Chapter 2 - Organization and Functions

• Section 2-01 - Duty Statements

• • 2-01-100 Captain

• • • 2-01-110 Captain/Unit Commander

RESPONSIBLE TO: Custody Division Area Commander

WORK SCHEDULE: Flex

GENERAL DUTIES:

The Captain/Unit Commander is the commanding officer of North Facility. As such, the Captain is the leader of the management team and is responsible for all unit functions and operations, including the operational philosophies of the unit.

The Captain interprets existing laws, Memorandums of Understandings, the Department's Manual of Policy and Procedures, Division Directives and the Unit Manual, in support of the Mission Statement, the Core Values statement, the Law Enforcement Code of Ethics and training requirements.

SPECIFIC DUTIES:

- Enforce policies, procedures and regulations of the Department, Division and unit.
- Conduct special investigations.
- Supervise subordinate personnel.
- Maintain discipline.
- Create reports and recommendations.
- Act as liaison with the communities served by the unit.
- Complete the Departmental Change of Command form (SH-AD-601) when assuming a new or change of command.
- Determine and submit the unit's proposed budget for the succeeding fiscal year.
- Ensure compliance with established laws and operational standards at the unit and correct deficiencies in a timely manner.
- Generally, responsible for planning, organizing, directing and coordinating the operations and functions of the unit including:
    - Fiscal Management
        - Use of overtime - Be fully aware of the unit's status with regard to the use of overtime and make prudent decisions when approving overtime.

- Unit budget - Know the overall status of the unit's various accounts, ensuring that over expenditures do not occur and making efficient use of the unit's funds.
- Staffing - Assign the necessary staff to effectively manage the unit's workload and local community needs within budget constraints.

- Administration of Personnel
  - Knowledge - Know the strengths, weaknesses, and special skills of their immediate subordinates and, where reasonably possible, those of other subordinates.
  - Training/Development - Establish an effective training program and ensure that all personnel receive the appropriate training.
  - Discipline/Reward - Review and evaluate all information that may lead to a disciplinary action or commendation.
  - Conduct - Ensure that their personnel have a clear understanding of appropriate and expected conduct when dealing with the community, inmates, and co-workers.
  - Use of force - Strive to eliminate excessive and unnecessary use of force through an established system of supervision, training, incident evaluation and application of remediation.
  - Evaluation - Ensure that the performance of their personnel, both positive and negative, is accurately documented and that the evaluations are submitted in a timely manner.
  - Health and safety - Establish an ongoing wellness program and assist injured/ ill employees.
  - Personal relations - Treat every member of this department, sworn and civilian, with the same dignity and respect that they would expect in return.
  - Personnel policies - Support and promote the department's affirmative action guidelines.
- Delivery of Service
  - Support and promote the department's Core Values and Service Oriented Policing philosophy, as well as community partnerships.
- Efficient and Effective Operations
  - Goals - Actively strive towards accomplishing departmental and unit goals.
  - Reports/Notifications - Communicate with their supervisors and keep them aware of problems, issues and activities concerning their areas of responsibility.
  - Information - Establish a formal system that ensures the flow of information throughout their unit.
- Role Model
  - Physical appearance - Set an example of professionalism and pride by appearing well groomed and appropriately attired.
  - Demeanor/Attitude - Reflect maturity, objectivity, enthusiasm and a commitment to

excellence in accomplishing the mission, goals and programs of the department.

- Communicative/Interpersonal skills - Encourage and promote open and constructive relationships with citizens, co-workers, subordinates and superiors through understanding, empathy and tolerance.
- Social skills - Demonstrate actions and decisions that reflect consideration of social, cultural and political factors which are important to the community and the department.
- Self-improvement - Maintain and enhance their professional knowledge and skills and remain current on events that affect the department and the unit.
- Innovation - Continually evaluate and seek methods of improving the operation of the unit, the well-being of his personnel and the level of service that the unit provides.
- Ethical conduct - Possess the highest standards of moral and ethical conduct.

- Risk Management
  - Prepare a Risk Management plan.
  - Minimize risk to the department and personnel by monitoring, reviewing, documenting, disciplining and rewarding their employee's performance.
  - Utilize safe driving techniques while driving county vehicles.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • 2-01-200 Lieutenant

• • • 2-01-210 Operations Lieutenant

RESPONSIBLE TO: Unit Commander

WORK SCHEDULE: Flex

GENERAL DUTIES:

The Operations Lieutenant is responsible for the overall operations of the unit, under the direction of the unit commander.

SPECIFIC DUTIES:

- Manages the assigned sworn and civilian personnel at the facility including the managing and monitoring of all personnel related issues.
- Assumes responsibility as the unit commander in their absence.
- Maintains liaison with the operations staff of other custody facilities and the myriad of custody support personnel including, but not limited to, the following:
    - Medical Services
    - Food Services
    - Facility Chaplains
    - Facility maintenance personnel
    - Canteen Corporation personnel
    - Department cashiers/mail room personnel
    - Facility gang detail
    - School personnel
- Manages all incoming and outgoing facility correspondence.
- Manages the facility personnel records.
- Manages sworn and civilian item control.
- Manages the personnel evaluation program.
- Manages the facility Unit Citation Award Program.
- Acts as the facility American with Disabilities coordinator.
- Acts as the Building Emergency Coordinator.
- Manages the facility Public Information Program.
- Manages the myriad of facility operations reports which include, but are not limited to:
    - Monthly Management Report
    - Command Accountability Reporting System (CARS) Report
    - Risk Management Report
    - Weekly Overtime Report
    - Personnel, Staffing, Overtime Management (P.S.O.) report
    - Weekly Absence Follow-Up Report
- Manages facility clerical and operations staff.
- Manages and tracks civil claims and lawsuits.
- Manages and tracks watch commander service comment investigations.
- Manages and tracks use of force investigations.
- Manages and tracks major disturbance investigations.
- Manages and tracks unit level investigations.
- Reviews inmate complaints.
- Reviews facility logs.
- Reviews inmate incident reports.
- Review employee injury reports.
- Mentors employees regarding career path and position specific goals.

- Assists line personnel during exigent or emergent situations.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-220 Watch Commander

RESPONSIBLE TO: Captain/Unit Commander

WORK SCHEDULE: Seven day post, variable hours

GENERAL DUTIES:

The Watch Commander is responsible for the overall operation of the facility during their assigned shift. The Watch Commander shall communicate and coordinate with his subordinate supervisors to enhance the overall operation of the facility.

SPECIFIC DUTIES:

- Ensure subordinate sergeants and supervising line deputies are fulfilling their duties.
- Maintain a Watch Commander’s log for the purpose of summarizing unusual events, such as use of force, power failures, escapes, deputy injuries, serious inmate injuries, inmate suicide, etc.
- Ensure facility counts are held at the specified times.
- Conduct inquires and investigations into use of force by deputies, inmate complaints and personnel misconduct.
- Conduct an outside perimeter check of the facility once per shift and document the check in the Watch Commander’s log.
- Conduct Disciplinary Review Board (DRB) appeals.
- Conduct facility housekeeping inspections and follow-up.
- Evaluate and approve requests for emergency maintenance services.
- Encourage and participate in facility trainings and briefings.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • 2-01-300 Sergeant

• • • 2-01-310 Field Sergeant

RESPONSIBLE TO: Watch Commander

WORK SCHEDULE: Seven day post (2200-0600; 0600-1400; 1400-2200)

GENERAL DUTIES:

The Field Sergeant is responsible for the overall operation of their assigned modules during their shift. The Field Sergeant shall communicate and coordinate with the watch sergeant to enhance the overall operation of the facility.

