

Revision Date: 05-09-19

SOUTH FACILITY

Review Date: 05-09-21

Subject: Ranch Kitchen Senior Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) ranch kitchen senior deputy.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at, PDC South Facility; particularly those assigned to work as the PDC ranch kitchen senior.

ORDER:

The senior deputy assigned to work as the PDC ranch kitchen senior shall be responsible to the PDC South operations sergeant, operations lieutenant and unit commander.

The responsibilities of personnel assigned as PDC ranch kitchen senior shall include, but not be limited to the following:

GENERAL DUTIES

- Supervise the PDC ranch kitchen staff
- Supervise the PDC South Facility classifications, maintenance/special projects, and utilities/logistics staff
- Ensure all maintenance requests between PDC South Facility and Facilities Services Bureau (FSB) have been submitted and completed in a timely manner
- Responsible for California Occupational Safety and Health Act (Cal/OSHA) and risk management related issues
- Monitor all renovations and construction projects to the facility and act as a liaison with FSB
- Inspect and follow-up on all on-going and future special projects
- Assist Custody Support Services (CSS), the L.A. County Health Department, and the L.A. County Fire Department with annual facility inspections and ensure recommendations or mandated requests are met
- Manage/assign all sworn gun lockers and employees' personal lockers
- Manage/assign/collect all employee keys and Department issued radios

- Act as Methicillin-resistant Staphylococcus Aureus (MRSA), Americans with Disabilities Act (ADA), CAL OSHA, and risk management coordinator
- Ensure the Material Safety and Data Sheets (MSDS) and Injury and Illness Prevention Plans (IIPP) are current.

MONTHLY/QUARTERLY

- Post Department monthly messages (e.g., domestic violence, alcohol related, wellness posters, etc.)
- Submit quarterly facility inspection reports
- Act as census coordinator
- Manage Old Road Gym memberships, renovations, and equipment purchasing

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 05/09/19

02/01/11 SOUF

• • **6-04-070 Maintenance-Special Projects Officer Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-13-030

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 12-23-11

PITCHESS DETENTION CENTER

Revision Date: 04-10-19

SOUTH FACILITY

Review Date: 04-10-21

Subject: Maintenance/Special Projects Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility maintenance/special projects officer.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to work as the maintenance/special projects officer.

ORDER:

The PDC South Facility maintenance/special projects officer shall be responsible to the PDC ranch kitchen supervising line deputy, PDC South Facility special projects lieutenant and watch commander.

The responsibilities of personnel assigned as maintenance/special projects officer shall include, but not be limited to the following:

GENERAL DUTIES

- Ensure PDC South Facility is in an acceptable state of repair
- Coordinate all maintenance and repair work with PDC South utility officer and Facilities Services Bureau (FSB) or private vendors as required
- Coordinate with the PDC South utility officer to make a daily check of the facility grounds, including landscaping and general appearance for problem areas and take appropriate action for correction
- Receive and initiate maintenance requests submitted by line personnel via the PDC South intranet page: http://intranet/intranet/sites/pdc_south/ver2/ops/Maint.xsn
- Report and record maintenance requests using the Maximo service website:
<http://lasdmaximo2/maximo/webclient/login/login.jsp?welcome=true>
- Log all emergent maintenance requests on the maintenance request log
- Follow up on maintenance requests to see if the work was completed
- If maintenance requests are more than 15 days old, notify the maintenance/special projects supervising

line deputy who will call FSB and ascertain status (note the response on the copy of the maintenance request form)

- In cases of extended repair time, notify the special projects lieutenant who will apprise the unit commander and contact the FSB manger
- If emergency maintenance/repairs arise, call FSB immediately
- Prepare Departmental supply requisition (DSR) orders

MONTHLY/QUARTERLY

- Maintain the Material Safety and Data Sheets (MSDS) which is outlined in the California Occupational Safety and Health Act (Cal/OSHA) regulations
- Inspect first aid kits and suicide prevention kits and coordinate with medical services to re-stock or replace
- Conduct quarterly facility inspection reports and submit to the maintenance/special projects supervising line deputy
- Assist the maintenance/special projects supervising line deputy in all special projects
- Conduct monthly fire extinguisher inspections and coordinate re-charging units with fire department
- Conduct all fire and safety inspections of South Facility including monthly barrack fire door alarm inspections

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 04/10/19

12/23/11 SOUF

• • **6-04-080 Training Deputy-Officer Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-04-080

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 12-23-11

PITCHESS DETENTION CENTER

Revision Date: 04-10-19

SOUTH FACILITY

Review Date: 04-10-21

Subject: Training Deputy/Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility training deputies/officers.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South, particularly deputies and custody assistants assigned to the training office.

ORDER:

The PDC South Facility training deputies/officers shall be responsible to the PDC South Facility training/scheduling sergeant.

