

## 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
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- 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

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- 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

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