

## 2-01-600 Custody Assistant

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### • 2-01-605 Classification Officer

**RESPONSIBLE TO:** Operations Sergeant

**WORK SCHEDULE:** Five day post, Monday through Friday, AM Shift

#### **GENERAL DUTIES:**

The Classification Officer is responsible for a wide variety of classification needs. They are responsible for ensuring that inmates are classified and housed in the appropriate locations. They also are responsible for hiring all inmate workers at North Facility.

#### **SPECIFIC DUTIES:**

- Fill all vacancies in Module One D-Dorm (inmate worker dorm).
- Utilize the Automated Justice Information System (AJIS) as well as the Inmate Report Tracking System (IRTS) to determine the eligibility of each new pending inmate worker.
- Personally interview each inmate that is eligible for work. During the interview, the Classification Officer shall be screening the inmate for abnormal behavior, general mental health, age, medical issues, gang affiliation, and tattoos.
- Explain the Good Time/Work Time process to the eligible inmate and determine their desire to work. Assign the inmate a job and make arrangements to house the inmate in the worker dorm.
- Creates inmate movement lists for various reasons such as medical, security level changes, and demographics. Ensure that the affected personnel receive the lists and the movement gets conducted.
- Maintain an accurate list of all North Facility work crews and inmates assigned to those work crews.
- Take a photograph of each inmate that is placed on a work crew and maintain a binder of all inmate work crew photographs. Place the photographs on the shared files for access by all personnel.
- Utilize the Custody Automated Reporting and Tracking System (CARTS) to respond to inmate requests regarding classification issues.

#### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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### • 2-01-610 Dental Officer

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

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## Deputy

**WORK SCHEDULE:** Variable Schedule, Monday through Friday (0700-1500)

### GENERAL DUTIES:

The Dental Officer is assigned to the module three dental office to provide security and supervise inmates for the dental staff during all dental procedures and treatments.

### SPECIFIC DUTIES:

- Obtain a list of all inmates that require treatment by dental staff in the module three dental office. The Dental Officer will go to the respective modules and escort those inmates from their modules to the module three dental office. Once they are finished, the Dental Officer will escort them back to their housing assignments.
- Provide the proper dental forms to the inmates and ensure they are completed correctly.
- Upon completion of all dental procedures and treatments, notify a supervisor.

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## • 2-01-615 Desk Officer

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

**WORK SCHEDULE:** Seven day post (2200-0600; 0600-1400; 1400-2200)

### GENERAL DUTIES:

The Desk Officers primary duty is to assist the Watch Deputy with the overall functions and security of North Facility.

### SPECIFIC DUTIES:

- Assist with monitoring radio traffic.
- Answer incoming telephone calls for the facility and transfer calls as needed.
- Distribute documents and other items to the module control officers.
- Review inmate television schedule provided by Inmate Services and ensure designated programming is

displayed on the television.

- Distributes and logs facility keys out to shift personnel.
- Prepares the key logs, civilian visitor logs, outgoing line list, outgoing court line list and other required documents/reports.
- Log all civilian visitors into the visitors log and issue the appropriate facility guest pass.
- Maintain the main control office in a neat and orderly manner.

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### **• 2-01-620 Dormitory Control Officer (DCO)**

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

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

### **GENERAL DUTIES:**

The Dormitory Control Officer is responsible for the security and safety of the inmates assigned to his/her dorms.

### **SPECIFIC DUTIES:**

- Ensure that the Dormitory Control Office (DCO) door is kept locked and secured except as necessary to permit entry or exit by authorized personnel. Inmates will never be given the opportunity to gain access to the DCO, unless it has been electronically disabled by the module control officer and is directly supervised by a deputy. The dorm control officer is not to leave the DCO unattended except under exigent circumstances.
- Maintain accurate counts in both dorms and document all movement that occurs in the electronic Uniform Daily Activity Log (e-UDAL).
- Communicate with the module control officer to ensure smooth operation of the module.
- Record all dorm counts and call the total dorm counts into the module control officer when the count is complete.
- Account for and maintain security over the DCO key block.
- Document all required information into the e-UDAL.
- Monitor all radio communications.
- Maintain visual security of the inmates housed in both dorms via the Closed Circuit Television (CCTV) and catwalk windows.

- Print a most current Automated Justice Information System (AJIS) inmate inventory audit for each dorm. The AJIS printout shall be compared to the e-UDAL and all discrepancies shall be reconciled.
- Perform a check of all systems inside their DCO and dorms and report any deficiencies in the e-UDAL. Submit any maintenance requests as needed.
- Maintain visual security of all inmate yard activities through frequent checks via the CCTV and catwalk yard observation window.
- Monitor various activities that occur in the dorms such as inmate feeding, laundry exchange, and inmate store.
- Prepare inmates for housing movement or any activities that occur outside of their dorm such as religious service, school, town hall meetings, etc.
- Distribute all incoming inmate mail to the dorms.
- Responsible for the security of the portable video cameras located in the DCOs. The dorm control officer shall check at the beginning of each shift to ensure that the portable video camera is present and operational. If it is not, the dorm control officer shall make proper notification and obtain a new portable video camera.
- Responsible for putting out proper radio traffic and video recording any incident that occurs in his/her dorms.