The responsibilities of personnel assigned as training deputy/officer shall include, but not be limited to the following:

- Assist scheduling deputies/officers as needed
- Assist with the safety and security of inmates
- Assist the line sergeants with training/briefing of line staff
- Act as vacation relief for the scheduling deputies/officers
- Act as subpoena control/court liaison deputy
 - Receive subpoenas from court liaisons/district attorney's office
 - Log subpoenas in the subpoena control log book
 - Notify concerned personnel/supervisors and scheduling of subpoena dates and times

- Control/coordinate PDC South Facility armory
 - Maintain cleanliness and functionality of the armory
 - Maintain, repair or replace equipment stored in the armory
 - Keep stock of armory equipment and munitions
 - Obtain quotes and order equipment and ammunitions as needed
 - Deliver special weapons/firearms to the Department armory as needed for update, maintenance or repair
 - Send a quarterly inventory to weapons training personnel
 - Prepare the armory for inspection by weapons training personnel
- Oversee PDC South Facility training
 - Provide orientation for newly assigned personnel
 - Work with facility training officers and mentors to insure proper training of newly assigned personnel
 - Maintain personnel training files
 - Schedule Department/state mandated training
 - Ensure personnel receive all necessary Department/state mandated yearly training
 - Ensure personnel maintain required department certifications
 - Conduct/assist supervisors with training or mandated drills when needed
 - Maintain records of all in-service training

- Update unit training tracking database
- Process in-service training records for Custody Training Bureau for Department tracking
- Liaison with various facilities and units to coordinate training/drills
- File training correspondence and place copies (if applicable) in mail boxes, sergeant's office, and administrative trays
- Pick up paperwork from sergeants office/training mailbox
- Ensure training rosters are properly completed
- Repair/replace broken training equipment

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date 04/10/19

12/23/11 SOUF

• • 6-04-090 Scheduling Deputy-Officer Duties

Los Angeles County Sheriff's Department

Unit Order: #6-04-090

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: XX-XX-XX

PITCHESS DETENTION CENTER

Revision Date: XX-XX-XX

SOUTH FACILITY

Review Date: XX-XX-XX

Subject: Scheduling Deputy/Officer Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility scheduling deputy/officer.

SCOPE OF ORDER:

This order applies to all personnel assigned to work as a PDC South Facility scheduling deputy/officer.

ORDER:

**All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

Revision Date (e.g. 01/01/01)

• **Section 05 Facility-Ranch Security**

• • **6-05-010 In-Out Shack Deputy Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-05-010

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-22-12

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: In/out Shack Deputy Duty Statement

Reference: Unit Order 5-01-020, 5-06-040

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility in/out shack deputy.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly those personnel assigned to the in/out shack.

ORDER:

The deputies assigned to the in/out shack shall be responsible to the PDC South supervising line deputy, line sergeant and watch commander.

The responsibilities of personnel assigned to the in/out shack shall include, but not be limited to the following:

PRIMARY DUTIES

- Inventory all keys and tasers assigned to the in/out shack
 - Print a copy of the log located in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack and document key/taser inventory on paper log **and** digital log
 - Store a copy of the digital log in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack\Key and Taser Log
 - Notify South Facility main control (David) when complete and advise of changes or missing items
- Inventory all roving patrol (Adam) unit vehicles and transport vans
 - Document personnel using vehicles or vehicle locations on the white board
 - Print a copy of the log located in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack and document vehicle inventory on paper log **and** digital log
 - Report any vehicle maintenance concerns to the motor-pool personnel
- Check in and out all work crews and keep track of “out of counts” on the out of count sheet
 - Print a copy of the log located in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack and document “out of counts” on paper log **and** digital log
 - Maintain updated work crew list from classification
 - Request the presence of an Adam unit when checking inmates out for morning field crew work
 - The in/out shack deputy will open the outer perimeter gate 8 to let inmates in and out of the area in between the inner and outer perimeter fences (dog run)
 - Ensure wristbands are visually inspected
 - Full face video recordings shall be made of each inmate leaving the compound with the last name and booking number read aloud on the video (Refer to unit order 5-01-020 Photographic Identification and Videotaping of Inmate Work Crews for more detailed guidelines on video-recording inmate work crews)
 - Returning work crews shall be placed in the dog run to await processing

- IPA shall be notified via radio of all returning inmate workers
- Maintain video camera equipment in charged working order
- Maintain and update the mug-shot photo binder
- Manage entry and exit of all vehicles through vehicle gate 9
 - Court Services Transportation (CST) Bureau buses, maintenance vehicles, laundry vehicles and vending trucks may gain access to South Facility via the gate 9 sally port
 - Gates 9 **and** 9A shall be secured prior to any interior Facility gates being opened
- Check in attorneys, Child Protective Services (CPS) personnel and other approved visitors
 - A list of visitors with approved facility access can be found in in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack\Approved Facility Access
 - For other visitors not found in the approved facility access list see unit order 5-06-040 Law Enforcement, Attorney, and Non-Routine Visit Procedures for requirements
 - Print a copy of the visitor log located in the following share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack and document visits on paper log **and** digital log, including time in **and** time out (visitor logs shall be archived for a period of no less than two [2] years)
 - Collect bar cards and other government issued picture identification from attorneys until their visit is completed
 - CPS will have their county issued identification
 - When the inmate arrives with the escorting deputy, let the visitor in the visiting area through gate 10
- Open/close gate 8 for official South Facility business only
 - Employees shall not enter/exit gate 8/8A for breaks or personal reasons
- Never enter dog run and open gate 8A while in possession of gate 8 key

- Inmate processing area (IPA) or Eddie compound personnel shall control gate 8A at the direction of the in/out shack personnel
- Monitor inmates in the dog run awaiting transport or processing
- Monitor and open/close gate 8 in the event of an emergency or emergency response team (ERT) response, and prepare the armory key for the first responders
- Manage the in/out shack
 - Maintain the cleanliness of all areas in and around in/out shack
 - Make notifications regarding needed repairs
- Take a 40 minute break during the shift, if time permits
 - Break times shall be coordinated with an available Adam unit
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

SHIFT-SPECIFIC DUTIES

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EM Shift

- Start the following logs located in the share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack
 - Key and Taser Log
 - Vehicle Log
 - Visitor Log
- Start the South Facility "out of count" sheet located in the share file folder: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\In and Out Shack (must be updated as inmate work crews exit and enter)

