

## 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:

*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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