

## Section 05 Facility-Ranch Security

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- **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 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**

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## **• 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

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- **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

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- **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**

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