- Since the in/out shack is a key part of South Facility's daily multiple count clearing processes, it is imperative that the person assigned to the in/out shack understands their assignment and has all Inmate Workers accounted for at all times
- Each shift must be able to start their assignment with an accurate number of inmates who are out of the facility
- At approximately 0500 hours (Monday through Friday) classification will deliver three (3) copies of the current outside work crew lists (purges)
 - One (1) copy for the corresponding compound where the inmate resides
 - One (1) copy for the in/out shack
 - One (1) copy for South David
- The purge is used to track the movement of each inmate on all work crews
- The Inmates wristbands shall be checked as they leave the facility, along with the photo identification/video recording process

AM Shift

- Continue **all** logs
- Call South David to relay the "out of count", taser and key log information
- After 0700 count clears the outside inmate workers shall be processed
 - Call, via radio or telephone, each compound that has workers that will go out to work and have the inmates sent to the in/out shack
 - Call for an Adam unit to assist in processing out the inmate work crews
 - The inmates will line up and stage in the CST bus sally port until work crew supervisors arrive
 - Write the name of each work crew supervising deputy/officer on the purge
 - Organize outside work crew purges in ascending order of work crew numbers 1 – 93, including laundry and ranch kitchen purges, and fasten them in the in/out shack clipboard

- Refer to unit order 5-01-020 Photographic Identification and Videotaping of Inmate Work Crews if there are any questions concerning the processing of inmate work crews
- Have Adam unit personnel video record each inmate (including full front of face) as he walks through gate 8 and states his last name and booking number
- Mark each inmate's name (e.g., check, circle, underline, etc.) on the purges indicating he is "out of count" to work
- Ensure the video camera stays charged
- Update the "out of count" log to include all inmates who left for work
- When any inmate returns from work, his wristband **must** be checked again
 - Draw a line through his name on the work group purge, indicate the time he returned and subtract him from the "out of count" log
 - Notify the compound, via radio, of the inmate's return
 - When the rest of a crew (or an entire crew) returns, the time may be noted at the bottom of the purge and all inmates shall be checked back in using the same process

PM Shift

- Continue and finish all logs
- Call South David to relay the "out of count", taser and key log information
- Follow the same procedures as explained under AM shift, for all inmate work crews coming and going

Revision Date 08/20/20

Revision Date 08/01/18

02/22/12 SOUF

• • **6-05-020 Adam Patrol Unit Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-05-020

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-22-12

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: Adam Patrol Unit Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) roving patrol (Adam) units.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly those personnel assigned to roving patrol (Adam) units.

ORDER:

PDC South is responsible for assigning Adam units to patrol all of PDC to ensure security on the property and prevent escapes. There are three (3) units that patrol PDC; Adam 5, Adam 6 and Adam 7.

The deputies assigned to Adam units shall be responsible to the PDC South watch sergeant and watch commander.

The responsibilities of personnel assigned as Adam units shall include, but not be limited to the following:

GENERAL DUTIES

- Provide armed mobile security for the entire PDC property
- Patrol and conduct security checks in all areas of PDC ranch including but not limited to:
 - Interior perimeters
 - All jail facility exterior perimeters
 - Range facilities
 - The North gate
 - The co-generation plant
 - Arson/explosive area
 - Jack Bones Equestrian Center (via the north gate)

- The heavy equipment yard
- The heliport
- The dump area
- The East gate
- Respond to all incidents that occur on PDC ranch property
- Transport inmates to other facilities within PDC property
- Assist in/out shack during times of inmate movement (e.g., inmate field crew workers leaving, etc.)
- Assist main gate deputy during times of high traffic (i.e., facility shift changes)
 - 2130 hours – 2300 hours
 - 0530 hours – 0700 hours
 - 1330 hours – 1500 hours
- Assist with ERT activations

SPECIFIC DUTIES

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- Make relief at South Facility
- Check in with line sergeant or watch sergeant at the beginning of shift
- Pick up assigned keys from the in/out shack
 - Key blocks are marked for each individual Adam unit (5, 6, and 7)
- Pick up assigned vehicle, ensure all gear is accounted for, inspect for damage and complete a vehicle inspection report, including all special equipment and any previous damage, and submit the report to the watch sergeant

- Adam 5 deputy shall use the SUV (watch sergeant will assign another vehicle if unavailable)
- Adam 6 shall use a pre-designated black and white radio car (refer to in/out shack list)
- Adam 7 shall use a pre-designated black and white radio car (refer to in/out shack list)
- Adam 7 (EM shift) is assigned to the in/out shack
- The white van (SD6304) shall only be used for multi-inmate transportation to any L.A. County jail facility when a black and white radio car is not practical for the transport
- Maintain a daily log (76D319S-SH-73) for each specific shift, which will list the following information:
 - Name
 - Employee number
 - Vehicle number
 - Starting and ending mileage
 - Type and serial number of issued equipment
 - Log entries of any details, special assignments, patrol checks and unusual occurrences or hazards noted during the shift
 - Specific tasks and duties should be noted and what measures were taken to correct any problem noted
 - Memorandums, repair requests, notification to concerned units or supervisors, and what should be done to correct the problem
 - Exact locations and clear explanations shall be entered in the log
- Adam 5 and/or Adam 6 shall conduct a minimum of two patrol checks (924P) of the arson/explosive area during each shift and advise the watch deputy of each check
- Adam 5 and/or Adam 6 shall conduct a minimum of two perimeter checks (904I) of PDC ranch and jail facilities during each shift and advise the watch deputy of each check
- Two (2) Adam units or one (1) two-man unit shall conduct a minimum of two (2) perimeter checks of the North gate and the equestrian center area each shift and advise the watch deputy of each check

