

## Section 06 Ranch Personnel

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- **6-06-050 Ranch Kitchen Deputy-Officer**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-06-050**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 02-22-12**

**PITCHESS DETENTION CENTER**

**Revision Date: 05-29-19**

**SOUTH FACILITY**

**Review Date: 05-29-21**

**Subject: Ranch Kitchen Deputy/Officer**

**Reference:**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) ranch kitchen deputy/officer.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly those who are assigned to work at the PDC ranch kitchen.

**ORDER:**

The PDC ranch kitchen deputy/officer shall be responsible to the PDC ranch kitchen supervising line deputy, PDC South Facility line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as PDC ranch kitchen deputy/officer shall include, but not be limited to the following:

**GENERAL DUTIES**

- Maintain security in the PDC ranch kitchen
- Issue, control, and maintain inventory of all tools, utensils, and knives stored in the utensil locker
- Supervise inmates and ensure they are completing their duties
- Ensure all new inmates are trained by food services personnel in areas of safety, hygiene, and food handling
- Conduct hourly counts during each shift to ensure all inmate workers are present
- Conduct regular perimeter checks (minimum of one an hour) to ensure all perimeter doors and gates are secured and locked
- Keep freezers and all refrigerators locked at all times
- Remove disruptive inmates and write discipline reports when needed

- Order needed supplies (e.g., gloves, bags, cleaning supplies, etc.)
- Prepare any needed maintenance/repair requests
- Record any other important information pertaining to the PDC ranch kitchen in the daily log

## SHIFT SPECIFIC DUTIES

### **EM Shift**

- Inventory knives and utensils and compare with master list
- Inventory all ranch kitchen key blocks, notify the watch deputy, and document in the daily log
- Check air packs and emergency fire gear and document in the daily log
- Report the number of inmate workers to the in/out shack personnel
- 0030 hours - open the officer's dining room (ODR) for service
- 0100 hours - start floor crews for ODR and offices
- 0145 hours - receive NCCF delivery truck and supervise inmates while truck is unloaded
- 0245 hours - supervise inmate dock workers loading the PDC North Facility delivery truck with the correct number of sack breakfasts and juice crates to match the facility count
- 0300 hours - close ODR and feed inmate workers
- 0315 hours - start inmate cleanup crews
  - Clean ODR, rear dock, and all floors

- Inspect kitchen for compliance with health and sanitation standards
- Check email for inmate ranch kitchen workers who may be on the outgoing list
- Collect and inventory all knives and utensils
  - Secure all items in utensil locker
- 0415 - search inmates, escort them back to PDC South Facility, and check in at the in/out shack (bring AM sack breakfast chow carts)
- Deliver chow to PDC South Facility through the Court Services Transportation (CST) bus sally port (assisted by roving patrol unit [Adam] 7)
- Process inmate workers in the inmate processing area (IPA) with the help of body scanner/IPA personnel
- Escort inmate workers back to their respective compounds
- 0430 hours - check AJIS for possible new AM shift ranch kitchen inmate workers
- Create and print a list for AM ranch kitchen inmate workers
- 0600 hours - wake up AM ranch kitchen inmate workers and check out through the in/out shack
- 0630 hours - assign inmate workers their job positions
- Take a forty (40) minute break during the shift, if time permits
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

### AM Shift

- Inventory knives and utensils and compare with master list

- Inventory all ranch kitchen key blocks, notify the watch deputy, and document in the daily log
- Check air packs and emergency fire gear and document in the daily log
- Report the number of inmate workers to the in/out shack personnel
- Ensure the handwashing video is played daily by PDC South Facility main control (David) personnel and document in the daily log
- 0815 hours - supervise inmate dock workers loading the AM chow truck with the correct number of sack lunches and juices to match the facility count
- 0830 hours - deliver AM chow truck to PDC South Facility kitchen (gate 22)
- 1000 hours - open officer's dining room (ODR) for service
- 1030 hours - open up rear dock to receive truck delivery from NCCF
  - Supervise inmates while truck is unloaded
- 1100 hours - feed inmate workers
- 1130 hours - start inmate cleanup crews
  - Clean ODR, rear dock, and all floors
  - Inspect kitchen for compliance with health and sanitation standards

- Collect and inventory all knives and utensils
  - Secure all items in utensil locker
- 1210 hours - search inmates, escort them back to PDC South Facility, and check in at the in/out shack
- Process inmate workers in the inmate processing area (IPA) with the help of body scanner/IPA personnel
- Escort inmate workers back to their respective compounds
- 1230 hours - check AJIS for possible new PM shift ranch kitchen inmate workers
- Create and print a list for PM ranch kitchen inmate workers
- 1330 hours - close ODR
- 1345 hours - gather PM ranch kitchen inmate workers and check out through the in/out shack
- 1400 hours - assign inmate workers to their job positions
- Take a forty (40) minute break during the shift, if time permits
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

### **PM Shift**

- Inventory knives and utensils and compare with master list

- Inventory all ranch kitchen key blocks, notify the watch deputy, and document in the daily log
- Check air packs and emergency fire gear and document in the daily log
- Report the number of inmate workers to the In/out shack personnel
- Report out of counts to the in/out shack
- Ensure the handwashing video is played daily by PDC South Facility main control (David) personnel and document in the daily log
- Supervise inmate dock workers loading the PDC North Facility and PDC South Facility PM chow trucks with the correct number of hot food cambros and milk crates to match the facility counts (the South Facility truck will include meals for inmates working at PDC laundry)
- Notify North and South Facility personnel when each truck is loaded and ready
- 1600 hours - open ODR for service
- 1800 hours - feed inmate workers
  - 1830 hours - receive PDC South truck and supervise inmates unloading dirty containers
- 1900 hours - start inmate cleanup crews
  - Clean ODR, rear dock, and all floors
  - Inspect kitchen for compliance with health and sanitation standards
- Check email for inmate ranch kitchen workers who may be on the outgoing list
- 2000 hours - collect and inventory all knives and utensils
  - Secure all items in utensil locker

