

## **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.*

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