

## 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.

### 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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