

## 2-01-500 Deputy

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### • 2-01-505 Clinic Deputy

**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line Deputy

**WORK SCHEDULE:** Five day post, Monday through Friday (0600-1400)

#### **GENERAL DUTIES:**

The Clinic Deputy is assigned to the module two main clinic to provide security and supervise inmates for the medical staff during sick call, pill call, doctor/dermatology line and all medical treatments.

#### **SPECIFIC DUTIES:**

- Communicable disease protective equipment kits are maintained in the main armory and in each of the module armories. It shall be the responsibility of the Clinic Deputy to inspect these kits daily to ensure they are present and sealed. If the kits are not sealed, they shall be rotated or refreshed as needed and resealed.
- Disinfect the module two main clinic daily.
- Obtain a list of all inmates that need to be seen by nursing staff in the main clinic. The Clinic Deputy will go to the respective modules and escort those inmates from their modules to the main clinic. Once they are finished, the Clinic Deputy shall escort them back to their housing assignments.
- Supervise the doctor's line on day shift, Monday through Friday.
- Supervise the dermatology line every Friday on day shift.
- Ensure that the proper documentation is being completed for all inmates that are seen by nursing staff.
- Coordinate with the watch deputy and deliver all necessary paperwork in the event of a medical radio car run or transport by the Medical Transport Team.

#### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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### • 2-01-510 Inmate Processing Area (IPA) Deputy

**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line

## Deputy

**WORK SCHEDULE:**        **Seven day post (0700-1500; 1500-2300)**

### GENERAL DUTIES:

The Inmate Processing Area (IPA) Deputy is responsible for conducting and overseeing the processing and searching of inmates in the IPA.

### SPECIFIC DUTIES:

- Performs a security check of the IPA building, kitchen/laundry building, briefing/records trailer and all areas surrounding these buildings. Complete a security check log detailing the results of the security checks.
- Identify inmates who are incompatible with North Facility housing and ensure they are returned to the facility of origin. All changes to incoming lines shall be communicated to the watch deputy.
- Ensure that all IPA waist chains are sterilized at the end of each shift.
- Collect all wristband replacement forms. It shall be the responsibility of the IPA deputy to create all needed wristbands and deliver them to the appropriate module.
- Verify the identity of every inmate that arrives on an incoming line or court bus.
- Assist in escorting inmates to their respective housing assignments.
- Retain all necessary incoming and court paperwork in the IPA office.
- Assist the modules with personnel deficiencies as needed.

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## • 2-01-515 Module Control Officer (MCO)

**RESPONSIBLE TO:**        **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

**WORK SCHEDULE:**        **Seven day post (2300-0700; 0700-1500; 1500-2300)**

### GENERAL DUTIES:

The Module Control Officer is responsible for the modules disciplinary housing cells (E-Row), maintaining all necessary paperwork, and controlling access to the module.

## **SPECIFIC DUTIES:**

- Ensure that all Module Control Office (MCO) doors are kept locked and secured except as necessary to permit entry or exit by authorized personnel.
- Control all access into and out of the module and dormitory control booths (DCO). Prowlers and rangers will be used to transport items between the MCO and DCO's when necessary.
- Maintain the module count sheet with accurate counts and document all movement that occurs.
- Record all module counts that occur on the module count sheet and call the total count into main control when the count is complete.
- Account for and maintain security over all module key blocks (module control, prowler and ranger).
- Document all required information into the electronic Uniform Daily Activity Log (e-UDAL).
- Maintain all necessary paperwork for the module including transfer paperwork and court lists.
- Maintain a binder of all discipline paperwork. All paperwork should be placed in the binder and maintained for the duration of the inmates' time in E-Row. At the completion of the inmates' time in E-Row, the Module Control Officer shall be responsible for submitting the paperwork to the secretaries for retention.
- Maintain an accurate count of the inmates logged out of the Automated Justice Information System (AJIS) into movement codes such as court or visiting. The Module Control Officer will be required to utilize the "MC03" screen in AJIS to log the inmates back into their dorms when they return to the module.
- Ensure that all module waist chains are cleaned/sterilized at the end of each shift. The cleaning/sterilizing process shall be logged into the e-UDAL.
- [REDACTED TEXT]
- Monitor all closed circuit television (CCTV) footage.
- Monitor all radio communications.
- Coordinate all inmate visits and video conferences within the module.
- Provide visual security for the medical room, multipurpose room and hallway.
- Order module supplies from ranger 5 as needed.
- Perform a check of all systems inside the MCO and report any deficiencies in the e-UDAL.
- At the direction of a supervisor, conduct an audit of one random Title 15 security check by viewing the CCTV footage. Report the necessary information regarding the security check to a supervisor so it can get entered into the watch commander's log.

