

## Section 01 Supervisors

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- **6-01-010 Operation Lieutenant Duties**

Los Angeles County Sheriff's Department

**Duty Statement: #6-01-010**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Operations Lieutenant Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility operations lieutenant.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The operations lieutenant shall report to the PDC South unit commander. The primary duty of the operations lieutenant is to assist the captain in the administration and operation of the facility. The operations lieutenant shall augment the position of watch commander during personnel shortages and overtime reduction.

The responsibilities of personnel assigned as operations lieutenant shall include, but not be limited to the following:

- Assist the unit commander in the administration and operation of the facility
- Acts as unit commander in the unit commander's absence
- Supervise subordinate personnel
- Critically appraise and recommend dispositions on force packet reviews
- Act as chairperson of the employee fund
- Enforce policies and regulations of the Department and the Division
- Conduct special investigations

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- Review all incoming and outgoing correspondence and reports to ensure adherence to Department policies and make routing assignments
- Produce reports and recommendations
- Act as a liaison with the community
- Assume responsibility for the welfare and safety of inmates assigned to the facility
- Assume responsibility for the welfare and safety of employees
- Work as watch commander when another employee with the rank of lieutenant is not available
- Oversee personnel issues, complaints and programs

Counsel and assists personnel (see collateral and regular duty roster)

*\*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.*

**08/16/18 SOUF**

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• **6-01-020 Operations Sergeant Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: #6-01-020**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Operations Sergeant Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility operations sergeant.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The PDC South operations sergeant shall be responsible to the PDC South operations lieutenant and the PDC South unit commander.

The primary duty of the operations sergeant is to assist the operations lieutenant and the unit commander in the administration of the facility. The operations sergeant shall augment line supervision during personnel shortages and overtime reduction.

The responsibilities of personnel assigned as operations sergeant shall include, but not be limited to the following:

- Aid the operations lieutenant and unit commander in the daily operation of the facility by ensuring Departmental objectives, goals and mission are achieved and coordinating the efforts of line supervisors
- Act as the operations lieutenant in his or her absence
- Supervise line personnel in the absence of normally scheduled supervisors
- Track all force investigations, supervisory inquiries, unit level investigations, and administrative investigations
  - Proofread and correct inquiries and investigations
  - Recommendation of Disposition
  - Complete disposition as directed

- Maintain liaison with administrative staff of other Department units and other agencies (e.g., municipal, county, state, federal, outside vendors, public etc.)
  
- Prepare, oversee and allocate the facility's budget
  - Services and supplies
  
  - Personnel and strength
  
- Advise the operations lieutenant and unit commander regarding
  - Project analysis and preparation
  
  - Services and supply expenditures and status
  
  - Personnel and overtime budget expenditures and status
  
  - Civil claims requests and responses
  
  - Inmate complaint tracking and status
  
- Coordinate the transfer of personnel assigned to the facility
  
- Monitor sworn and civilian item control

- Direct the assignment and tracking of employee evaluations
  - Specify supervisor assignments
  - Proofread and correct all employee evaluations submitted
- Review all daily reports, memoranda and correspondence prepared by facility personnel
  - Proofread
  - Approve
  - Distribute/route appropriately
- Complete required reports and projects
  - Staffing
  - Absence follow-up
  - Personnel staffing and overtime
  - Civil claims research and responses
  - Management reports

- Risk management reports
  
- Subpoena control
  
- Internal control and certification program
  
- Administration of Bonus I testing
  
- Act as custodian of records for PDC South
  
- Research and respond
  
- Testify in Court Proceedings
  
- Documents maintained at the facility
  
- Coordinate for documents maintained at other units
  
- Perform unit specific duties
  
- Security of facility keys
  
- Supervise clerical staff
  
- Command inspection coordinator

- Employee fund review and audit
  
- Fixed asset control and audit
  
- Occupational safety
  
- Watch commander service comment program
  - Computer systems

*\*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.*

**08/16/18 SOUF**

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**• 6-01-030 Watch Commander Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: #6-01-030**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Watch Commander Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility watch commander.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The PDC South Facility watch commander shall be responsible to the PDC South unit commander.