- Adam 7 (PM shift, weekends) shall relieve the G-7 unit at the Elmer T. Jaffe Visiting Center (main visiting center) after the close of visiting hours (between 1430 and 1500 hours)
 - Monitor and provide security at the main visiting center exit gate after the center is closed
 - Open/close the gate as needed for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.)
 - Adam 7 shall have access to the "59" key on the main gate key block
 - Once all buses have dropped off visitors, and all visitors have exited the main visiting center, contact each facility's main control by telephone to verify no visitors are left behind
 - As soon as all visitors have exited PDC property and each facility has verified no other visitors remain, lock and secure the main visiting center exit gates
- If a suspicious person/vehicle is encountered during a security check of locations outside the North gate (e.g., equestrian center, County housing, etc.), personnel shall call for backup prior to contacting the person/vehicle
- Immediately report all breaches of security to the concerned facility's desk and the South Facility watch commander
- Respond to requests for security checks or suspicious circumstances on PDC property only
- Contact and identify unauthorized personnel on PDC property
- Respond to requests for containment of escapes at any PDC facility
- Adam units must become familiar with security hazards such as possible escape routes, drainage ditches, places of concealment, etc.
- Check all vehicles parked in unauthorized areas (i.e., main gate, North gate, and East gate)
- Notify the South Facility watch deputy of any suspicious persons or vehicles outside the perimeter
 - The watch deputy will then notify the California Highway Patrol (CHP) and/or Santa Clarita Valley Sheriff's Station (SCV) depending on the circumstances
 - Adam units will not leave PDC property to investigate a suspicious person or vehicle without the specific approval of the watch commander
 - Adam units shall not respond to public calls for service outside of PDC unless dispatched by the

South Facility watch deputy, who shall have watch commander's approval

- During periods of inclement weather, Adam units will remain on paved surface roads
 - Any off-road details during inclement weather will be at the direction of a supervisor, no less than a sergeant, and shall only be conducted in a 4 wheel drive vehicle
- Patrol units will not be taken into any part of the riverbed (the sand is soft and will trap the vehicle, taking it out of service)
- Provide transportation for South Facility inmates to and from other facilities or work groups when directed
- Return Adam unit keys to the in/out shack at the end of shift

OTHER DUTIES

- Take a forty (40) minute break during the shift, if time permits
 - Adam units shall relieve each other during breaks
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- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
- Main gate and in/out shack chow relief shall be made by any available Adam unit
- A minimum of three (3) security checks of each jail facility shall be conducted for each shift
- Notify the concerned PDC facility, via radio, of any security problems observed and follow-up with a memorandum detailing the problem to the South Facility watch commander, who will forward it to the concerned unit's on-duty watch commander
- If there is a PDC facility inmate count discrepancy that cannot be readily resolved, the watch commander of that unit may request that the Adam units immediately respond
 - Responding units will immediately contact that unit's watch commander/watch sergeant via radio to receive specific instructions

- If, for any reason, they cannot contact that facility via radio, they shall automatically make a detailed perimeter check of the facility to include, but not limited to, the perimeter fence for holes or devices used to crawl over the fences; the exterior walls and roofs of the buildings for any evidence of compromise; and all exterior gates, doors, or windows to ascertain if they have been tampered with or compromised
- After the initial check, the units shall contact the watch commander or watch sergeant via phone or radio, relay any pertinent information, and await further orders
- Special transportation of inmates to or from the laundry facility will be conducted by any available Adam unit
 - Reasons for transport from the laundry facility will include releases, medical, and discipline roll-ups
- Responsible for escape reports, crime reports, inmate incident reports, and any other miscellaneous reports as needed
- Attend South Facility briefings
- Transport prisoners to LCMC, SCV, Henry Mayo Hospital, or other L.A. County Jail facilities as needed
- Take positive police action only when necessary and fully justified by the circumstances
 - Make all notifications to the South Facility watch deputy, watch sergeant/commander, SCV, or CHP prior to taking any actions not in the scope of their custodial duties unless an immediate threat makes it impossible to do so
 - Adam units shall not become involved in any law enforcement activity off the PDC property unless that activity directly jeopardizes the safety and security of the PDC property or employees assigned there
 - Adam units becoming involved in any law enforcement activity off the PDC property shall make immediate notification to the South Facility watch commander
 - Adam units shall only leave the PDC property in the course and scope of their duties as outlined in their duty statement

- Chow runs or other duties that may require an Adam unit to leave PDC property shall have the prior approval of the South Facility watch commander
 - There will be only one (1) chow run per shift
 - Only one (1) Adam Unit may complete the chow run
- Under no circumstances shall all Adam units be off the PDC property at the same time without prior watch commander approval
- The Sheriff's Department's Manual of Policy and Procedures shall be adhered to at all times.

Revision Date 10/01/18

Revision Date 08/01/18

02/22/12 SOUF

• • 6-05-030 Main Gate Deputies Duties

Los Angeles County Sheriff's Department

Unit Order: #6-05-030

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-22-12

PITCHESS DETENTION CENTER

Revision Date: 08-17-18

SOUTH FACILITY

Review Date: 08-17-20

Subject: Main Gate Deputies Duties

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) main gate deputies.

SCOPE OF ORDER:

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

personnel assigned to the PDC main gate.

