

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

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