

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:

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• 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:

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• 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.

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