

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.

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.
