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 though 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.

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.