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### **• 2-01-520 Module Ranger A and B**

**RESPONSIBLE TO:**            **Watch Sergeant, Field Sergeant, and Supervising Line Deputy**

**WORK SCHEDULE:**        **Seven day post (2300-0700; 0700-1500; 1500-2300)**

**GENERAL DUTIES:**

The module ranger A or B is responsible for assisting the module ranger with supervising and providing security for the inmates housed within the module. They shall coordinate with the assigned personnel to ensure the smooth operation of the module

**SPECIFIC DUTIES:**

- Provides interior security for assigned module.
- Assists the dormitory control officer and the module control officer as needed in performing scheduled duties of interior dormitory functions.
- Prowls assigned module and supervises activities of inmates assigned to that module.
- Assists in conducting counts.
- [REDACTED TEXT]
- [REDACTED TEXT]
- Assist the sergeants with the Disciplinary Review Boards.
- Perform searches of the civilian/inmate visiting area for contraband.
- Assist with all inmate movement in and out of the module.
- Confirm that the multi-purpose room hand wash station has hot water, paper towels, and soap for use by food serving inmates.
- Ensure that all inmate vending machines are in working order and have not been vandalized.
- Identify any maintenance issues within the module and ensure that it is documented in the electronic Uniform Daily Activity Log (e-UDAL). Submit any maintenance requests as needed.
- Ensure module cleanliness is maintained.
- Assist the module ranger with the hiring and firing of inmate line servers.
- Provide security for medical personnel, civilian personnel, and volunteers.
- Provide security for the medical staff while they conduct pill and sick call. Deputy personnel shall assist medical staff by making a reasonable effort to ensure the inmate ingests the medication.
- Supervise the inmate workers while they serve inmate meals and ensure all trays and serving utensils are collected and returned to the utility officer.

**RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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## • 2-01-525 Module Ranger

**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line Deputy

**WORK SCHEDULE:** Seven day post (2300-0700; 0700-1500; 1500-2300)

### **GENERAL DUTIES:**

The Module Ranger is responsible for assisting the team leaders and supervisors in coordinating the operations of the module that they are assigned. It is the Module Rangers responsibility to ensure the efficient operation of the module.

### **SPECIFIC DUTIES:**

- Perform a security check of the required areas in the module at the beginning of the shift and complete a security check log.
- Ensure that a proper roof check has been conducted at the beginning of each shift.
- Provide interior security for the assigned module.
- Supervise the activities of the inmates assigned to the module.
- Conduct all required counts with the assistance of the module prowlers.
- [REDACTED TEXT]
- [REDACTED TEXT]
- Assist the sergeant with the Disciplinary Review Board (DRB).
- Supervise all inmate visits and video conferences.
- Perform searches of the visiting areas and lobby for contraband.
- Conduct all inmate movement with the assistance of the module prowlers.
- Identify any maintenance issues within the module and ensure proper documentation in the electronic Uniform Daily Activity Log (e-UDAL).
- Ensure module cleanliness is maintained.
- Responsible for hiring and firing module inmate workers such as line servers.
- Provide security for medical personnel, civilian personnel and volunteers.
- Assist the module prowlers with providing security for the medical staff while they conduct pill call and sick call. Deputy personnel shall assist medical staff by making a reasonable effort to ensure the inmate ingests the medication.
- Supervise the inmate workers while they serve inmate meals and ensure all trays and serving utensils are collected and returned to the utility officer.

### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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## • 2-01-530 Module Team Leader

**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line Deputy

**WORK SCHEDULE:** Five day post (0700-1500; 1500-2300)

### **GENERAL DUTIES:**

The Module Team Leader is responsible for assisting the supervisors in coordinating the operations of the module they are assigned to. These responsibilities are assigned and performed in conjunction with the other assigned duties such as a prowler, ranger, and/or training officer.

