

## 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.

### 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.*

---