

2-01-710 Law Enforcement Technician (LET)

RESPONSIBLE TO: **Operations Sergeant**

WORK SCHEDULE: **Five day post, Monday through Friday**

GENERAL DUTIES:

The Law Enforcement Technician serves as the North Facility fleet coordinator. They are responsible for the transportation of all necessary items to and from the facility, as well as maintaining the vehicles assigned to North Facility.

SPECIFIC DUTIES:

- Deliver and obtain county mail, time records and files, confidential files, funds, supplies, and all other needed items going to and from the Los Angeles area.
- Distribute county mail to the appropriate facility personnel daily.
- Assist the South Ranch Facility mail room and coordinate various county business deliveries and pick-ups.
- Maintain records for all vehicles assigned to North Facility.
- Responsible for fueling and maintaining the unit commander's vehicle.
- Maintain and record the maintenance and inspections of all county vehicles assigned to North Facility and submit a report monthly.
- Deliver and pick-up North Facility vehicles from the motor pool for repairs, regular maintenance checks and/or as needed.
- Submit an inventory report of county vehicles assigned to North Facility semiannually.

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.