### **SPECIFIC DUTIES:**

- Coordinate with other assigned personnel to accomplish the module daily duties, e.g., inmate security checks, chow reliefs, and supervising inmate meals.
- Identify issues regarding maintenance and cleanliness within their assigned module and coordinate the resolution of those issues.
- Communicate and coordinate with the other module team leaders to enhance the overall operation of North Facility.
- Take a proactive stance relative to the security and safety of the inmates and staff assigned to the module through the following measures:
  - Identifying “shot callers”
  - Cultivating informants
  - Identifying and attempting to diffuse inmate tensions and other potential problems
  - Locating and confiscating weapons and other contraband
- Responsible for communicating with the supervisors regarding non-routine inmate movement that takes place with the dorm, module or between other modules.
- Work in conjunction with Operation Safe Jails (OSJ) regarding inmate housing locations.

### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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- **2-01-535 Operations Deputy**

**RESPONSIBLE TO:** Operations Sergeant

**WORK SCHEDULE:** [REDACTED TEXT]

**GENERAL DUTIES:**

The Operations Deputy is responsible for assisting the operations sergeant in the overall operation of the unit, under the direction of the unit commander. The Operations Deputy is responsible for a wide variety of operational tasks and projects. The duties of the Operations Deputy are varied and designed to be flexible.

**SPECIFIC DUTIES:**

- Assist the operations sergeant in the review and preparation of documents relative to unit operations.
- Ensure that the facility meets all Title 15 operational requirements and all other legal and Departmental mandates.
- Coordinate unit response for Command Inspection. Coordinate and assist with all pre-inspections. Host the Manuals, Reports, and Public Information plan pre-inspection.
- Prepare the Chief's Monthly Analysis report.
- Manage, train, and add new users to the Sheriff's Data Network (SDN), and Automated Jail Information System Network (AJIS). Develop computer applications, provide technical support, and coordinate repair for all computer equipment.
- Prepare memorandums on various topics for Unit Commander's signature.
- Provide analysis on various Departmental and Divisional Reports.
- Assist the Unit Commander in preparation for the Sheriff's Critical Incident Forum (SCIF).
- Update and maintain all social media sites and the intranet for North Facility
- Update and maintain all duty statements and unit orders.
- Assist the operations sergeant with administering the unit fund.

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- **2-01-540 Ranger 5**



**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line Deputy

**WORK SCHEDULE:** Seven day post (2300-0700; 0700-1500; 1500-2300)

**GENERAL DUTIES:**

Ranger 5 is responsible for the security and control of the inmates assigned to the utility work group. They shall be responsible for the cleanliness and appearance of the facility as well as the delivery of all inmate meals from the South Facility Ranch Kitchen to the modules. Ranger 5 will work closely with the utility officer to ensure all tasks are completed.

**SPECIFIC DUTIES:**

- Perform a security check of the required areas once per shift and complete a security check log.
- Pick up the utility work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with the work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Office (DCO) and Module Control Office (MCO).
- Maintain immediate security of assigned inmates at all times.
- Pick up the food truck from the South Facility Ranch Kitchen.
- Retrieve and return serving utensils to a Ranch Kitchen staff member. Verify the count and condition of the utensils.
- Supervise the inmate work crew while they off-load all food carts and drinks from the food truck at the rear of each module and place them in the rear sally port of each module. This is to be done one module at a time.
- Responsible for checking the temperature of all incoming food and drinks. After the food has been delivered to the modules, the temperatures of all the food and drinks shall be reported to the watch deputy, module control officers and dorm control officers to be logged into the electronic Uniform Daily Activity Log (e-UDAL) and the facility Daily Activity Log.
- Pick up and deliver copies of each inmate meal menu to the modules to ensure that the proper number of each food item was delivered.
- Maintain strict accountability of serving utensils issued to each module. Utensils shall not be left locked in the rear sally ports.
- Remove food carts and drink containers from all rear module sally ports immediately after the meal has been served.
- Supervise the cleanup of the rear sally ports of the modules.
- Supervise trash pick-up and compaction.
- Work crews will be dressed in green suits and strip searched prior to their return to their housing location. Utilize the inmate processing area personnel to affect the search of the work crews and assist as needed.
- Work crews reporting to and from work will do so through the rear sally port of the module.
- Work crews are not to mingle or communicate with any other inmates while working.