SPECIFIC DUTIES:

- Ensure all posts are adequately manned. Shall actively supervise personnel assigned to their modules and be accountable for their actions and the efficient operation of the modules.
- Review entries made in the Electronic Uniform Daily Activity Log (e-UDAL) for accuracy and completeness. Acknowledge this review by electronically signing the appropriate page towards the end of shift.
- Ensure that personnel complete and log all security checks of their assigned modules, including the dorms, offices, storage areas, hallways, roof area, and day rooms at least once during each shift.
- Assure a copy of the security check log was completed and delivered to the watch sergeant.
- Supervise routine operations and assume position of the incident commander in assigned modules.
- Responsible for security, cleanliness, and repair of assigned modules.
- Conduct personnel investigations regarding use of force as directed by the watch commander.
- Collect inmate request forms from the dorm mailboxes. Review and investigate inmate complaint forms and submit them to the watch commander.
- Review and approve all reports (SH-R-49, inmate injury reports, behavioral observation reports, and Inmate Report Tracking System (IRTS) reports).
- Conduct in-service training.
- Submit four Title 15 surveys per month.
- Acknowledge good job performance by personnel and counsel personnel regarding poor job performance. Advise personnel of measures to take to correct and/or improve minor problems.
- Check the module E-Row populations for appropriate housing. Assure the module ranger corrects any discrepancies.
- Conduct the Disciplinary Review Board (DRB) hearings.
- Assure there is appropriate supervision in the Inmate Processing Area (IPA) for all incoming lines, court return inmates and inmate worker searches.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-320 Operations Sergeant

RESPONSIBLE TO: Operations Lieutenant

WORK SCHEDULE: Flex

GENERAL DUTIES:

The operations sergeant assists the operations lieutenant in the overall operation of the unit, under the direction of the unit commander.

SPECIFIC DUTIES:

- Reviews reports, memoranda, and correspondence prepared by unit personnel or received from other units, and approves/responds/routes accordingly.
- Maintains liaison with the operations staff of other custody facilities and other units whose operations interact with this facility.
- Coordinates the transfer of incoming and outgoing personnel.
- Monitors sworn and civilian item control.
- Administers the employee fund.
- Assists the operations lieutenant in the coordination of the facility Risk Management Plan.
- Monitors employees on Injury on Duty (IOD) status and maintains liaison with their doctors.
- Supervises unit clerical staff.
- Acts as the assistant facility coordinator for the Americans with Disabilities Act.
- Counsels' employees on a myriad of career related issues.
- Processes subpoena's and court orders.
- Coordinates the facility's response to civil claims.
- In emergent situations, functions in a line capacity wherever needed.
- Has input in the following reports:
- Monthly Management Report
    - Command Accountability Reporting System (CARS) Report
- Risk Management Report
- Weekly Absence Follow-Up Report
- Personnel Inquiry Report
- Monthly Force Analysis Report

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-330 Training and Scheduling Sergeant

RESPONSIBLE TO: Operations Lieutenant

WORK SCHEDULE: Flex

GENERAL DUTIES:

The Training and Scheduling Sergeant is responsible for supervising and assisting the scheduling and training staff in their various job duties.

SPECIFIC DUTIES:

- Manage the updating and administration of the orientation program for newly assigned personnel.
- Develop and conduct specific training that reflects the goals and needs of the facility.
- Maintain liaison with department training personnel and other law enforcement and military training experts.
- Coordinate the scheduling and implementation of the Custody Division Training plan.
- Provide in-service training as required by applicable laws and regulations.
- Provide specific in-service training for mobilization, response, and tactics as it applies to the Emergency Response Team (ERT).
- Coordinate requests for departmental and non-departmental training.
- Maintain unit and departmental training records.
- Assist in the selection of training officers and review their written work product, e.g. training evaluations.
- Monitor the progress of personnel on training status and have periodic meetings with the training officers and trainees.
- Maintain training resources, e.g. training videos, handouts, and electronic copies of training materials.
- Maintain/supply all tactical additional equipment and special gear for the ERT, as needed.
- Promote unit level training related to patrol.
- Arrange training for personnel through departmental training resources and coordinate the training schedules with the scheduling unit.
- Observe line functions to coordinate needed training.
- Publish training notices and class availability.
- Solicit requests for training from sworn and civilian personnel.
- Maintain direct supervision of the scheduling and training staff.

- Supervise the assignment of shift positions and schedules and maintain a plan for future staffing requirements.
- Maintain a record of monthly overtime expenditures for reporting purposes.
- Review and approve Personnel, Staffing, and Overtime (PSO) management reports.
- Responsible for the scheduling and overtime expenditures of the supervisors assigned to North Facility.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-340 Watch Sergeant

RESPONSIBLE TO: Watch Commander

WORK SCHEDULE: Seven day post (2200-0600; 0600-1400; 1400-2200)

GENERAL DUTIES:

The Watch Sergeant is responsible for the overall operation of the facility during their shift, under the direction of the watch commander. The Watch Sergeant shall communicate and coordinate with the watch commander to enhance the overall operation of the facility.

SPECIFIC DUTIES:

- Assist the watch commander in all facets of facility operation.
- Maintain the watch commander log, noting facility inmate counts, significant events, briefings, facility inspections, security checks, and sick call-ins.
- Review the daily in-service sheets prior to the shift, making corrections as needed. Ensure completion of the Daily Time Sheet and the Emergency Response Team (ERT) rosters.
- Maintain, review, and initial the sergeant’s office key safe log.
- Coordinate with the field sergeants relative to jail-wide activities to ensure proper coverage.
- Review and initial the Main Control Key Log, Facility Visitor Log and TASER Log.
- Review and approve the facility Daily Activity Log (EM shift).
- Ensure timely and proper processing of reports, including any necessary corrections that need to be made.
- Designate a deputy on every shift to conduct a thorough exterior perimeter check of the facility. These security checks shall be logged in the watch commander’s log.
- Coordinate all radio car runs with the watch deputy.
- Coordinate and prepare briefings for the entire facility.

- Control and monitor entries of evidence into Property Evidence Laboratory Information Management Systems (PRELIMS).
- Notify the watch commander of any emergent situations. Respond to main control to monitor the situation and provide input as needed.
- Coordinate a random audit of a Title 15 inmate safety check once per shift and log in the watch commander's log.
- Monitor the use of county vehicles assigned to the facility and maintain the vehicle board in the sergeant's office.
- Maintain liaison with Operation Safe Jails (OSJ) regarding exchange of intelligence information.
- Monitor radio traffic.
- Notify the watch commander, operations sergeant and scheduling office of call-ins pertaining to long term absentees, Injured on Duty (IOD) claims, illnesses, and off-duty injuries.
- Notify the scheduling office of errors found on the daily in-service sheets.
- Perform the duties of the watch commander in their absence.
- Review and sign all overtime and call-in time off requests.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • 2-01-400 Bonus Deputy

• • • 2-01-410 Supervising Line Deputy

RESPONSIBLE TO: Watch Sergeant and Field Sergeant

WORK SCHEDULE: Seven day post (2200-0600; 0600-1400; 1400-2200)

GENERAL DUTIES:

The Supervising Line Deputy is responsible for assisting the field sergeants in the overall operation of the modules during their shift. The Supervising Line Deputy shall communicate and coordinate with the field sergeants to enhance the overall operation of the facility. The Supervising Line Deputy shall serve as a liaison between line personnel and the sergeants.

SPECIFIC DUTIES:

- Shall actively supervise personnel assigned to the modules and be held accountable for their actions and the efficient operation of the modules.

- Report significant incidents to the appropriate field sergeant.
- Ensure security checks are made at intervals that do not exceed [REDACTED TEXT]
- Supervise and assist in the investigation and handling of major incident reports (SH-R-49), complaint reports, inmate injury reports, behavioral observation reports, and Inmate Report Tracking System (IRTS) reports. Review the report for any spelling errors, typographical issues or missing information. Ensure corrections are made prior to submission.
- Review entries made in the Electronic Uniform Daily Activity Log (e-UDAL) for accuracy, completeness, and appropriate activities. Acknowledge this review by electronically signing the appropriate page towards the end of shift.
- Acknowledge good job performance by personnel and counsel personnel regarding poor job performance. Advise personnel of measures to take to correct and/or improve minor problems.
- Assure there is appropriate supervision in the Inmate Processing Area (IPA) for all incoming lines, court return inmates, and inmate worker searches.
- Supervise and assist module personnel, as needed, during counts, inmate feeding, conducting store, clothing exchange, and all other inmate activities.
- Conduct in-service training, as directed by the field or watch sergeant.
- Ensure that the module's mail and inmate request forms are properly processed and forwarded to the appropriate location.
- Act as the field sergeant when directed to do so.
- Ensure shift reliefs are conducted on time and all assigned personnel are accounted for. Notify the watch sergeant of any personnel changes.
- If there are any changes made to the Emergency Response Team (ERT) rosters that were posted at the beginning of the shift, notify module personnel of the changes.
- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-420 Title 15 Supervising Line Deputy

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Flex

GENERAL DUTIES:

The Title 15 Supervising Line Deputy is responsible for the overall Title 15 operations of the unit.