- 2015 hours - search inmates, escort them back to PDC South Facility, and check in at the In/out shack
- Process inmate workers in the inmate processing area (IPA) with the help of body scanner/IPA personnel
- Escort inmate workers back to their respective compounds
- 2030 hours - check AJIS for possible new EM shift ranch kitchen inmate workers
- Create and print a list for EM ranch kitchen inmate workers
- 2030 hours - close ODR
- 2215 hours - after 2200 wristband count clears, gather EM ranch kitchen inmate workers and check out through the In/out shack
- 2230 hours - assign inmate workers to their job positions
- Take a forty (40) minute break during the shift, if time permits
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

**Revision Date 05/29/19**

**Revision Date 02/21/13**

**02/22/12 SOUF**

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**• 6-06-060 Ranch Building Maintenance Officer**

**Los Angeles County Sheriff's Department**



**Unit Order: #6-06-060**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**PITCHESS DETENTION CENTER**

**SOUTH FACILITY**

**Effective Date: 02-22-12**

**Revision Date: 05-29-19**

**Review Date: 05-29-21**

**Subject: Ranch Building Maintenance Officer**

**Reference**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) ranch building maintenance officer.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly those who are assigned to work as PDC ranch building maintenance officer.

**ORDER:**

The PDC ranch building maintenance officer shall be responsible to the PDC ranch sergeant, and PDC ranch lieutenant.

The responsibilities of personnel assigned as PDC ranch building maintenance officer shall include, but not be limited to the following:

**GENERAL DUTIES**

- Supervise inmate workers (work group 51) who shall maintain and clean the following buildings located on the PDC ranch property:
  - Bachelor officer quarters (BOQ's) 1, 2, 3, 4, 6, 7,
  - Ranch operations offices
  - The Old Road Gym and pool locker rooms/showers
  - Data Systems Bureau (DSB) PDC office
  - Parks team offices
  - Court Services Transportation (CST)
  - Facilities Services Bureau (FSB) offices and shops
- Work in partnership with all work groups as needed or directed by ranch supervisors
- Maintain vacuum cleaners and maintenance equipment

- Maintain and store cleaning chemicals in a secure area
- Comply with the following procedures regarding inmate accountability:
  - Maintain a complete daily inmate inventory list of all inmates assigned to the work group that includes the following information:
    - Each inmate's full name
    - Booking number
    - Housing location
    - Race
    - Age
    - Arrest charge and related information
  - Four wristband counts shall be conducted each workday
  - A wristband count shall be conducted when the inmate is checked out of security and when the inmate is checked back into security at PDC South Facility (done at the in/out shack)
  - A wristband count shall be conducted at the start of the inmate lunch period and at the conclusion of the lunch period, regardless of where the inmate eats lunch
  - A body count shall be conducted every half hour during the work day
  - Work group officers may be assigned to assist other work group officers to complete inmate counts
  - A count sheet shall be completed each day which shall list the following information:
    - Check-out count
    - Each half-hour count

- Lunch count
  - Check-in count
  - Any changes made to the inmate make-up of the work crew during the day
- The count sheet shall be submitted to the PDC ranch operations senior deputy at the end of shift by the work group officer with a list of his/her assigned inmates
  - The count sheet/inmate inventory shall be retained for thirty (30) days for review by the PDC ranch sergeant

#### SPECIFIC DUTIES

- Provide inmate security and supervision
- Identify, prioritize, and organize building maintenance and cleaning projects
- Organize and assign job tasks to inmate building maintenance work groups
- Maintain and clean the interiors of the above listed areas including, but not limited to:
  - Urinals
  - Toilets
  - Stalls
  - Sinks
  - Showers
  - Floors
  - Mirrors

- Light fixtures
- Lockers
- Window blinds
- Trash receptacles
- Floors, including carpets and mats
- Maintain and clean the exteriors of the above listed areas including, but not limited to:
  - Exterior doors
  - Door frames
  - Screen doors
  - Windows
  - Window frames
  - Window screens
  - Porches
  - Porch railings
  - Walkways and driveways by sweeping and hosing down as needed
- Pick up and dispose of all trash from interior and exterior of all of the above listed areas
- Submit major repair requests to FSB via the PDC ranch operations officer
- Follow-up on all major repair requests to FSB to ensure that repairs are completed in a timely manner
- Maintain minor pest control through the use of yellow jacket traps, glue traps, rat and mouse traps, and ant/roach spray

- Maintain all restrooms in the above listed areas by stocking them with toilet paper, paper towels, toilet seat covers, anti-bacterial lotion soap, hand sanitizers, facial tissue boxes, deodorizers, and dispensers for paper products and soaps
- Maintain and perform minor repairs on soap and paper product dispensers and fixtures inside and around above listed areas
- Complete special projects with the approval of ranch supervisors
- Order, store, and maintain necessary supplies and equipment
- Maintain assigned equipment in good working order by inspecting routinely
- Operate assigned county vehicles in a safe manner at all times
- Enforce safety procedures at all times

**Revision Date 05/29/19**

**02/22/12 SOUF**

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