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### **• 2-01-625 Inmate Services Officer**

**RESPONSIBLE TO:** Title 15 Supervising Line Deputy

**WORK SCHEDULE:** Five day post, Monday through Friday (0600-1400; 1400-2200)

### **GENERAL DUTIES:**

The Inmate Services Officer is responsible for a wide variety of inmate needs. The duties of inmate services are varied and designed to be flexible.

### **SPECIFIC DUTIES:**

- Responsible for coordinating and/or administering indigent kits, barbering equipment, and recreational equipment.
- Responsible for searching, separating, logging and delivering all inmate mail to the modules.
- Responsible for searching, logging and delivering all books and legal mail to inmates on a daily basis.

- Responsible for maintaining a daily mail log and ensuring that all inmates receive their mail on a daily basis.
- Responsible for distributing re-routed mail and books that originate from other facilities.
- Responsible for ensuring that all inmate requests are reviewed and completed with appropriate responses.
- Responsible for maintaining inmate visiting slips, inmate discipline cards, and attorney/professional visitor slips.
- Responsible for administering various legal forms to inmates.
- Responsible for scanning requests/complaints into the Custody Automated Reporting and Tracking System (CARTS) and distributing to the appropriate units.
- Act as liaison for various inmate programs such as church services, inmate education, library services, canteen, Alcoholics Anonymous, and Narcotics Anonymous.
- Answers all inmate questions regarding court dates, release dates, state prison status, and out of county holds.
- Responsible for coordinating and writing the weekly television schedule for inmate viewing.
- Act as a liaison with county parole and state agencies.
- Act as a liaison when handling video conference appointments between the Public Defender's office, the District Attorney's office, and the individual modules.
- Order all Inmate Service supplies which include indigent kits, recreation equipment, barbering equipment, library books, legal forms, and any other supplies that may be needed.

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### **• 2-01-630 Maintenance Officer**

**RESPONSIBLE TO:** Maintenance/Special Projects Supervising Line Deputy

**WORK SCHEDULE:** Five day post, Monday through Friday, Variable hours

#### **GENERAL DUTIES:**

The Maintenance Officer is responsible for coordinating all maintenance requests between North Facility and Facility Services Bureau. In addition, the maintenance officer will make a daily check of the facility grounds, note problem areas, and take appropriate corrective action.

#### **SPECIFIC DUTIES:**

- Address emails from the facility staff about mechanical and maintenance deficiencies within the facility.

- Identify if the required repair can be handled by our maintenance staff. If not, contact Facility Services Bureau (FSB) and complete a work order.
- Troubleshoot maintenance issues around the facility and ensure that the correct FSB personnel responds to the issue in a timely manner.
- Coordinate the installations of upgrades and repairs around the facility.
- Contact vendors for many of the improvements and items purchased by the facility.
- Pick up orders from local vendors and tend to the completion of projects around the facility.
- Coordinate all landscaping projects and irrigation repairs with the utility officer and ranger 5.
- Maintain an accurate count of all tools assigned to North Facility utilizing the tool inventory sheets.

## **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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### **• 2-01-635 MRSA Cleanliness Officer**

**RESPONSIBLE TO:** Maintenance/ Special Projects Supervising Line Deputy

**WORK SCHEDULE:** Five day post, Monday through Friday, Day Shift

### **GENERAL DUTIES:**

The MRSA Cleanliness Officer is responsible for the overall cleanliness of the facility to ensure the prevention of Methicillin-resistant Staphylococcus aureus (MRSA).

### **SPECIFIC DUTIES:**

- Pick up the inmates assigned to Work Group 5 from South Facility at the in-and-out shack.
- Supervise the inmates assigned to Work Group 5 while they clean the administration buildings. This includes all staff locker rooms, restrooms, briefing room, administrative offices, and main control.
- Maintain immediate security of assigned inmates at all times.
- Work Group 5 is not to mingle or communicate with any other inmates while working.
- Return the inmates from Work Group 5 to the in-and-out shack at South Facility.
- Assist the utility officer, ranger 5, maintenance officer, and maintenance/special projects supervising line deputy with the overall cleanliness of the facility and any special projects.

## **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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## • 2-01-640 Scheduling Officer

**RESPONSIBLE TO:** Training and Scheduling Sergeant

**WORK SCHEDULE:** Five day post, Monday through Friday, Variable hours

### **GENERAL DUTIES:**

The Scheduling Officers are responsible for creating the facility schedule, preparing necessary reports and assisting the training and scheduling sergeant as needed regarding scheduling/personnel issues.

