

## 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
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- 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
- 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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