

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.