SPECIFIC DUTIES:

- Oversees the Title 15 requirements for the facility.
- Maintains liaison with personnel including, but not limited to, the following:
  - Religious and Volunteer Services
  - Education Based Incarceration
  - Inmate Services
  - Laundry Services personnel
  - Canteen Corporation personnel
  - Classification personnel
  - Utility personnel
  - Medical Services
- Manages weekly, monthly, quarterly, and yearly reports including, but not limited to, the following:
  - Injury/Illness Prevention Program (IIPP)
  - Title 15 Interviews
  - Education Based Incarceration (EBI) Statistics
  - Outdoor Recreation
  - Impact Reports
  - Fire Inspection
  - Material Safety Data Sheets (MSDS)
  - Exception Reports
  - California Environmental Reports
  - Title 15 Closed Circuit Television (CCTV) Audits
- Prepares for the yearly inspections including, but not limited to, the following:
  - Board of State and Community Corrections
  - Security Inspections
  - Health Inspections
  - Injury/Illness Prevention Program (IIPP)
  - Pre-Command Inspection
  - Command Inspection
  - Laundry Inspection
  - Food Services
- Attend monthly Title 15 meetings.
- Attend quarterly laundry meetings.
- Acts as the North Facility safety officer.
- Acts as the Return to Work Mentor.
- Acts as the North Facility Terrorist Liaison Officer.

- Monitor and train personnel quarterly regarding Title 15.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • 2-01-500 Deputy

• • • 2-01-505 Clinic Deputy

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Five day post, Monday through Friday (0600-1400)**

GENERAL DUTIES:

The Clinic Deputy is assigned to the module two main clinic to provide security and supervise inmates for the medical staff during sick call, pill call, doctor/dermatology line and all medical treatments.

SPECIFIC DUTIES:

- Communicable disease protective equipment kits are maintained in the main armory and in each of the module armories. It shall be the responsibility of the Clinic Deputy to inspect these kits daily to ensure they are present and sealed. If the kits are not sealed, they shall be rotated or refreshed as needed and resealed.
- Disinfect the module two main clinic daily.
- Obtain a list of all inmates that need to be seen by nursing staff in the main clinic. The Clinic Deputy will go to the respective modules and escort those inmates from their modules to the main clinic. Once they are finished, the Clinic Deputy shall escort them back to their housing assignments.
- Supervise the doctor’s line on day shift, Monday through Friday.
- Supervise the dermatology line every Friday on day shift.
- Ensure that the proper documentation is being completed for all inmates that are seen by nursing staff.
- Coordinate with the watch deputy and deliver all necessary paperwork in the event of a medical radio car run or transport by the Medical Transport Team.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los

Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-510 Inmate Processing Area (IPA) Deputy

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Seven day post (0700-1500; 1500-2300)**

GENERAL DUTIES:

The Inmate Processing Area (IPA) Deputy is responsible for conducting and overseeing the processing and searching of inmates in the IPA.

SPECIFIC DUTIES:

- Performs a security check of the IPA building, kitchen/laundry building, briefing/records trailer and all areas surrounding these buildings. Complete a security check log detailing the results of the security checks.
- Identify inmates who are incompatible with North Facility housing and ensure they are returned to the facility of origin. All changes to incoming lines shall be communicated to the watch deputy.
- Ensure that all IPA waist chains are sterilized at the end of each shift.
- Collect all wristband replacement forms. It shall be the responsibility of the IPA deputy to create all needed wristbands and deliver them to the appropriate module.
- Verify the identity of every inmate that arrives on an incoming line or court bus.
- Assist in escorting inmates to their respective housing assignments.
- Retain all necessary incoming and court paperwork in the IPA office.
- Assist the modules with personnel deficiencies as needed.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-515 Module Control Officer (MCO)

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Seven day post (2300-0700; 0700-1500; 1500-2300)**

GENERAL DUTIES:

The Module Control Officer is responsible for the modules disciplinary housing cells (E-Row), maintaining all necessary paperwork, and controlling access to the module.

SPECIFIC DUTIES:

- Ensure that all Module Control Office (MCO) doors are kept locked and secured except as necessary to permit entry or exit by authorized personnel.
- Control all access into and out of the module and dormitory control booths (DCO). Prowlers and rangers will be used to transport items between the MCO and DCO's when necessary.
- Maintain the module count sheet with accurate counts and document all movement that occurs.
- Record all module counts that occur on the module count sheet and call the total count into main control when the count is complete.
- Account for and maintain security over all module key blocks (module control, prowler and ranger).
- Document all required information into the electronic Uniform Daily Activity Log (e-UDAL).
- Maintain all necessary paperwork for the module including transfer paperwork and court lists.
- Maintain a binder of all discipline paperwork. All paperwork should be placed in the binder and maintained for the duration of the inmates' time in E-Row. At the completion of the inmates' time in E-Row, the Module Control Officer shall be responsible for submitting the paperwork to the secretaries for retention.
- Maintain an accurate count of the inmates logged out of the Automated Justice Information System (AJIS) into movement codes such as court or visiting. The Module Control Officer will be required to utilize the "MC03" screen in AJIS to log the inmates back into their dorms when they return to the module.
- Ensure that all module waist chains are cleaned/sterilized at the end of each shift. The cleaning/sterilizing process shall be logged into the e-UDAL.
- [REDACTED TEXT]
- Monitor all closed circuit television (CCTV) footage.
- Monitor all radio communications.
- Coordinate all inmate visits and video conferences within the module.
- Provide visual security for the medical room, multipurpose room and hallway.
- Order module supplies from ranger 5 as needed.
- Perform a check of all systems inside the MCO and report any deficiencies in the e-UDAL.
- At the direction of a supervisor, conduct an audit of one random Title 15 security check by viewing the CCTV footage. Report the necessary information regarding the security check to a supervisor so it can get entered into the watch commander's log.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-520 Module Ranger A and B

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Seven day post (2300-0700; 0700-1500; 1500-2300)**

GENERAL DUTIES:

The module ranger A or B is responsible for assisting the module ranger with supervising and providing security for the inmates housed within the module. They shall coordinate with the assigned personnel to ensure the smooth operation of the module

SPECIFIC DUTIES:

- Provides interior security for assigned module.
- Assists the dormitory control officer and the module control officer as needed in performing scheduled duties of interior dormitory functions.
- Prowls assigned module and supervises activities of inmates assigned to that module.
- Assists in conducting counts.
- [REDACTED TEXT]
- [REDACTED TEXT]
- Assist the sergeants with the Disciplinary Review Boards.
- Perform searches of the civilian/inmate visiting area for contraband.
- Assist with all inmate movement in and out of the module.
- Confirm that the multi-purpose room hand wash station has hot water, paper towels, and soap for use by food serving inmates.
- Ensure that all inmate vending machines are in working order and have not been vandalized.
- Identify any maintenance issues within the module and ensure that it is documented in the electronic Uniform Daily Activity Log (e-UDAL). Submit any maintenance requests as needed.
- Ensure module cleanliness is maintained.
- Assist the module ranger with the hiring and firing of inmate line servers.
- Provide security for medical personnel, civilian personnel, and volunteers.
- Provide security for the medical staff while they conduct pill and sick call. Deputy personnel shall assist medical staff by making a reasonable effort to ensure the inmate ingests the medication.
- Supervise the inmate workers while they serve inmate meals and ensure all trays and serving utensils are collected and returned to the utility officer.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-525 Module Ranger

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Seven day post (2300-0700; 0700-1500; 1500-2300)**

GENERAL DUTIES:

The Module Ranger is responsible for assisting the team leaders and supervisors in coordinating the operations of the module that they are assigned. It is the Module Rangers responsibility to ensure the efficient operation of the module.