ORDER:

The deputies assigned to the PDC main gate shall be responsible to the PDC South watch sergeant and watch commander.

DUTIES

The responsibilities of personnel assigned to the main gate shall include, but not be limited to the following:

- Provide armed security at the public entrance to PDC
- Control entrance and exit of persons/vehicles through the main gate
 - Sworn and civilian employees must show their badge, sheriff's department identification or custody identification to enter PDC property
 - Routine non-employee/volunteer staff (e.g., chaplains, Five Keys, Keefe Commissary, etc.) may enter PDC property only if their names are listed in the approved Facility access list located in the PDC South shared file: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Main Gate
 - The following non-routine visitors shall be allowed on PDC property with the proper identification (see South Facility unit order 5-06-040, Law Enforcement, Attorney, and Non-Routine Visit Procedures):
 - Attorneys
 - Bondsmen
 - Foreign Embassy
 - News Media (Sheriff's Information Bureau will coordinate all news media interviews that take place in any Department custody facility)
 - Notary Public

- Own Recognizance Investigators
- Parole and Probation Officers
- Law Enforcement Officers (Federal, State, County Agencies)
- Department of Children and Family Services (DCFS)
- Process Servers
- Private Investigators
- District Attorney
- Public Defender
- Ensure all visitors who drive on PDC property are in compliance with the California Vehicle Code
 - A valid driver's license shall be presented upon request prior to entry in compliance with 12951(a)CVC
 - All adult passengers must have a valid, government issued, picture identification
 - A current proof of insurance or liability (written or electronic) must be presented upon request in compliance with 16028(a)CVC
 - A valid registration card must be presented upon request to verify the vehicle is in compliance of 4000(a)(1)CVC (If not in possession of the card, it will be the discretion of the watch commander from the affected facility to allow entry or verify the vehicle's current valid registration)
- Screen all persons requesting access to any PDC facility for the purpose of visiting an inmate by requiring them to:
 - Stop at the Main Gate and present proper identification
 - Provide a justifiable reason for entering PDC property
 - Provide required identification and additional documentation as required by the California Vehicle Code

- Provide any additional documentation that is objectively reasonable for the reason of the visit, if requested
- Submit to a personal or vehicle search, if requested
 - Signs are posted at the entry of PDC stating that all persons/vehicles on the property are subject to search at any time
 - A visitor may refuse a search at the main gate, but they will be denied entry onto the property until the search is completed
- Prevent the transport of contraband and illegal items
 - Items considered as a threat to the safety and security of any facility is considered contraband and will not be permitted beyond the main gate
 - Any attempt to get contraband onto PDC property may result in the termination of an individual's visit
 - Any attempt to bring illegal items onto PDC property, regardless of the location, may result in the arrest of the individual(s) possessing the illegal items
- Request an available roving patrol (Adam) unit to assist during times of high traffic (i.e., facility shift changes, special events, emergency operations)
- Maintain the main gate daily log sheet which is located in the PDC South shared file: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\06 Line\Main Gate
 - All persons/vehicles entering PDC property, who are not sworn/civilian employees shall be documented on the main gate daily log sheet
- Provide on-going visual security of the arson explosives bunkers via monitors
- Monitor the two solid green sewage processor lights to ensure proper functioning of the system (If either light switches off or turns red, immediately contact South Facility main control desk (David) at extension 8805 to have a maintenance worker repair the system)
- Refer citizen complaints

- If a citizen wants to make a complaint, or specifically requests to speak to the watch commander, refer them to the South Facility watch commander immediately
- If a citizen's complaint is directed toward a specific facility, notify the concerned facility's watch commander immediately
- Advise the South Facility watch commander and South David without unnecessary delay of the following events:
 - Emergency Operations
 - Escapes
- Request an additional deputy be assigned to the main gate if the above events occur
 - Advise arriving personnel of the nature of the emergency operations or if there has been an escape
 - Only Sheriff's Department employees shall be allowed to enter PDC
 - Advise all authorized persons entering of the situation and ask them to report anything suspicious immediately
 - Search all vehicles exiting PDC
 - Examine the locks on all trucks exiting the property
- Prohibit entry during lock downs
 - During an individual facility lockdown, only Sheriff's Department and auxiliary personnel who are essential to the operation of the affected facility shall be allowed to enter PDC property (All visitors going to the affected facility will be denied access until the lockdown is lifted)
 - During a complete lockdown of all PDC facilities, only Sheriff's Department and auxiliary personnel who are essential to the operation of PDC facilities shall be allowed to enter PDC property (If an individual facility's lockdown is lifted, visitors shall be allowed to proceed to that facility if they are on the approved list and have the required credentials)
- Take a 40 minute break during the shift, if time permits

- Break times shall be coordinated with an available Adam unit

- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

GATE ARM OPERATION

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Due to the numerous vehicle incidents, involving the gate arm operation, the following procedure will be utilized:

- When the gate arm is being operated from within the control booth, only one vehicle per activation will be allowed.

- Once the gate arm raises and a vehicle drives through, the gate arm will automatically lower completing the cycle

- All vehicles will be required to wait for the gate arm to cycle and be reactivated for the next entry.

- If the gate arm is "locked" in the open position, the deputy will be required to be outside of the control booth in order to properly direct vehicles
 - The deputy will physically indicate to each vehicle to enter, when appropriate, with the appropriate gesture
 - This procedure will only be used during high vehicle traffic times at the discretion of the main gate deputy.

 - At no time, will the entry gate be "locked" open with the operator deputy inside of the control booth

Deviation from any of these procedures will require approval from South Facility's watch commander.

