

## **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.*

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