

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
