

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.
