

## 5-01-170 Laundry Inmate Work Group and Line Procedures

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**Effective Date:** 11-20-09

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**Review Date:** 08-16-18

### **PURPOSE OF ORDER:**

This order establishes policy and guidelines for security and line procedures at PDC South Laundry Facility.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to all personnel assigned to work at the PDC South Laundry Facility.

### **ORDER:**

The overall operation and staffing of the Laundry Facility is under the command and control of PDC South Facility. All other South Facility Unit Orders and Policies apply to personnel assigned to the Laundry Facility.

#### **Work Group #1 - AM Shift**

AM Shift is comprised of inmates from Work Group #1. Inmates from Work Group #1 are housed in "King" Compound, Barracks #46 and #47.

Personnel from "King" Compound are responsible for ensuring Work Group #1 is in the "Dog Run" at the In/Out Shack prior to 0600 hrs. They shall also ensure the inmates have eaten their breakfast meal and are properly dressed prior to placing them in the "Dog Run." Inmates will not be permitted to bring food items to the Laundry Facility. Personnel from "King" Compound shall verify and identify, by wristband, each inmate that is placed into the "Dog Run." Personnel from "King" Compound will also be responsible for delivering a Work Group #1 purge to the In/Out Shack Deputy, which accurately reflects the inmates placed into the "Dog Run."

At 0600 hrs, security personnel from the Laundry will obtain an accurate Work Group #1 purge from the In/Out Deputy and begin loading the inmates onto buses for transportation to the Laundry Facility. The Laundry Supervising Line Deputy or Laundry Sergeant shall be present during this process. Laundry security personnel shall ensure the Video Taping, Checkout and Transportation procedures are followed.

## **Work Group 2 - PM Shift**

PM Shift is comprised of inmates from Work Group #2. Inmates from Work Group #2 are housed in "Eddie" Compound, Barracks #38 and #39.

Personnel from "Eddie" Compound are responsible for ensuring Work Group #2 is in the "Dog Run," at the In/Out Shack, prior to 1400 hrs. They shall also ensure the inmates are properly dressed and do not possess any food items prior to placing them in the "Dog Run." Personnel from "Eddie" Compound shall verify and identify, by wristband, each inmate that is placed into the "Dog Run." Personnel from "Eddie" Compound will also be responsible for delivering a Work Group #2 purge to the In/Out Shack Deputy, which accurately reflects the inmates placed into the "Dog Run." One Deputy or Custody Assistant from Laundry Security Staff will respond to "Eddie" Compound and assist with this process.

At 1400 hrs, security personnel from the Laundry will obtain an accurate Work Group #2 purge from the In/Out Deputy and begin loading the inmates onto buses for transportation to the Laundry Facility. The Laundry Supervising Line Deputy or Laundry Sergeant shall be present during this process. Laundry security personnel shall ensure the following Video Taping, Checkout and Transportation procedures are followed.

Personnel assigned to the PM shift will process Work Group #2 in the Inmate Processing Area upon returning the inmates to South Facility.

## **Video Taping**

All inmate work crews leaving South Facility to work at other locations will be videotaped daily as they are leaving. These inmates shall only leave or re-enter the facility through the In/Out shack area, Gates 8 and 8A. The inmate leaving the facility shall state his last name, first name and all numbers of his booking number. The In/Out Processing Deputy shall maintain a copy of the inmate inventory list for accountability. The security staff member receiving the inmate shall verify the name and complete booking number from the inmates wristband with the inmate inventory list before leaving to the assigned work area.

The assisting security personnel will video-tape each inmate as they exit the gate, assisted by the In/Out Processing Deputy, who will again verify the inmate's identity.

**NOTE:** The security personnel operating the video camera shall state their name, rank, date, time and the work group leaving the facility before taping the inmate workers.

The In/Out Processing Deputy will be responsible for keeping and maintaining the videotapes. Videotapes may be rewound and reused as necessary. The video camera shall be maintained in the in and out processing building. The In/Out Processing Deputy shall be responsible for ensuring that the video camera battery is charged daily.