SPECIFIC DUTIES:

- Perform a security check of the required areas in the module at the beginning of the shift and complete a security check log.
- Ensure that a proper roof check has been conducted at the beginning of each shift.
- Provide interior security for the assigned module.
- Supervise the activities of the inmates assigned to the module.
- Conduct all required counts with the assistance of the module prowlers.
- [REDACTED TEXT]
- [REDACTED TEXT]
- Assist the sergeant with the Disciplinary Review Board (DRB).
- Supervise all inmate visits and video conferences.
- Perform searches of the visiting areas and lobby for contraband.
- Conduct all inmate movement with the assistance of the module prowlers.
- Identify any maintenance issues within the module and ensure proper documentation in the electronic Uniform Daily Activity Log (e-UDAL).
- Ensure module cleanliness is maintained.
- Responsible for hiring and firing module inmate workers such as line servers.
- Provide security for medical personnel, civilian personnel and volunteers.
- Assist the module prowlers with providing security for the medical staff while they conduct pill call and sick call. Deputy personnel shall assist medical staff by making a reasonable effort to ensure the inmate ingests the medication.

- Supervise the inmate workers while they serve inmate meals and ensure all trays and serving utensils are collected and returned to the utility officer.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-530 Module Team Leader

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Five day post (0700-1500; 1500-2300)**

GENERAL DUTIES:

The Module Team Leader is responsible for assisting the supervisors in coordinating the operations of the module they are assigned to. These responsibilities are assigned and performed in conjunction with the other assigned duties such as a prowler, ranger, and/or training officer.

SPECIFIC DUTIES:

- Coordinate with other assigned personnel to accomplish the module daily duties, e.g., inmate security checks, chow reliefs, and supervising inmate meals.
- Identify issues regarding maintenance and cleanliness within their assigned module and coordinate the resolution of those issues.
- Communicate and coordinate with the other module team leaders to enhance the overall operation of North Facility.
- Take a proactive stance relative to the security and safety of the inmates and staff assigned to the module through the following measures:
    - Identifying “shot callers”
    - Cultivating informants
    - Identifying and attempting to diffuse inmate tensions and other potential problems
    - Locating and confiscating weapons and other contraband
- Responsible for communicating with the supervisors regarding non-routine inmate movement that takes place with the dorm, module or between other modules.
- Work in conjunction with Operation Safe Jails (OSJ) regarding inmate housing locations.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-535 Operations Deputy

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: [REDACTED TEXT]

GENERAL DUTIES:

The Operations Deputy is responsible for assisting the operations sergeant in the overall operation of the unit, under the direction of the unit commander. The Operations Deputy is responsible for a wide variety of operational tasks and projects. The duties of the Operations Deputy are varied and designed to be flexible.

SPECIFIC DUTIES:

- **Assist the operations sergeant in the review and preparation of documents relative to unit operations.**
- **Ensure that the facility meets all Title 15 operational requirements and all other legal and Departmental mandates.**
- **Coordinate unit response for Command Inspection. Coordinate and assist with all pre-inspections. Host the Manuals, Reports, and Public Information plan pre-inspection.**
- **Prepare the Chief's Monthly Analysis report.**
- **Manage, train, and add new users to the Sheriff's Data Network (SDN), and Automated Jail Information System Network (AJIS). Develop computer applications, provide technical support, and coordinate repair for all computer equipment.**
- **Prepare memorandums on various topics for Unit Commander's signature.**
- **Provide analysis on various Departmental and Divisional Reports.**
- **Assist the Unit Commander in preparation for the Sheriff's Critical Incident Forum (SCIF).**
- **Update and maintain all social media sites and the intranet for North Facility**
- **Update and maintain all duty statements and unit orders.**
- **Assist the operations sergeant with administering the unit fund.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration

(EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-540 Ranger 5

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Seven day post (2300-0700; 0700-1500; 1500-2300)**

GENERAL DUTIES:

Ranger 5 is responsible for the security and control of the inmates assigned to the utility work group. They shall be responsible for the cleanliness and appearance of the facility as well as the delivery of all inmate meals from the South Facility Ranch Kitchen to the modules. Ranger 5 will work closely with the utility officer to ensure all tasks are completed.

SPECIFIC DUTIES:

- **Perform a security check of the required areas once per shift and complete a security check log.**
- **Pick up the utility work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with the work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Office (DCO) and Module Control Office (MCO).**
- **Maintain immediate security of assigned inmates at all times.**
- **Pick up the food truck from the South Facility Ranch Kitchen.**
- **Retrieve and return serving utensils to a Ranch Kitchen staff member. Verify the count and condition of the utensils.**
- **Supervise the inmate work crew while they off-load all food carts and drinks from the food truck at the rear of each module and place them in the rear sally port of each module. This is to be done one module at a time.**
- **Responsible for checking the temperature of all incoming food and drinks. After the food has been delivered to the modules, the temperatures of all the food and drinks shall be reported to the watch deputy, module control officers and dorm control officers to be logged into the electronic Uniform Daily Activity Log (e-UDAL) and the facility Daily Activity Log.**
- **Pick up and deliver copies of each inmate meal menu to the modules to ensure that the proper number of each food item was delivered.**
- **Maintain strict accountability of serving utensils issued to each module. Utensils shall not be left locked in the rear sally ports.**
- **Remove food carts and drink containers from all rear module sally ports immediately after the**

meal has been served.

- **Supervise the cleanup of the rear sally ports of the modules.**
- **Supervise trash pick-up and compaction.**
- **Work crews will be dressed in green suits and strip searched prior to their return to their housing location. Utilize the inmate processing area personnel to affect the search of the work crews and assist as needed.**
- **Work crews reporting to and from work will do so through the rear sally port of the module.**
- **Work crews are not to mingle or communicate with any other inmates while working.**
- **Work with the utility officer and determine if there are any additional duties that need to be performed.**
- **Ensure that the utility inmate work crew does not access any administration building on the east side of the modules. They will only be allowed to access the front of the modules while supervised for trash and recycling collection as well as landscaping. Unless otherwise stated, the utility work crew shall remain in the areas at the rear of the modules or in the kitchen.**
- **Supervise the inmate work crew while they clean the interior of the kitchen area, inmate restroom, and staff restroom.**
- **Deliver the food truck back to the South Facility Ranch Kitchen once all food containers have been collected from the modules.**
- **Communicate with the utility officer on EM shift to ensure that the newspapers are delivered to the modules.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-545 Ranger 6

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day armed post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

Ranger 6 is responsible for gate and perimeter security, as well as all vehicles assigned to North Facility. Ranger 6 shall be armed and wear the appropriate safety equipment which includes the following:

- **gun belt**
  - **ammunition case and ammunition**
  - **baton and holder**
  - **handcuffs and case (second pair optional)**
  - **keeper straps**
  - **key ring holder**
  - **knife and case (optional)**
  - **Oleoresin Capsicum "OC" spray canister and holder**
  - **radio holder**
  - **service firearm and holster**
- **hobble restraint (optional)**
- **protective vest (recommended)**

SPECIFIC DUTIES:

- **Conduct contraband inspections of visitors' purses, briefcases, case files and bags prior to their entry into the facility on a random basis.**
- **Persons to be contacted and items searched shall include, but are not limited to:**
  - **Local, state, and federal government employees**
  - **Attorneys**
  - **Chaplains**
  - **Persons entering North Facility via the pedestrian/vehicle gates**
- **Information regarding the search shall be reported to the watch deputy and logged into the facility Daily Activity Log. This information shall include the time, name of person searched, and results of the search**
- **Assist with dorm searches and provide relief for various fixed positions as needed or as directed by a supervisor.**
- **Monitor the fuel levels and cleanliness of the facility vehicles. When conditions warrant and time permits, the vehicles will be fueled and washed at the Motor Pool.**
- **Complete a Driver's Tour of Duty Equipment Record Sheet (SH-CR-159) at the beginning of each shift on the vehicle you will be using and turn it into the watch sergeant.**
- **Check the vehicle board in the sergeant's office and ensure that the board accurately depicts what vehicles are present and assigned to the facility.**
- **Conduct security checks around the perimeter fence line of North Facility and report the results of the perimeter check to the watch deputy.**
- **Assist ranger 7 with inmate transports or transfers to other facilities.**
- **In the event that ranger 7 is not staffed, it is the responsibility of Ranger 6 to assume all of ranger 7 duties.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los

Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-550 Ranger 7

RESPONSIBLE TO: **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

WORK SCHEDULE: **Seven day armed post (2300-0700; 0700-1500; 1500-2300**

GENERAL DUTIES:

Ranger 7 is responsible for providing armed mobile security for North Facility. Ranger 7 shall be armed and wear the appropriate safety equipment which includes the following:

- **gun belt**
  - **ammunition case and ammunition**
  - **baton and holder**
  - **handcuffs and case (second pair optional)**
  - **keeper straps**
  - **key ring holder**
  - **knife and case (optional)**
  - **Oleoresin Capsicum "OC" spray canister and holder**
  - **radio holder**
  - **service firearm and holster**
- **hobble restraint (optional)**
- **protective vest (recommended)**

SPECIFIC DUTIES:

- **Conduct security checks around the perimeter fence line of North Facility and report the results of the perimeter check to the watch deputy.**
- **Respond to requests for security checks as directed by the watch deputy or a supervisor.**
- **[REDACTED TEXT]**
- **[REDACTED TEXT]**
- **Ranger 7 may only leave the ranch property with the watch commander’s approval. Only one ranger unit may be off the ranch property at one time unless approved by a watch commander.**

- **Assist with dorm searches and provide relief for various fixed positions as needed or as directed by a supervisor.**
- **Complete a Driver's Tour of Duty Equipment Record Sheet (SH-CR-159) at the beginning of each shift on the vehicle you will be using and turn it into the watch sergeant.**
- **Conducts the transport or transfer of inmates between North Facility and other ranch facilities (e.g., medical housing, permanent housing transfers, x-rays, special program housing).**
- **Conducts the transport of inmates from North Facility to other county facilities (e.g., bond releases, medical housing or treatment, expired releases).**
- **[REDACTED TEXT]**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-555 Ranger 8

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Five day armed post (0700-1500; 1500-2300)

GENERAL DUTIES:

Ranger 8 is responsible for gate and perimeter security, as well as, searching all vehicles entering and exiting North Facility. Ranger 8 shall be armed and wear the appropriate safety equipment which includes the following:

- **gun belt**
  - **ammunition case and ammunition**
  - **baton and holder**
  - **handcuffs and case (second pair optional)**
  - **keeper straps**
  - **key ring holder**
  - **knife and case (optional)**
  - **Oleoresin Capsicum "OC" spray canister and holder**
  - **radio holder**
  - **service firearm and holster**
- **hobble restraint (optional)**

- **protective vest (recommended)**

SPECIFIC DUTIES:

- **Search vehicles for possible security violations, e.g., escaping inmates, contraband entering and/or leaving North Facility.**
- **Information regarding the search including the time, name of person searched, vehicle information, and results of the search shall be reported to the watch deputy to be logged into the facility Daily Activity Log.**
- **All vehicle searches and similar security related activities will be entered in a log maintained at the Ranger 8 guard post.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-560 Title 15 Deputy

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

The Title 15 Deputy is responsible for conducting Title 15 security checks in the inmate housing areas and ensuring Title 15 requirements are being met for all inmates housed at PDC North Facility. There a total of four Title 15 Deputies on each shift that are divided into two teams. Each team consists of two deputies that are assigned to two modules. Team 1 is assigned to Modules 1-2. Team 2 is assigned to Modules 3-4.

SPECIFIC DUTIES:

- **[REDACTED TEXT]**
- **[REDACTED TEXT]**
- **Security checks shall include inspecting the inmates for obvious signs of distress such as bleeding, trauma, visible injuries, discomfort, and choking.**
- **Security checks conducted after lights out shall ensure inmates are alive and well by observing signs of life such as breathing. Should there be any doubt regarding an inmate's condition, staff shall attempt to elicit a response from the inmate. If unable to elicit a response,**

a supervisor and medical staff shall be requested.

- **All security checks shall be documented by utilizing a hand held scanner to scan the bar coded check points. If the scanner is not operating properly, all security checks shall be logged into the Electronic Uniform Daily Activity Log (e-UDAL).**
- **Assist the module personnel as needed during facility emergencies and activations. However, absent exigent circumstances, a Title 15 Deputy shall maintain his post and hourly safety check responsibilities.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-565 Title 15/Laundry Deputy

RESPONSIBLE TO: Title 15 Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday (0600-1400; 1400-2200)

GENERAL DUTIES:

The Title 15 Laundry Deputy is responsible for ensuring that Title 15 laundry requirements are met for all inmates housed at North Facility by supervising an inmate work crew and coordinating the distribution and ordering of linen, shoes, and mattresses.

SPECIFIC DUTIES:

- **Pick up the laundry truck at South Main Laundry front dock and deliver to North Facility.**
- **Pick up the laundry work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with the work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Officer (DCO) and Module Control Officer (MCO).**
- **Work crews will be dressed in green jumpsuits and strip searched prior to their return to their housing location. Utilize inmate processing area personnel to affect the search of the work crews and assist as needed.**
- **Conduct an hourly count of all inmates assigned to the laundry work crew.**
- **Ensure that the linen to be exchanged each day is clean, rolled, and in carts, ready for delivery.**
- **Deliver the clean linen to be exchanged to all the modules on the proper days. Clear both yards prior to delivery and secure both yards after delivery. Pick up all dirty laundry from the**

modules.

- **Ensure that all inner wear (t-shirt, socks, and boxer briefs) are exchanged twice per week, all outerwear (jumpsuit, towel, and sheet) are exchanged once per week and all blankets are exchanged no less than once every three months.**
- **Supervise the inmate laundry work crew while they unload the clean laundry from the laundry truck and load the dirty laundry. All laundry work crew inmates shall have medical exam gloves, masks, and gowns available for loading the dirty laundry. The Laundry Deputy is responsible for keeping an inventory of all incoming clean laundry from the laundry truck.**
- **Supervise the cleaning and disinfecting of all laundry carts.**
- **Conduct a count of the inmate laundry crew immediately after the truck is done being loaded prior to taking it back to South Main Laundry.**
- **Take the laundry truck back to the South Main Laundry rear dock.**
- **Determine what laundry needs to be folded each day to maintain an inventory of clean linen ready for laundry exchanges.**
- **Supervise the inmate laundry work crew as they sort, fold, and roll linen.**
- **Deliver any linen, shoes, and mattresses to the modules per need and request.**
- **Order all linen, shoes, property bags, and mattresses needed for the North inmate population from South Main Laundry.**
- **Ensure that the Inmate Processing Area (IPA) has all the clean linen and property bags needed for processing incoming and court return inmates.**
- **Keep a storage of clean new linen for special circumstances such as an infestation, quarantine, or Methicillin-resistant Staphylococcus aureus (MRSA) diagnosis.**
- **Supervise the inmate laundry work crew while they clean and disinfect the laundry area at the end of every shift.**
- **Contact the classification officer when any inmate worker is released or transferred so they can hire a replacement.**
- **Maintain immediate security of assigned inmates at all times.**
- **Work crews reporting to and from work will do so through the rear sally port of the module.**
- **Work crews are not to mingle or communicate with any other inmates while working.**
- **Work with the laundry officer and determine if there are any additional duties that need to be performed.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-570 Training Deputy

RESPONSIBLE TO: Training and Scheduling Sergeant

WORK SCHEDULE: Flex

GENERAL DUTIES:

The Training Deputy is responsible for planning, organizing, tracking, and coordinating training that is received by all personnel.

SPECIFIC DUTIES:

- **Facilitate any training by providing the shift sergeants with support and by obtaining the required logistical items.**
- **Collect and process all in-service training rosters and submit them to the Custody Training Unit (C.T.U.) and store for future records.**
- **Participate in as many in-service training classes as duties permit.**
- **Coordinate with the line sergeants to ensure that all personnel participate in mandatory training. Accurate records must be kept to ensure the facility complies with department policy.**
- **Schedule and record Standardized Training for Corrections (S.T.C.) training to ensure that this facility adheres to the state mandated requirements of 24 hours of training per deputy and custody assistant.**
- **Maintain and update trainee and training officer rosters.**
- **Coordinate the trainee orientation day.**
- **Prepare training packets and present them to the trainees during the facility orientation.**
- **Review and store all completed training packets and trainee evaluations.**
- **Forward all training records to the new unit of assignment when the employee is transferred.**
- **Assist in maintaining proper ordinance and weekly inventories of the Emergency Response Team (ERT) armories.**
- **Maintain the file cabinet located in the training office. The files should be organized and purged as necessary.**
- **Assist the line sergeant in dorm searches, in-service training, and ERT drills.**
- **Maintain communications with sources of training information such as the Custody Division training staff.**
- **Track and update all recurrent briefings in the Scheduling Management System (SMS).**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-575 Watch Deputy

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

The Watch Deputy is responsible for the overall functions and security of North Facility.

