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.

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.