

## 2-01-575 Watch Deputy

**RESPONSIBLE TO:** Watch Sergeant, Field Sergeant, and Supervising Line Deputy

**WORK SCHEDULE:** Seven day post (2300-0700; 0700-1500; 1500-2300)

### GENERAL DUTIES:

The Watch Deputy is responsible for the overall functions and security of North Facility.

### SPECIFIC DUTIES:

- Distributes and logs facility keys out to shift personnel.
- Monitors and controls access into the facility.
- Maintains a civilian sign-in log and issues the proper badges to visitors.
- Maintains facility count, movement logs, and key logs.
- Answer incoming telephone calls for the facility and transfers calls as needed.
- Prepares incoming and outgoing teletypes for distribution to the modules.
- Verifies, clears, and logs the facility count.
- Monitor radio communications.
- Coordinates emergency responses to the facility.
- Review inmate television schedule provided by Inmate Services and ensure designated programming is displayed on the television.
- Maintains all paperwork and teletypes in an orderly fashion.
- Provides visual security to the front of the modules during visiting days.
- Controls armory access.
- Perform daily shotgun checks.
- Purges the boards on the walls and places all paperwork into an envelope and labels it with the dates and contents and sends it to the secretaries.
- Contact Central Housing Unit (CHU) for teletypes regarding facility transfers.
- Maintain the main control office in a neat and orderly manner.
- Perform a security check of the scheduling trailer, administrative building (including the armory), and all areas surrounding these buildings and complete a security check log.
- Conduct an inventory of all Tasers and complete a Taser Inventory Log that is submitted to the Watch Sergeant before the end of shift.

### 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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