- Work with the utility officer and determine if there are any additional duties that need to be performed.
- Ensure that the utility inmate work crew does not access any administration building on the east side of the modules. They will only be allowed to access the front of the modules while supervised for trash and recycling collection as well as landscaping. Unless otherwise stated, the utility work crew shall remain in the areas at the rear of the modules or in the kitchen.
- Supervise the inmate work crew while they clean the interior of the kitchen area, inmate restroom, and staff restroom.
- Deliver the food truck back to the South Facility Ranch Kitchen once all food containers have been collected from the modules.
- Communicate with the utility officer on EM shift to ensure that the newspapers are delivered to the modules.

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### **• 2-01-545 Ranger 6**

**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line Deputy

**WORK SCHEDULE:** Seven day armed post (2300-0700; 0700-1500; 1500-2300)

### **GENERAL DUTIES:**

Ranger 6 is responsible for gate and perimeter security, as well as all vehicles assigned to North Facility. Ranger 6 shall be armed and wear the appropriate safety equipment which includes the following:

- gun belt
  - ammunition case and ammunition
  - baton and holder
  - handcuffs and case (second pair optional)
  - keeper straps
  - key ring holder
  - knife and case (optional)
  - Oleoresin Capsicum "OC" spray canister and holder

- radio holder
- service firearm and holster
- hobble restraint (optional)
- protective vest (recommended)

## **SPECIFIC DUTIES:**

- Conduct contraband inspections of visitors' purses, briefcases, case files and bags prior to their entry into the facility on a random basis.
- Persons to be contacted and items searched shall include, but are not limited to:
  - Local, state, and federal government employees
  - Attorneys
  - Chaplains
  - Persons entering North Facility via the pedestrian/vehicle gates
- Information regarding the search shall be reported to the watch deputy and logged into the facility Daily Activity Log. This information shall include the time, name of person searched, and results of the search
- Assist with dorm searches and provide relief for various fixed positions as needed or as directed by a supervisor.
- Monitor the fuel levels and cleanliness of the facility vehicles. When conditions warrant and time permits, the vehicles will be fueled and washed at the Motor Pool.
- Complete a Driver's Tour of Duty Equipment Record Sheet (SH-CR-159) at the beginning of each shift on the vehicle you will be using and turn it into the watch sergeant.
- Check the vehicle board in the sergeant's office and ensure that the board accurately depicts what vehicles are present and assigned to the facility.
- Conduct security checks around the perimeter fence line of North Facility and report the results of the perimeter check to the watch deputy.
- Assist ranger 7 with inmate transports or transfers to other facilities.
- In the event that ranger 7 is not staffed, it is the responsibility of Ranger 6 to assume all of ranger 7 duties.

## **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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• **2-01-550 Ranger 7**

**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line Deputy

**WORK SCHEDULE:** Seven day armed post (2300-0700; 0700-1500; 1500-2300)

**GENERAL DUTIES:**

Ranger 7 is responsible for providing armed mobile security for North Facility. Ranger 7 shall be armed and wear the appropriate safety equipment which includes the following:

- gun belt
  - ammunition case and ammunition
  - baton and holder
  - handcuffs and case (second pair optional)
  - keeper straps
  - key ring holder
  - knife and case (optional)
  - Oleoresin Capsicum "OC" spray canister and holder
  - radio holder
  - service firearm and holster
- hobble restraint (optional)
- protective vest (recommended)

**SPECIFIC DUTIES:**

- Conduct security checks around the perimeter fence line of North Facility and report the results of the perimeter check to the watch deputy.
- Respond to requests for security checks as directed by the watch deputy or a supervisor.
- [REDACTED TEXT]
- [REDACTED TEXT]
- Ranger 7 may only leave the ranch property with the watch commander's approval. Only one ranger unit may be off the ranch property at one time unless approved by a watch commander.
- Assist with dorm searches and provide relief for various fixed positions as needed or as directed by a supervisor.
- Complete a Driver's Tour of Duty Equipment Record Sheet (SH-CR-159) at the beginning of each shift on the vehicle you will be using and turn it into the watch sergeant.
- Conducts the transport or transfer of inmates between North Facility and other ranch facilities (e.g., medical housing, permanent housing transfers, x-rays, special program housing).
- Conducts the transport of inmates from North Facility to other county facilities (e.g., bond releases, medical housing or treatment, expired releases).
- [REDACTED TEXT]

## **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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### **• 2-01-555 Ranger 8**

