

## 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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