

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

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EM Shift

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- 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
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PM Shift

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

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**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

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EM Shift

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- 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

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- 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

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PM Shift

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- 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
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**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
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- 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 incimate 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

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- 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.

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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.
