

## 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.*

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