

## 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:

Pitchess Detention Center - South Facility : 6-03-090 Clinic Movement Deputy-Officer  
Duties

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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

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- 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
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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

### **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

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- 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

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- 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

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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.