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.

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- 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



I professionalism, even in situations where authoritative action or force is required.						

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