

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.