SPECIFIC DUTIES:

- **Distributes and logs facility keys out to shift personnel.**
- **Monitors and controls access into the facility.**
- **Maintains a civilian sign-in log and issues the proper badges to visitors.**
- **Maintains facility count, movement logs, and key logs.**
- **Answer incoming telephone calls for the facility and transfers calls as needed.**
- **Prepares incoming and outgoing teletypes for distribution to the modules.**
- **Verifies, clears, and logs the facility count.**
- **Monitor radio communications.**
- **Coordinates emergency responses to the facility.**
- **Review inmate television schedule provided by Inmate Services and ensure designated programming is displayed on the television.**
- **Maintains all paperwork and teletypes in an orderly fashion.**
- **Provides visual security to the front of the modules during visiting days.**
- **Controls armory access.**
- **Perform daily shotgun checks.**
- **Purges the boards on the walls and places all paperwork into an envelope and labels it with the dates and contents and sends it to the secretaries.**
- **Contact Central Housing Unit (CHU) for teletypes regarding facility transfers.**
- **Maintain the main control office in a neat and orderly manner.**
- **Perform a security check of the scheduling trailer, administrative building (including the armory), and all areas surrounding these buildings and complete a security check log.**
- **Conduct an inventory of all Tasers and complete a Taser Inventory Log that is submitted to the Watch Sergeant before the end of shift.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is

required.

• • 2-01-600 Custody Assistant

• • • 2-01-605 Classification Officer

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday, AM Shift

GENERAL DUTIES:

The Classification Officer is responsible for a wide variety of classification needs. They are responsible for ensuring that inmates are classified and housed in the appropriate locations. They also are responsible for hiring all inmate workers at North Facility.

SPECIFIC DUTIES:

- **Fill all vacancies in Module One D-Dorm (inmate worker dorm).**
- **Utilize the Automated Justice Information System (AJIS) as well as the Inmate Report Tracking System (IRTS) to determine the eligibility of each new pending inmate worker.**
- **Personally interview each inmate that is eligible for work. During the interview, the Classification Officer shall be screening the inmate for abnormal behavior, general mental health, age, medical issues, gang affiliation, and tattoos.**
- **Explain the Good Time/Work Time process to the eligible inmate and determine their desire to work. Assign the inmate a job and make arrangements to house the inmate in the worker dorm.**
- **Creates inmate movement lists for various reasons such as medical, security level changes, and demographics. Ensure that the affected personnel receive the lists and the movement gets conducted.**
- **Maintain an accurate list of all North Facility work crews and inmates assigned to those work crews.**
- **Take a photograph of each inmate that is placed on a work crew and maintain a binder of all inmate work crew photographs. Place the photographs on the shared files for access by all personnel.**
- **Utilize the Custody Automated Reporting and Tracking System (CARTS) to respond to inmate requests regarding classification issues.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on

upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-610 Dental Officer

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Variable Schedule, Monday through Friday (0700-1500)

GENERAL DUTIES:

The Dental Officer is assigned to the module three dental office to provide security and supervise inmates for the dental staff during all dental procedures and treatments.

SPECIFIC DUTIES:

- **Obtain a list of all inmates that require treatment by dental staff in the module three dental office. The Dental Officer will go to the respective modules and escort those inmates from their modules to the module three dental office. Once they are finished, the Dental Officer will escort them back to their housing assignments.**
- **Provide the proper dental forms to the inmates and ensure they are completed correctly.**
- **Upon completion of all dental procedures and treatments, notify a supervisor.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-615 Desk Officer

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2200-0600; 0600-1400; 1400-2200)

GENERAL DUTIES:

The Desk Officers primary duty is to assist the Watch Deputy with the overall functions and security of North Facility.

SPECIFIC DUTIES:

- **Assist with monitoring radio traffic.**
- **Answer incoming telephone calls for the facility and transfer calls as needed.**
- **Distribute documents and other items to the module control officers.**
- **Review inmate television schedule provided by Inmate Services and ensure designated programming is displayed on the television.**
- **Distributes and logs facility keys out to shift personnel.**
- **Prepares the key logs, civilian visitor logs, outgoing line list, outgoing court line list and other required documents/reports.**
- **Log all civilian visitors into the visitors log and issue the appropriate facility guest pass.**
- **Maintain the main control office in a neat and orderly manner.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-620 Dormitory Control Officer (DCO)

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

The Dormitory Control Officer is responsible for the security and safety of the inmates assigned to his/her dorms.

SPECIFIC DUTIES:

- **Ensure that the Dormitory Control Office (DCO) door is kept locked and secured except as necessary to permit entry or exit by authorized personnel. Inmates will never be given the opportunity to gain access to the DCO, unless it has been electronically disabled by the module control officer and is directly supervised by a deputy. The dorm control officer is not to leave the DCO unattended except under exigent circumstances.**
- **Maintain accurate counts in both dorms and document all movement that occurs in the electronic Uniform Daily Activity Log (e-UDAL).**
- **Communicate with the module control officer to ensure smooth operation of the module.**

- **Record all dorm counts and call the total dorm counts into the module control officer when the count is complete.**
- **Account for and maintain security over the DCO key block.**
- **Document all required information into the e-UDAL.**
- **Monitor all radio communications.**
- **Maintain visual security of the inmates housed in both dorms via the Closed Circuit Television (CCTV) and catwalk windows.**
- **Print a most current Automated Justice Information System (AJIS) inmate inventory audit for each dorm. The AJIS printout shall be compared to the e-UDAL and all discrepancies shall be reconciled.**
- **Perform a check of all systems inside their DCO and dorms and report any deficiencies in the e-UDAL. Submit any maintenance requests as needed.**
- **Maintain visual security of all inmate yard activities though frequent checks via the CCTV and catwalk yard observation window.**
- **Monitor various activities that occur in the dorms such as inmate feeding, laundry exchange, and inmate store.**
- **Prepare inmates for housing movement or any activities that occur outside of their dorm such as religious service, school, town hall meetings, etc.**
- **Distribute all incoming inmate mail to the dorms.**
- **Responsible for the security of the portable video cameras located in the DCOs. The dorm control officer shall check at the beginning of each shift to ensure that the portable video camera is present and operational. If it is not, the dorm control officer shall make proper notification and obtain a new portable video camera.**
- **Responsible for putting out proper radio traffic and video recording any incident that occurs in his/her dorms.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-625 Inmate Services Officer

RESPONSIBLE TO: Title 15 Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday (0600-1400; 1400-2200)

GENERAL DUTIES:

The Inmate Services Officer is responsible for a wide variety of inmate needs. The duties of inmate services are varied and designed to be flexible.

SPECIFIC DUTIES:

- **Responsible for coordinating and/or administering indigent kits, barbering equipment, and recreational equipment.**
- **Responsible for searching, separating, logging and delivering all inmate mail to the modules.**
- **Responsible for searching, logging and delivering all books and legal mail to inmates on a daily basis.**
- **Responsible for maintaining a daily mail log and ensuring that all inmates receive their mail on a daily basis.**
- **Responsible for distributing re-routed mail and books that originate from other facilities.**
- **Responsible for ensuring that all inmate requests are reviewed and completed with appropriate responses.**
- **Responsible for maintaining inmate visiting slips, inmate discipline cards, and attorney/professional visitor slips.**
- **Responsible for administering various legal forms to inmates.**
- **Responsible for scanning requests/complaints into the Custody Automated Reporting and Tracking System (CARTS) and distributing to the appropriate units.**
- **Act as liaison for various inmate programs such as church services, inmate education, library services, canteen, Alcoholics Anonymous, and Narcotics Anonymous.**
- **Answers all inmate questions regarding court dates, release dates, state prison status, and out of county holds.**
- **Responsible for coordinating and writing the weekly television schedule for inmate viewing.**
- **Act as a liaison with county parole and state agencies.**
- **Act as a liaison when handling video conference appointments between the Public Defender's office, the District Attorney's office, and the individual modules.**
- **Order all Inmate Service supplies which include indigent kits, recreation equipment, barbering equipment, library books, legal forms, and any other supplies that may be needed.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-630 Maintenance Officer

RESPONSIBLE TO: Maintenance/Special Projects Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday, Variable hours

GENERAL DUTIES:

The Maintenance Officer is responsible for coordinating all maintenance requests between North Facility and Facility Services Bureau. In addition, the maintenance officer will make a daily check of the facility grounds, note problem areas, and take appropriate corrective action.

