

6-06-050 Ranch Kitchen Deputy-Officer

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION

GENERAL POPULATION

PITCHESS DETENTION CENTER

SOUTH FACILITY

Unit Order: #6-06-050

Effective Date: 02-22-12

Revision Date: 05-29-19

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