## **Work Group Checkout and Transportation**

Laundry Security Personnel shall conduct a body count of the inmates while they are in the Dog Run. They shall ensure the body count matches the work group purge prior to loading the inmates onto the buses. In the event that the body count does not match the purge, personnel shall notify the supervisor of the discrepancy. Inmates should not be loaded onto the busses and transported to the Laundry Facility until the inmate body count is

reconciled with the work group purge.

While the inmates are being loaded onto the buses, Laundry Security Personnel will be responsible for monitoring the back of the busses. One Deputy or Custody Assistant shall be posted across the road from the In/Out Shack and ensure that no inmates exit the busses from rear or opposite side of the bus.

All inmates shall be seated in a designated seat while on the bus. No inmates will be allowed to stand or kneel in the center aisle while the busses are moving.

All three busses will be loaded prior to transporting the inmates to the laundry facility. The busses will proceed in tandem from South Facility to the Laundry Facility, with the Laundry Van following the last bus. Personnel are to monitor the vehicles ahead of them for signs of an escape attempt, disturbances or any form of distress. Each vehicle shall be staffed by one driver and a second staff member to monitor the inmates.

Once the inmates have arrived at the Laundry Facility, the perimeter gates shall be closed, and the Gate Shack will be manned. No inmates will be allowed to disembark the busses until the perimeter gates have been secured. Upon disembarking the busses, all inmates will be directed to and remain on the front loading dock until an inmate wristband verification has been completed. Any discrepancies from the inmate wristband verification shall be immediately reported to the a Laundry Supervisor.

Both work groups will be transported back to South Facility by Laundry Personnel. The count of each work group will be verified with the Laundry Main Control prior to transporting the inmates to South Facility. Laundry Personnel will deliver the inmates to South Facility Gate #8, where they will be checked in by the In/Out Shack Deputy. Personnel shall use the transportation procedures previously outlined.

### **Wristband Verification**

An inmate wristband verification will be conducted immediately after arriving at the Laundry Facility. The wristband on each inmate shall be inspected and the inmate shall be compared to the work group purge. Any discrepancies between the inmates at the Laundry Facility and the work group purge shall be immediately reported to the Laundry supervisor. Any inmate found with an altered, loose or damaged wristband will have his identity verified and be wrist banded in accordance with existing wrist banding procedures. A Laundry Supervisor shall be present, on the front loading dock, during the entire wristband verification and work station sign up procedure.

### **Hourly Count**

There are four main inmate work station areas at the Laundry Facility. These areas are the Front Dock, 10K/Sorting, Mezzanine, and Washer/Dryers. These areas are manned by security personnel. As a means to provide a consistent inmate count procedure for all work areas, the following procedures shall be followed:

- Each work station area is provided an inmate count sheet, listing the inmate workers assigned to that area. Every hour, security personnel are required to conduct a count of their assigned inmate workers. When the count is confirmed, the security person shall immediately telephone the security office and advise the desk operator, or in the absence of a desk operator the Senior Deputy, that the count in their area is clear. In the event that there is no one in the security office to answer the telephone, this notification shall be made via Sheriff's radio. A master count sheet shall be kept in the security office

and maintained by the Desk Officer or Senior Deputy. If a count has not been called in within fifteen (15) minutes after the hour, the Desk Officer or Senior Deputy shall contact the security person at that work station and ascertain the count status. The hourly count time should be varied each hour so the inmate workers can not plan an incident based on a routine count time.

- In the event of a discrepancy with the count at any workstation, a Laundry supervisor shall be immediately notified. The Front Gate Security Officer shall be notified, and **no vehicles** shall be allowed to leave the facility. If the count discrepancy is not quickly resolved, all vehicles will remain at the Laundry Facility, and those vehicles which recently exited the Laundry Facility shall be recalled to the facility and searched.

Deviations from this directive shall only occur with the concurrence of the Laundry Lieutenant or Sergeant.

### **Meal Count**

A body count will be conducted at the beginning and conclusion of each inmate meal break. Laundry Personnel will notify the Laundry Supervisor the results of each count.

Inmates will not return to their work stations unless the count is accurate.

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