SPECIFIC DUTIES:

- **Address emails from the facility staff about mechanical and maintenance deficiencies within the facility.**
- **Identify if the required repair can be handled by our maintenance staff. If not, contact Facility Services Bureau (FSB) and complete a work order.**
- **Troubleshoot maintenance issues around the facility and ensure that the correct FSB personnel responds to the issue in a timely manner.**
- **Coordinate the installations of upgrades and repairs around the facility.**
- **Contact vendors for many of the improvements and items purchased by the facility.**
- **Pick up orders from local vendors and tend to the completion of projects around the facility.**
- **Coordinate all landscaping projects and irrigation repairs with the utility officer and ranger 5.**
- **Maintain an accurate count of all tools assigned to North Facility utilizing the tool inventory sheets.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-635 MRSA Cleanliness Officer

RESPONSIBLE TO: Maintenance/ Special Projects Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday, Day Shift

GENERAL DUTIES:

The MRSA Cleanliness Officer is responsible for the overall cleanliness of the facility to ensure the prevention of Methicillin-resistant Staphylococcus aureus (MRSA).

SPECIFIC DUTIES:

- **Pick up the inmates assigned to Work Group 5 from South Facility at the in-and-out shack.**
- **Supervise the inmates assigned to Work Group 5 while they clean the administration buildings. This includes all staff locker rooms, restrooms, briefing room, administrative offices, and main control.**
- **Maintain immediate security of assigned inmates at all times.**
- **Work Group 5 is not to mingle or communicate with any other inmates while working.**
- **Return the inmates from Work Group 5 to the in-and-out shack at South Facility.**
- **Assist the utility officer, ranger 5, maintenance officer, and maintenance/special projects supervising line deputy with the overall cleanliness of the facility and any special projects.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-640 Scheduling Officer

RESPONSIBLE TO: Training and Scheduling Sergeant

WORK SCHEDULE: Five day post, Monday through Friday, Variable hours

GENERAL DUTIES:

The Scheduling Officers are responsible for creating the facility schedule, preparing necessary reports and assisting the training and scheduling sergeant as needed regarding scheduling/personnel issues.

SPECIFIC DUTIES:

- **Gathers, reviews, and processes all line staff and administration timekeeping.**
- **Prepares daily and weekly Overtime Expenditure Tracking System (OETS) reports and weekly Personnel, Staffing, Overtime Management (PSO) reports.**
- **Prepares weekly staffing reports for the Commander.**
- **Prepares monthly personnel reports (sick/injured on duty, loan ins and outs, investigations, etc.).**
- **Maintains a sick call-in roster.**
- **Creates daily in-services.**
- **Processes and prioritizes all time off requests, swaps, schedule changes, and shift adjusts.**
- **Processes all Family and Military Leave Act (FMLA), Family School Partnership Act, and military leave requests.**

- **Maintains a 12 and 12 roster.**
- **Creates and processes monthly schedules.**
- **Maintains monthly work patterns.**
- **Assists the training deputies with scheduling all Standardized Training for Corrections (STC) training.**
- **Maintains a seniority roster.**
- **Schedules and maintains pre-scheduled vacation sign-ups.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-645 Title 15/Laundry Officer

RESPONSIBLE TO: Title 15 Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday, (0600-1400; 1400-2200)

GENERAL DUTIES:

The Title 15 Laundry Officer is responsible for ensuring that Title 15 laundry requirements are met for all inmates housed at PDC North Facility by supervising an inmate work crew and coordinating the distribution and ordering of linen, shoes, and mattresses.

SPECIFIC DUTIES:

- **Assist the laundry deputy with picking up the laundry truck at South Main Laundry front dock.**
- **Pick up the laundry work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with the work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Officer (DCO) and Module Control Officer (MCO).**
- **Work crews will be dressed in green jumpsuits and strip searched prior to their return to their housing location. Utilize inmate processing area personnel to affect the search of the work crews and assist as needed.**
- **Conduct an hourly count of all inmates assigned to the laundry work crew.**
- **Keep a daily list of all inmate laundry workers.**
- **Ensure that the linen to be exchanged each day is clean, rolled and in carts, ready for delivery.**

- **Deliver the clean linen to be exchanged to all the modules on the proper days. Clear both yards prior to delivery and secure both yards after delivery. Pick up all dirty laundry from the modules.**
- **Supervise the inmate laundry work crew in the laundry area while they organize and stack the incoming clean laundry off the laundry truck. Ensure all clean laundry is stored off the ground.**
- **Supervise the distribution of cleaning supplies to the inmate workers for the cleaning and disinfecting of laundry carts and laundry sorting area.**
- **Conduct a count of the inmate laundry crew immediately after the truck is done being loaded prior to taking it back to South Main Laundry.**
- **Assist the laundry deputy while they return the laundry truck back to South Main Laundry rear dock.**
- **Supervise the inmate laundry work crew as they sort, fold, and roll linen.**
- **Ensure that the inmate laundry work crew receives meals and timely restroom breaks.**
- **Keep an inventory of large sized inmate inner and outer clothing per the inmate population needs.**
- **Ensure that the Inmate Processing Area (IPA) is cleaned after new inmate arrival and court returnee lines.**
- **Keep the back storage room clean, organized, and accessible.**
- **Ensure all cleaning supplies are returned and secured at the end of the shift.**
- **Supervise the inmate laundry work crew while they clean and disinfect the laundry area at the end of every shift.**
- **Contact the classification officer when any inmate worker is released or transferred so they can hire a replacement.**
- **Maintain immediate security of assigned inmates at all times.**
- **Work crews reporting to and from work will do so through the rear sally port of the module.**
- **Work crews are not to mingle or communicate with any other inmates while working.**
- **Work with the laundry deputy and determine if there are any additional duties that need to be performed.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-650 Utility Officer

RESPONSIBLE TO: Watch Sergeant, Field Sergeant, and Supervising Line Deputy

WORK SCHEDULE: Seven day post (2300-0700; 0700-1500; 1500-2300)

GENERAL DUTIES:

The utility officer is responsible for the security and control of the inmates assigned to the inmate utility work group. The utility officer shall be responsible for the cleanliness and appearance of the facility, as well as the delivery of all inmate meals from the South Ranch Kitchen to the modules.

SPECIFIC DUTIES:

- **Pick up the utility work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Officer (DCO) and Module Control Officer (MCO).**
- **Maintain immediate security of assigned inmates at all times.**
- **Supervise the inmate work crew while they off-load all food carts and drinks from the meal truck at the rear of each module and place them in rear sally port of each module. This is to be done only one module at a time.**
- **Responsible for checking the temperature of all of the incoming food and drinks. After the food has been delivered to the modules, the temperatures of all of the food and drinks will be reported to the watch deputy, module control officers and dorm control officers to be logged into the electronic Uniform Daily Activity Log (e-UDAL) and the facility Daily Activity Log.**
- **Maintain strict accountability of serving utensils issued to each module. Utensils shall not be left locked in the rear sally port by the Utility Officer or module staff. It is recommended that after the food is delivered to the back of the modules, the utensils be delivered to the MCO's through the front of the modules. Following the meal, this process can be reversed.**
- **Off-load food and drinks from the meal truck for the laundry crews at the north side of the Inmate Processing Area (IPA) building (AM shift only).**
- **Remove food carts and drink containers from all rear module sally ports immediately after the meal has been served.**
- **Supervise the cleanup of the rear sally ports of the modules.**
- **Supervise trash pick-up and compaction.**
- **Supervise loading of dirty food carts from the north side of the Processing Building onto the truck.**
- **Work crews will be dressed in green jump suits and strip searched prior to their return to their housing location. Utilize IPA personnel to affect the search of the work crews and assist as needed.**
- **Work crews reporting to and from work will do so through the rear sally port of the module.**
- **Work crews are not to mingle or communicate with any other inmates while working.**
- **Work with ranger 5 and determine if there are any additional duties needed to be performed.**
- **Ensure that the utility inmate work crew does not access any administration building on the east side of the modules. They will only be allowed to access the front of the modules while supervised for trash and recycling collection as well as landscaping. Unless otherwise stated, the utility work crew shall remain in the areas in the rear of the modules or in the kitchen.**

