

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.

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.
