

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.

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.