**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line Deputy

**WORK SCHEDULE:** Five day armed post (0700-1500; 1500-2300)

### **GENERAL DUTIES:**

Ranger 8 is responsible for gate and perimeter security, as well as, searching all vehicles entering and exiting North Facility. Ranger 8 shall be armed and wear the appropriate safety equipment which includes the following:

- gun belt
  - ammunition case and ammunition
  - baton and holder
  - handcuffs and case (second pair optional)
  - keeper straps
  - key ring holder
  - knife and case (optional)
  - Oleoresin Capsicum "OC" spray canister and holder
  - radio holder
  - service firearm and holster
- hobble restraint (optional)
- protective vest (recommended)

### **SPECIFIC DUTIES:**

- Search vehicles for possible security violations, e.g., escaping inmates, contraband entering and/or leaving North Facility.
- Information regarding the search including the time, name of person searched, vehicle information, and results of the search shall be reported to the watch deputy to be logged into the facility Daily Activity Log.
- All vehicle searches and similar security related activities will be entered in a log maintained at

the Ranger 8 guard post.

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### **• 2-01-560 Title 15 Deputy**

**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line Deputy

**WORK SCHEDULE:** Seven day post (2300-0700; 0700-1500; 1500-2300)

### **GENERAL DUTIES:**

The Title 15 Deputy is responsible for conducting Title 15 security checks in the inmate housing areas and ensuring Title 15 requirements are being met for all inmates housed at PDC North Facility. There a total of four Title 15 Deputies on each shift that are divided into two teams. Each team consists of two deputies that are assigned to two modules. Team 1 is assigned to Modules 1-2. Team 2 is assigned to Modules 3-4.

### **SPECIFIC DUTIES:**

- [REDACTED TEXT]
- [REDACTED TEXT]
- Security checks shall include inspecting the inmates for obvious signs of distress such as bleeding, trauma, visible injuries, discomfort, and choking.
- Security checks conducted after lights out shall ensure inmates are alive and well by observing signs of life such as breathing. Should there be any doubt regarding an inmate's condition, staff shall attempt to elicit a response from the inmate. If unable to elicit a response, a supervisor and medical staff shall be requested.
- All security checks shall be documented by utilizing a hand held scanner to scan the bar coded check points. If the scanner is not operating properly, all security checks shall be logged into the Electronic Uniform Daily Activity Log (e-UDAL).
- Assist the module personnel as needed during facility emergencies and activations. However, absent exigent circumstances, a Title 15 Deputy shall maintain his post and hourly safety check responsibilities.

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- **2-01-565 Title 15/Laundry Deputy**

**RESPONSIBLE TO:** Title 15 Supervising Line Deputy

**WORK SCHEDULE:** Five day post, Monday through Friday (0600-1400; 1400-2200)

**GENERAL DUTIES:**

The Title 15 Laundry Deputy is responsible for ensuring that Title 15 laundry requirements are met for all inmates housed at North Facility by supervising an inmate work crew and coordinating the distribution and ordering of linen, shoes, and mattresses.

**SPECIFIC DUTIES:**

- Pick up the laundry truck at South Main Laundry front dock and deliver to North Facility.
- Pick up the laundry work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with the work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Officer (DCO) and Module Control Officer (MCO).
- Work crews will be dressed in green jumpsuits and strip searched prior to their return to their housing location. Utilize inmate processing area personnel to affect the search of the work crews and assist as needed.
- Conduct an hourly count of all inmates assigned to the laundry work crew.
- Ensure that the linen to be exchanged each day is clean, rolled, and in carts, ready for delivery.
- Deliver the clean linen to be exchanged to all the modules on the proper days. Clear both yards prior to delivery and secure both yards after delivery. Pick up all dirty laundry from the modules.
- Ensure that all inner wear (t-shirt, socks, and boxer briefs) are exchanged twice per week, all outerwear (jumpsuit, towel, and sheet) are exchanged once per week and all blankets are exchanged no less than once every three months.
- Supervise the inmate laundry work crew while they unload the clean laundry from the laundry truck and load the dirty laundry. All laundry work crew inmates shall have medical exam gloves, masks, and gowns available for loading the dirty laundry. The Laundry Deputy is responsible for keeping an inventory of all incoming clean laundry from the laundry truck.
- Supervise the cleaning and disinfecting of all laundry carts.

