

## 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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