

## 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**

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**02/22/12 SOUF**

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