08/17/18 SOUF

• • **6-05-040 George-7 Patrol Unit Duties**

Los Angeles County Sheriff's Department

Unit Order: #6-05-040

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 12-01-11

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: George-7 Patrol Unit Duties

Reference: Unit Order 5-06-050

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) Elmer T. Jaffe (Main) Visiting Center George-7 patrol unit (G-7) deputy.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly those personnel assigned to the G-7 position.

ORDER:

The deputies assigned to work the G-7 unit shall be responsible to the PDC South watch sergeant, watch commander, main visiting sergeant, and the Citizen's Commission on Jail Violence (CCJV) sergeant.

The responsibilities of personnel assigned to the G-7 unit shall include, but not be limited to the following:

GENERAL DUTIES

- Provide armed mobile security for the entire PDC property on visiting days (Saturday, Sunday and designated Holidays)
 - See South Facility unit order 5-06-050 Elmer T. Jaffe Visiting Center Procedures for a list of designated holidays that allow for extra visiting time
- Immediately report all breaches of security to the concerned Facility's watch deputy and the main visiting sergeant
- Respond to requests for security checks or suspicious circumstances on PDC property only
- Contact and identify unauthorized personnel on the Pitchess Detention Center property
- Respond to requests for containment of escapes at any PDC facility
- Become familiar with security hazards (e.g., escape routes, drainage ditches, places of concealment, etc.)
- Check all vehicles parked in unauthorized areas (i.e., main gate, North gate, and East gate)
- Notify the South Facility watch deputy of any suspicious persons or vehicles outside the perimeter

- The South watch deputy will notify the California Highway Patrol (CHP) and/or Santa Clarita Valley Sheriff's Station (SCV) depending on the circumstances
- The G-7 unit will not leave PDC property to investigate a suspicious person or vehicle without the specific approval of the visiting sergeant
- During periods of inclement weather, the G-7 unit shall remain on hard surfaced roads at all times
 - Any off-road details during inclement weather shall be at the direction of a supervisor (no less than sergeant) and shall only be conducted in a four-wheel drive vehicle
- The G-7 unit shall not be taken into any part of the riverbed (the sand is soft and will trap the vehicle, taking it out of service)
- Do not respond to public calls for service outside of PDC property unless dispatched by the South Facility watch deputy, who shall have the watch commander's approval
- Do not become involved in any law enforcement activity outside of PDC property unless that activity directly jeopardizes the safety and security of the PDC property or employees assigned there
- Becoming involved in any law enforcement activity outside of PDC property shall require immediate notification to the South Facility watch commander and the main visiting sergeant
- Do not leave PDC property unless within the course and scope of your duties as outlined in the duty statement
- Under no circumstances shall the G-14 Unit be off the PDC property without prior approval from the main visiting sergeant

PRIMARY DUTIES

- At the start of AM shift, the G-7 unit deputy will check in with the main visiting sergeant
- Complete a vehicle inspection report, documenting all special equipment and any previous damage,

and submit the report to the main visiting sergeant

- Maintain a daily log (76D319S-SH-73), documenting the following information:
 - Name
 - Employee Number
 - Vehicle Number
 - Starting and Ending Mileage
 - Type and Serial Number of Issued Equipment
 - Special Assignments
 - Patrol Checks
 - Unusual Occurrences
 - Hazards Noted During the Shift
 - Specific Tasks and Duties (and measures taken to correct any problems noted)
- Prepare memorandums, repair requests and make notifications to concerned units or supervisors, including what should be done to correct problems encountered (exact locations and clear explanations shall be entered in the log)
- Notify the South Facility watch deputy when assigned to a detail and when finished with that detail
- Notify the concerned PDC Facility, via radio, of any security problems observed and follow-up with a memorandum detailing the problem to the main visiting sergeant
- Respond when requested to any PDC Facilities experiencing inmate count discrepancies that cannot be readily resolved
 - Contact that unit's watch commander/watch sergeant, via radio, to receive specific instructions
 - If the affected Facility's watch commander/watch sergeant cannot be reached via radio, immediately perform a detailed perimeter check of the Facility to include, but not be limited to:
 - Perimeter fences (looking for holes or devices used to crawl over the fences)
 - Exterior walls and roofs of buildings (looking for any evidence of compromise)

- All exterior gates, doors, or windows (looking for any evidence of compromise or tampering)
- After the initial check, contact the watch commander or watch sergeant via phone or radio, to relay any pertinent information, and await further orders
- Prepare escape reports, crime reports, inmate incident reports, and any other miscellaneous reports as needed by the field sergeant
- Attend South Facility briefings when available
- Patrol areas of main visiting during visiting hours
- Take positive police action only when necessary and fully justified by the circumstances
- Transport arrestees to Santa Clarita Valley (SCV) Station for booking into custody
- Assist in closing down, locking and securing the main visiting center at 1400 hours
 - Monitor and provide security at the main visiting center exit gate after the center is closed
 - Open/close the gate as needed for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.)
 - Remain at this post until relieved face-to-face (approximately 1500 hours) by the PDC roving patrol (Adam) unit (i.e., PM shift, Adam 7)
- Make all notifications to the main visiting sergeant, South Facility watch deputy, South watch sergeant/watch commander, and/or SCV or CHP prior to taking any actions not in the scope of custodial duties unless an immediate threat makes it impossible to do so
- The Sheriff's Department's Manual of Policy and Procedures shall be adhered to at all times

Revision Date 10/25/19

Revision Date 08/01/18

12/01/11 SOUF

• **Section 06 Ranch Personnel**

• • **6-06-050 Ranch Kitchen Deputy-Officer**

Los Angeles County Sheriff's Department

Unit Order: #6-06-050

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-22-12

PITCHESS DETENTION CENTER

Revision Date: 05-29-19

SOUTH FACILITY

Review Date: 05-29-21

Subject: Ranch Kitchen Deputy/Officer

Reference:

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) ranch kitchen deputy/officer.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly those who are assigned to work at the PDC ranch kitchen.