- Conduct a count of the inmate laundry crew immediately after the truck is done being loaded prior to taking it back to South Main Laundry.
- Take the laundry truck back to the South Main Laundry rear dock.
- Determine what laundry needs to be folded each day to maintain an inventory of clean linen ready for laundry exchanges.
- Supervise the inmate laundry work crew as they sort, fold, and roll linen.
- Deliver any linen, shoes, and mattresses to the modules per need and request.
- Order all linen, shoes, property bags, and mattresses needed for the North inmate population from South Main Laundry.
- Ensure that the Inmate Processing Area (IPA) has all the clean linen and property bags needed for processing incoming and court return inmates.
- Keep a storage of clean new linen for special circumstances such as an infestation, quarantine, or Methicillin-resistant *Staphylococcus aureus* (MRSA) diagnosis.
- Supervise the inmate laundry work crew while they clean and disinfect the laundry area at the end of every shift.
- Contact the classification officer when any inmate worker is released or transferred so they can hire a replacement.
- Maintain immediate security of assigned inmates at all times.
- Work crews reporting to and from work will do so through the rear sally port of the module.
- Work crews are not to mingle or communicate with any other inmates while working.
- Work with the laundry officer and determine if there are any additional duties that need to be performed.

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### **• 2-01-570 Training Deputy**

**RESPONSIBLE TO:** Training and Scheduling Sergeant

**WORK SCHEDULE:** Flex

#### **GENERAL DUTIES:**

The Training Deputy is responsible for planning, organizing, tracking, and coordinating training that is received by all personnel.



## **SPECIFIC DUTIES:**

- Facilitate any training by providing the shift sergeants with support and by obtaining the required logistical items.
- Collect and process all in-service training rosters and submit them to the Custody Training Unit (C.T.U.) and store for future records.
- Participate in as many in-service training classes as duties permit.
- Coordinate with the line sergeants to ensure that all personnel participate in mandatory training. Accurate records must be kept to ensure the facility complies with department policy.
- Schedule and record Standardized Training for Corrections (S.T.C.) training to ensure that this facility adheres to the state mandated requirements of 24 hours of training per deputy and custody assistant.
- Maintain and update trainee and training officer rosters.
- Coordinate the trainee orientation day.
- Prepare training packets and present them to the trainees during the facility orientation.
- Review and store all completed training packets and trainee evaluations.
- Forward all training records to the new unit of assignment when the employee is transferred.
- Assist in maintaining proper ordinance and weekly inventories of the Emergency Response Team (ERT) armories.
- Maintain the file cabinet located in the training office. The files should be organized and purged as necessary.
- Assist the line sergeant in dorm searches, in-service training, and ERT drills.
- Maintain communications with sources of training information such as the Custody Division training staff.
- Track and update all recurrent briefings in the Scheduling Management System (SMS).

## **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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### **• 2-01-575 Watch Deputy**

**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line Deputy

**WORK SCHEDULE:** Seven day post (2300-0700; 0700-1500; 1500-2300)

### **GENERAL DUTIES:**

**The Watch Deputy is responsible for the overall functions and security of North Facility.**

### **SPECIFIC DUTIES:**

- Distributes and logs facility keys out to shift personnel.
- Monitors and controls access into the facility.
- Maintains a civilian sign-in log and issues the proper badges to visitors.
- Maintains facility count, movement logs, and key logs.
- Answer incoming telephone calls for the facility and transfers calls as needed.
- Prepares incoming and outgoing teletypes for distribution to the modules.
- Verifies, clears, and logs the facility count.
- Monitor radio communications.
- Coordinates emergency responses to the facility.
- Review inmate television schedule provided by Inmate Services and ensure designated programming is displayed on the television.
- Maintains all paperwork and teletypes in an orderly fashion.
- Provides visual security to the front of the modules during visiting days.
- Controls armory access.
- Perform daily shotgun checks.
- Purges the boards on the walls and places all paperwork into an envelope and labels it with the dates and contents and sends it to the secretaries.
- Contact Central Housing Unit (CHU) for teletypes regarding facility transfers.
- Maintain the main control office in a neat and orderly manner.
- Perform a security check of the scheduling trailer, administrative building (including the armory), and all areas surrounding these buildings and complete a security check log.
- Conduct an inventory of all Tasers and complete a Taser Inventory Log that is submitted to the Watch Sergeant before the end of shift.

### **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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