- **Supervise the inmate work crew while they clean the interior of the kitchen area, inmate restroom and staff restroom.**
- **Communicate with ranger 5 on EM shift to ensure that the newspapers get delivered to the modules.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • 2-01-700 Professional Staff

• • • 2-01-705 Intermediate Typist Clerk (ITC)

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Intermediate Typist Clerk is responsible for a wide variety of clerical work. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

SPECIFIC DUTIES:

- **Answer incoming phone calls, direct calls, take messages, and provide information as necessary.**
- **Responsible for sorting and distributing incoming mail.**
- **Assist in the processing of various custody related reports requiring specialized knowledge of the Inmate Report Tracking System (IRTS), Los Angeles Regional Criminal Information System (LARCIS) and Facilities Automated Statistical Tracking (FAST) programs.**
- **Maintain and purge report files as per established procedures.**
- **Use the photocopier, fax machine, scanner, and computer to perform various duties.**
- **Assist inmate services in responding to inmate requests daily.**
- **Utilize the Custody Automated Reporting and Tracking System (CARTS) to track and respond to inmate requests.**
- **Enter data and maintain various tracking reports such as the daily inmate population, criminal statistics, and visiting statistics.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-710 Law Enforcement Technician (LET)

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Law Enforcement Technician serves as the North Facility fleet coordinator. They are responsible for the transportation of all necessary items to and from the facility, as well as maintaining the vehicles assigned to North Facility.

SPECIFIC DUTIES:

- **Deliver and obtain county mail, time records and files, confidential files, funds, supplies, and all other needed items going to and from the Los Angeles area.**
- **Distribute county mail to the appropriate facility personnel daily.**
- **Assist the South Ranch Facility mail room and coordinate various county business deliveries and pick-ups.**
- **Maintain records for all vehicles assigned to North Facility.**
- **Responsible for fueling and maintaining the unit commander’s vehicle.**
- **Maintain and record the maintenance and inspections of all county vehicles assigned to North Facility and submit a report monthly.**
- **Deliver and pick-up North Facility vehicles from the motor pool for repairs, regular maintenance checks and/or as needed.**
- **Submit an inventory report of county vehicles assigned to North Facility semiannually.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-715 Operations Assistant I (OAI)

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Operations Assistant I is responsible for assisting the operational staff by providing routine administrative staff support functions. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

SPECIFIC DUTIES:

- **Assign, track, and edit employee performance evaluations. Review finished copies for proper grammar, spelling, punctuation and format.**
- **Maintain and update the Employee Performance Evaluation Tracking System (EPETS).**
- **Prepare a variety of documents necessary to support operations including memos, letters, forms, charts and reports. Follow guidelines for correspondence as outlined in the Departmental Manual of Policy and Procedures. Preparation includes the use of various applications including but not limited to, Microsoft Word and Excel.**
- **Provide backup to cover the captain's secretary's desk in their absence.**
- **Forward employee jackets in the event an employee is transferred out of the facility.**
- **Review, process, and forward all subpoena requests to the appropriate personnel.**
- **Answer incoming phone calls, direct calls, take messages and provide information, as necessary.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-720 Operations Assistant II (OAII)

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Operations Assistant II is responsible for assisting operational staff by analyzing and making recommendations for the solution of various issues including organization, systems and procedures, law enforcement programs, budget, or facility planning.

SPECIFIC DUTIES:

- **Responsible for the direct supervision of clerical support staff to ensure proper application of various program and quality of work product.**
- **Assist in the processing of various custody related reports requiring specialized knowledge of the Los Angeles Regional Criminal Information System (LARCIS) and Facilities Automated Statistical Tracking (FAST) programs.**
- **Responsible for the collection of statistical data and for compiling the Monthly Management Report and the Command Accountability Report System (CARS).**
- **Assist with miscellaneous administrative projects.**
- **Responsible for the facility budget.**
- **Serves as the facility buyer for all goods pertaining to maintenance and facility functionality, including office supplies for operational staff.**
- **Maintain weekly and monthly budget reports for Custody Services Division.**
- **Responsible for creating and entering purchase orders into the Electronic Countywide Accounting and Purchasing System (eCAPS).**
- **Responsible for receiving goods, matching invoices to packing slips and purchase orders, and submitting to Fiscal Administration for payment.**
- **Coordinate the repair and maintenance of office equipment.**
- **Prepare a variety of documents necessary to support operations including memos, letters, forms, charts, and reports. Follow guidelines for correspondence as outlined in the Departmental Manual of Policy and Procedures. Preparation includes the use of various applications including but not limited to, Microsoft Word and Excel.**
- **Assist operational staff in the overall coordination, planning, organization and staffing of the unit by participating in the recruitment, selection, and placement of qualified employees.**
- **May supervise a small clerical and/or operational support staff engaged in related work where responsibility for supervision is subordinate to the performance of the administrative work.**
- **Assist in preparing various reports for the facility such as the Sheriff's Critical Information Forum (SCIF), Sheriff's Electronic Criminal Document Archive (SECDA), Internal Controls Certification Program (ICCP) and the Command Inspection.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-725 Secretary V

RESPONSIBLE TO: Captain/Unit Commander

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Secretary V functions as the primary secretary to the unit commander. They are responsible for assisting the unit commander and operational staff with various clerical tasks and projects as needed.

SPECIFIC DUTIES:

- **Answer and screen all incoming calls to the unit commander and/or operational staff.**
- **Process all incoming/outgoing, external/internal correspondence including letters and memos to/from the unit commander or operational staff.**
- **Process, track, and maintain the administrative cases within the Electronic Line Operations Tracking System (eLOTS) and/or other administrative trackers. Maintain administrative and executive files on a daily basis.**
- **Maintain the unit commander's calendar.**
- **Responsible for extensive record management and filing of personnel/medical jackets. Update required documents annually.**
- **Data entry of any required administrative reports into the Los Angeles Regional Criminal Information System (LARCIS).**
- **Process and assist all personnel with requests for certain documents such as outside overtime requests, address changes, direct deposit, tax forms, ride along requests, Department of Motor Vehicles (DMV) confidentiality forms, etc.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

• • • 2-01-730 Senior Typist Clerk

RESPONSIBLE TO: Operations Sergeant

WORK SCHEDULE: Five day post, Monday through Friday

GENERAL DUTIES:

The Senior Typist Clerk is responsible for a wide variety of clerical work. All clerical responsibilities are divided between the numerous secretaries based on their job functions.

SPECIFIC DUTIES:

- **Assist operations with the collection and reporting of accurate statistical information.**
- **Assist with data entry for the Los Angeles Regional Criminal Information System (LARCIS) including criminal analysis, reconciling discrepancies with reports, and logs.**
- **Review reference logs for completeness, legibility, and errors. Resolve discrepancies as needed. Analyze and make recommendations for the solution of repeated errors.**
- **Reconcile and update the reference log to ensure all reports have been received for administrative processing and send delinquent report memos weekly for outstanding reports.**
- **Receive and process all reports which are accountable on the reference log. Review them for completeness, legibility, and errors. Research and resolve discrepancies as needed.**
- **Responsible for data entry into the Facilities Automated Statistical Tracking (FAST) system.**
- **Assist with statistical retrieval for the monthly Management Report and Command Accountability Reporting System (CARS) report.**
- **Responsible for tracking Cal-Osha reports for each month and complete a report annually.**
- **Scan daily reports received and inmate requests into the shared files.**
- **Prepare weekly briefing trackers (town hall meetings) and regular briefing meetings for the watch commander.**
- **Responsible for sending files to archives.**
- **Process, audit, and file discipline reports and facility logs.**
- **Perform various administrative support tasks.**

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.