ORDER:

The PDC ranch kitchen deputy/officer shall be responsible to the PDC ranch kitchen supervising line deputy, PDC South Facility line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as PDC ranch kitchen deputy/officer shall include, but not be limited to the following:

GENERAL DUTIES

- Maintain security in the PDC ranch kitchen
- Issue, control, and maintain inventory of all tools, utensils, and knives stored in the utensil locker
- Supervise inmates and ensure they are completing their duties
- Ensure all new inmates are trained by food services personnel in areas of safety, hygiene, and food handling
- Conduct hourly counts during each shift to ensure all inmate workers are present
- Conduct regular perimeter checks (minimum of one an hour) to ensure all perimeter doors and gates are secured and locked
- Keep freezers and all refrigerators locked at all times
- Remove disruptive inmates and write discipline reports when needed

- Order needed supplies (e.g., gloves, bags, cleaning supplies, etc.)
- Prepare any needed maintenance/repair requests
- Record any other important information pertaining to the PDC ranch kitchen in the daily log

SHIFT SPECIFIC DUTIES

EM Shift

- Inventory knives and utensils and compare with master list
- Inventory all ranch kitchen key blocks, notify the watch deputy, and document in the daily log
- Check air packs and emergency fire gear and document in the daily log
- Report the number of inmate workers to the in/out shack personnel
- 0030 hours - open the officer's dining room (ODR) for service
- 0100 hours - start floor crews for ODR and offices
- 0145 hours - receive NCCF delivery truck and supervise inmates while truck is unloaded
- 0245 hours - supervise inmate dock workers loading the PDC North Facility delivery truck with the correct number of sack breakfasts and juice crates to match the facility count
- 0300 hours - close ODR and feed inmate workers
- 0315 hours - start inmate cleanup crews
 - Clean ODR, rear dock, and all floors

- Inspect kitchen for compliance with health and sanitation standards
- Check email for inmate ranch kitchen workers who may be on the outgoing list
- Collect and inventory all knives and utensils
 - Secure all items in utensil locker
- 0415 - search inmates, escort them back to PDC South Facility, and check in at the in/out shack (bring AM sack breakfast chow carts)
- Deliver chow to PDC South Facility through the Court Services Transportation (CST) bus sally port (assisted by roving patrol unit [Adam] 7)
- Process inmate workers in the inmate processing area (IPA) with the help of body scanner/IPA personnel
- Escort inmate workers back to their respective compounds
- 0430 hours - check AJIS for possible new AM shift ranch kitchen inmate workers
- Create and print a list for AM ranch kitchen inmate workers
- 0600 hours - wake up AM ranch kitchen inmate workers and check out through the in/out shack
- 0630 hours - assign inmate workers their job positions
- Take a forty (40) minute break during the shift, if time permits
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

AM Shift

- Inventory knives and utensils and compare with master list

- Inventory all ranch kitchen key blocks, notify the watch deputy, and document in the daily log
- Check air packs and emergency fire gear and document in the daily log
- Report the number of inmate workers to the in/out shack personnel
- Ensure the handwashing video is played daily by PDC South Facility main control (David) personnel and document in the daily log
- 0815 hours - supervise inmate dock workers loading the AM chow truck with the correct number of sack lunches and juices to match the facility count
- 0830 hours - deliver AM chow truck to PDC South Facility kitchen (gate 22)
- 1000 hours - open officer's dining room (ODR) for service
- 1030 hours - open up rear dock to receive truck delivery from NCCF
 - Supervise inmates while truck is unloaded
- 1100 hours - feed inmate workers
- 1130 hours - start inmate cleanup crews
 - Clean ODR, rear dock, and all floors
 - Inspect kitchen for compliance with health and sanitation standards

- Collect and inventory all knives and utensils
 - Secure all items in utensil locker
- 1210 hours - search inmates, escort them back to PDC South Facility, and check in at the in/out shack
- Process inmate workers in the inmate processing area (IPA) with the help of body scanner/IPA personnel
- Escort inmate workers back to their respective compounds
- 1230 hours - check AJIS for possible new PM shift ranch kitchen inmate workers
- Create and print a list for PM ranch kitchen inmate workers
- 1330 hours - close ODR
- 1345 hours - gather PM ranch kitchen inmate workers and check out through the in/out shack
- 1400 hours - assign inmate workers to their job positions
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

PM Shift

- Inventory knives and utensils and compare with master list

- Inventory all ranch kitchen key blocks, notify the watch deputy, and document in the daily log
- Check air packs and emergency fire gear and document in the daily log
- Report the number of inmate workers to the In/out shack personnel
- Report out of counts to the in/out shack
- Ensure the handwashing video is played daily by PDC South Facility main control (David) personnel and document in the daily log
- Supervise inmate dock workers loading the PDC North Facility and PDC South Facility PM chow trucks with the correct number of hot food cambros and milk crates to match the facility counts (the South Facility truck will include meals for inmates working at PDC laundry)
- Notify North and South Facility personnel when each truck is loaded and ready
- 1600 hours - open ODR for service
- 1800 hours - feed inmate workers
 - 1830 hours - receive PDC South truck and supervise inmates unloading dirty containers
- 1900 hours - start inmate cleanup crews
 - Clean ODR, rear dock, and all floors
 - Inspect kitchen for compliance with health and sanitation standards
- Check email for inmate ranch kitchen workers who may be on the outgoing list
- 2000 hours - collect and inventory all knives and utensils
 - Secure all items in utensil locker

