2-01-400 Bonus Deputy

• 2-01-410 Supervising Line Deputy

RESPONSIBLE TO: Watch Sergeant and Field Sergeant

WORK SCHEDULE: Seven day post (2200-0600; 0600-1400; 1400-2200)

GENERAL DUTIES:

The Supervising Line Deputy is responsible for assisting the field sergeants in the overall operation of the modules during their shift. The Supervising Line Deputy shall communicate and coordinate with the field sergeants to enhance the overall operation of the facility. The Supervising Line Deputy shall serve as a liaison between line personnel and the sergeants.

SPECIFIC DUTIES:

- Shall actively supervise personnel assigned to the modules and be held accountable for their actions and the efficient operation of the modules.
- Report significant incidents to the appropriate field sergeant.
- Ensure security checks are made at intervals that do not exceed [REDACTED TEXT]
- Supervise and assist in the investigation and handling of major incident reports (SH-R-49), complaint reports, inmate injury reports, behavioral observation reports, and Inmate Report Tracking System (IRTS) reports. Review the report for any spelling errors, typographical issues or missing information. Ensure corrections are made prior to submission.
- Review entries made in the Electronic Uniform Daily Activity Log (e-UDAL) for accuracy, completeness, and appropriate activities. Acknowledge this review by electronically signing the appropriate page towards the end of shift.
- 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.
- Assure there is appropriate supervision in the Inmate Processing Area (IPA) for all incoming lines, court return inmates, and inmate worker searches.
- Supervise and assist module personnel, as needed, during counts, inmate feeding, conducting store, clothing exchange, and all other inmate activities.
- Conduct in-service training, as directed by the field or watch sergeant.
- Ensure that the module’s mail and inmate request forms are properly processed and forwarded to the appropriate location.
- Act as the field sergeant when directed to do so.
- Ensure shift reliefs are conducted on time and all assigned personnel are accounted for. Notify the watch sergeant of any personnel changes.
- If there are any changes made to the Emergency Response Team (ERT) rosters that were posted at the beginning of the shift, notify module personnel of the changes.
- [REDACTED TEXT]

- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]

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.

• 2-01-420 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.