### **SPECIFIC DUTIES:**

- Gathers, reviews, and processes all line staff and administration timekeeping.
- Prepares daily and weekly Overtime Expenditure Tracking System (OETS) reports and weekly Personnel, Staffing, Overtime Management (PSO) reports.
- Prepares weekly staffing reports for the Commander.
- Prepares monthly personnel reports (sick/injured on duty, loan ins and outs, investigations, etc.).
- Maintains a sick call-in roster.
- Creates daily in-services.
- Processes and prioritizes all time off requests, swaps, schedule changes, and shift adjusts.
- Processes all Family and Military Leave Act (FMLA), Family School Partnership Act, and military leave requests.
- Maintains a 12 and 12 roster.
- Creates and processes monthly schedules.
- Maintains monthly work patterns.
- Assists the training deputies with scheduling all Standardized Training for Corrections (STC) training.
- Maintains a seniority roster.
- Schedules and maintains pre-scheduled vacation sign-ups.

### **RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:**

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• **2-01-645 Title 15/Laundry Officer**

**RESPONSIBLE TO:** Title 15 Supervising Line Deputy

**WORK SCHEDULE:** Five day post, Monday through Friday, (0600-1400; 1400-2200)

**GENERAL DUTIES:**

The Title 15 Laundry Officer is responsible for ensuring that Title 15 laundry requirements are met for all inmates housed at PDC North Facility by supervising an inmate work crew and coordinating the distribution and ordering of linen, shoes, and mattresses.

**SPECIFIC DUTIES:**

- Assist the laundry deputy with picking up the laundry truck at South Main Laundry front dock.
- Pick up the laundry 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 Officer (DCO) and Module Control Officer (MCO).
- Work crews will be dressed in green jumpsuits and strip searched prior to their return to their housing location. Utilize inmate processing area personnel to affect the search of the work crews and assist as needed.
- Conduct an hourly count of all inmates assigned to the laundry work crew.
- Keep a daily list of all inmate laundry workers.
- Ensure that the linen to be exchanged each day is clean, rolled and in carts, ready for delivery.
- Deliver the clean linen to be exchanged to all the modules on the proper days. Clear both yards prior to delivery and secure both yards after delivery. Pick up all dirty laundry from the modules.
- Supervise the inmate laundry work crew in the laundry area while they organize and stack the incoming clean laundry off the laundry truck. Ensure all clean laundry is stored off the ground.
- Supervise the distribution of cleaning supplies to the inmate workers for the cleaning and disinfecting of laundry carts and laundry sorting area.
- Conduct a count of the inmate laundry crew immediately after the truck is done being loaded prior to taking it back to South Main Laundry.
- Assist the laundry deputy while they return the laundry truck back to South Main Laundry rear dock.
- Supervise the inmate laundry work crew as they sort, fold, and roll linen.
- Ensure that the inmate laundry work crew receives meals and timely restroom breaks.
- Keep an inventory of large sized inmate inner and outer clothing per the inmate population needs.
- Ensure that the Inmate Processing Area (IPA) is cleaned after new inmate arrival and court returnee lines.
- Keep the back storage room clean, organized, and accessible.
- Ensure all cleaning supplies are returned and secured at the end of the shift.
- Supervise the inmate laundry work crew while they clean and disinfect the laundry area at the end of every shift.



- Contact the classification officer when any inmate worker is released or transferred so they can hire a replacement.
- Maintain immediate security of assigned inmates at all times.
- 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 laundry deputy and determine if there are any additional duties that need to be performed.

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### **• 2-01-650 Utility Officer**

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

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

### **GENERAL DUTIES:**

The utility officer is responsible for the security and control of the inmates assigned to the inmate utility work group. The utility officer shall be responsible for the cleanliness and appearance of the facility, as well as the delivery of all inmate meals from the South Ranch Kitchen to the modules.

### **SPECIFIC DUTIES:**

- 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 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 Officer (DCO) and Module Control Officer (MCO).
- Maintain immediate security of assigned inmates at all times.
- Supervise the inmate work crew while they off-load all food carts and drinks from the meal truck at the rear of each module and place them in rear sally port of each module. This is to be done only one module at a time.
- Responsible for checking the temperature of all of the incoming food and drinks. After the food has been delivered to the modules, the temperatures of all of the food and drinks will 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.
- Maintain strict accountability of serving utensils issued to each module. Utensils shall not be left locked in the rear sally port by the Utility Officer or module staff. It is recommended that after the food is

delivered to the back of the modules, the utensils be delivered to the MCO's through the front of the modules. Following the meal, this process can be reversed.

- Off-load food and drinks from the meal truck for the laundry crews at the north side of the Inmate Processing Area (IPA) building (AM shift only).
- 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.
- Supervise loading of dirty food carts from the north side of the Processing Building onto the truck.
- Work crews will be dressed in green jump suits and strip searched prior to their return to their housing location. Utilize IPA 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 ranger 5 and determine if there are any additional duties needed 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 in 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.
- Communicate with ranger 5 on EM shift to ensure that the newspapers get delivered to the modules.

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