- 2015 hours - search inmates, escort them back to PDC South Facility, and check in at the In/out shack
- Process inmate workers in the inmate processing area (IPA) with the help of body scanner/IPA personnel
- Escort inmate workers back to their respective compounds
- 2030 hours - check AJIS for possible new EM shift ranch kitchen inmate workers
- Create and print a list for EM ranch kitchen inmate workers
- 2030 hours - close ODR
- 2215 hours - after 2200 wristband count clears, gather EM ranch kitchen inmate workers and check out through the In/out shack
- 2230 hours - assign inmate workers to their job positions
- Take a forty (40) minute break during the shift, if time permits
 - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

Revision Date 05/29/19

Revision Date 02/21/13

02/22/12 SOUF

• • 6-06-060 Ranch Building Maintenance Officer

Los Angeles County Sheriff's Department

Unit Order: #6-06-060

CUSTODY SERVICES DIVISION

GENERAL POPULATION

PITCHESS DETENTION CENTER

SOUTH FACILITY

Effective Date: 02-22-12

Revision Date: 05-29-19

Review Date: 05-29-21

Subject: Ranch Building Maintenance Officer

Reference

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) ranch building maintenance officer.

SCOPE OF ORDER:

This order applies to all personnel assigned to, and working at PDC South Facility, particularly those who are assigned to work as PDC ranch building maintenance officer.

ORDER:

The PDC ranch building maintenance officer shall be responsible to the PDC ranch sergeant, and PDC ranch lieutenant.

The responsibilities of personnel assigned as PDC ranch building maintenance officer shall include, but not be limited to the following:

GENERAL DUTIES

- Supervise inmate workers (work group 51) who shall maintain and clean the following buildings located on the PDC ranch property:
 - Bachelor officer quarters (BOQ's) 1, 2, 3, 4, 6, 7,
 - Ranch operations offices
 - The Old Road Gym and pool locker rooms/showers
 - Data Systems Bureau (DSB) PDC office
 - Parks team offices
 - Court Services Transportation (CST)
 - Facilities Services Bureau (FSB) offices and shops
- Work in partnership with all work groups as needed or directed by ranch supervisors
- Maintain vacuum cleaners and maintenance equipment

- Maintain and store cleaning chemicals in a secure area
- Comply with the following procedures regarding inmate accountability:
 - Maintain a complete daily inmate inventory list of all inmates assigned to the work group that includes the following information:
 - Each inmate's full name
 - Booking number
 - Housing location
 - Race
 - Age
 - Arrest charge and related information
 - Four wristband counts shall be conducted each workday
 - A wristband count shall be conducted when the inmate is checked out of security and when the inmate is checked back into security at PDC South Facility (done at the in/out shack)
 - A wristband count shall be conducted at the start of the inmate lunch period and at the conclusion of the lunch period, regardless of where the inmate eats lunch
 - A body count shall be conducted every half hour during the work day
 - Work group officers may be assigned to assist other work group officers to complete inmate counts
 - A count sheet shall be completed each day which shall list the following information:
 - Check-out count

- Each half-hour count
 - Lunch count
 - Check-in count
 - Any changes made to the inmate make-up of the work crew during the day
- The count sheet shall be submitted to the PDC ranch operations senior deputy at the end of shift by the work group officer with a list of his/her assigned inmates
-
- The count sheet/inmate inventory shall be retained for thirty (30) days for review by the PDC ranch sergeant

SPECIFIC DUTIES

- Provide inmate security and supervision
-
- Identify, prioritize, and organize building maintenance and cleaning projects
 - Organize and assign job tasks to inmate building maintenance work groups
 - Maintain and clean the interiors of the above listed areas including, but not limited to:
 - Urinals
 - Toilets
 - Stalls
 - Sinks
 - Showers
 - Floors
 - Mirrors

- Light fixtures
- Lockers
- Window blinds
- Trash receptacles
- Floors, including carpets and mats
- Maintain and clean the exteriors of the above listed areas including, but not limited to:
 - Exterior doors
 - Door frames
 - Screen doors
 - Windows
 - Window frames
 - Window screens
 - Porches
 - Porch railings
 - Walkways and driveways by sweeping and hosing down as needed
- Pick up and dispose of all trash from interior and exterior of all of the above listed areas
- Submit major repair requests to FSB via the PDC ranch operations officer
- Follow-up on all major repair requests to FSB to ensure that repairs are completed in a timely manner
- Maintain minor pest control through the use of yellow jacket traps, glue traps, rat and mouse traps, and ant/roach spray

- Maintain all restrooms in the above listed areas by stocking them with toilet paper, paper towels, toilet seat covers, anti-bacterial lotion soap, hand sanitizers, facial tissue boxes, deodorizers, and dispensers for paper products and soaps
- Maintain and perform minor repairs on soap and paper product dispensers and fixtures inside and around above listed areas
- Complete special projects with the approval of ranch supervisors
- Order, store, and maintain necessary supplies and equipment
- Maintain assigned equipment in good working order by inspecting routinely
- Operate assigned county vehicles in a safe manner at all times
- Enforce safety procedures at all times

Revision Date 05/29/19

02/22/12 SOUF
