

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.

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.