The responsibilities of personnel assigned as watch commander shall include, but not be limited to the following:

- Be responsible for the overall management of the activities of deputy personnel and supervisors in a medium security custody facility by planning, organizing, directing, inspecting, coordinating, delegating, staffing, reporting, and reviewing subordinates' activities
- Assume responsibilities for maintaining a high level of safety and security for both employees and inmate, while ensuring compliance with Federal, State, and local laws, court orders, Department policy and procedures, Division policy and unit policy
- Conduct administrative and preliminary criminal investigations concerning the use of force, violations of law or violations of Department policies and procedures by sworn and civilian employees
- Conduct facility inspections to ensure compliance with mandated jail regulations and adequate security levels and take corrective action when inadequacies are discovered
- Ensure adequate staffing for the next shift
- Review and approve reports submitted by subordinates concerning the use of force, incidents of significant nature, arrests and inmate discipline, transfers or reclassification
- Assume the role of incident commander during major incidents such as riots, earthquakes, fires, escapes, evacuations, and hazardous material spills
- Act as the first assistant to the Unit commander at his direction in matters concerning employee

misconduct, special projects, or representation on committees

- Ensure that inmates ordered for court are accurately identified and expeditiously delivered to court transportation buses
- Evaluate performance of sergeants
- Ensure sworn personnel are adequately trained to complete their assigned tasks and function in emergency situations
- Control deployment, approval of time off and expenditure of overtime funds
- Review, investigate, and attempt to resolve inmate complaints
- Actively work with peers to address problems of mutual concern
- Control entries of money and valuables into the unit safe
- Keep Unit commander apprised of significant matters
- Assume the role of watch commander at other facilities during periods of manpower shortages
- Maintain a shift log and make significant notifications to Department executives
- Act as commanding officer in the absence of the captain and operations lieutenant
- Exercise direct supervision of two sergeants and functional supervision of all support services (e.g., education, medical, chaplains, culinary, clerical, etc.)

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08/16/18 SOUF

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• **6-01-040 Watch Sergeant Duties**

Los Angeles County Sheriff's Department

**Duty Statement: #6-01-040**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Watch Sergeant Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility watch sergeant.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The PDC South Facility watch sergeant shall be responsible to the PDC South watch commander.

The responsibilities of personnel assigned as watch sergeant shall include, but not be limited to the following:

- Review shift in-service at beginning of shift
- Ensure the in-service meets the minimum staffing needs
- Notify the watch commander if overtime may be necessary due to a staffing shortage (e.g., Henry Mayo security, etc.)

- Get the facility inmate count, from the watch deputy, for the shift in-service and the watch sergeant information board (white board)
  
- Have the shift watch commander review the in-service for approval prior to making copies
  
- Check-in/out table
  
- Sit in the main hallway and check in/out the personnel as they pass by
  
- Have the incoming shift personnel sign the time card
  
- Check the uniform appearance and grooming as the personnel are checking in
  
- When the check-in is complete, update the shift in-service if changes were made
  
- Submit “final time copy” in-service to the watch commander for signature
  
- Put a copy of the shift in-service on the “30-day in-services” board in the watch sergeant’s office
  
- Control bachelor officer’s quarters (BOQ) key log
  
- Ensure all keys that were checked out by the oncoming shift’s employees were turned in to the BOQ key box (done at the beginning of the shift after employee check-in)
  
- When an employee checks out a BOQ room key, ensure it’s written on the log sheet, combined with your (sergeant’s) initials
  
- Monitor facility count time

- Body counts (0300, 0700, 1500, and 2300hrs)
  
- Wristband count (2200hrs)
  
- If there is a problem with the facility count clearing in a timely manner (15-25 minutes for a body count), call the watch deputy to determine which compound(s) are not clearing
  
- Assist the problem compound(s), as needed, to expedite the process
  
- If the problem compound(s) exhaust all avenues for clearing the count, immediately order the watch deputy to “lock down” the facility and begin the process for a wristband count
  
- If there appears to be an inmate escape, and not just an out-of-count problem, order the watch deputy to advise the other PDC facilities and have them “lock down” until a complete wristband count clears
  
- Brief personnel
  
- Conduct regular shift briefings (either admin building briefing room or Eddie Compound briefing room)
  
- Discuss facility topics or concerns
  
- Discuss departmental topics and issues
  
- Ensure expectations of shift personnel are clear
  
- Conduct shift trainings (as time permits)

- Supervise report writing
  
- Monitor inmate contacts and searching
  
- Conduct patrol scenarios, etc.
  
- Submit a South Facility briefing roster to scheduling/training detailing what was briefed/trained
  
- Check the Inmate Report Tracking System (IRTS)
  
- Review and approve all reports
  
- Check to see if any inmates are due to meet with the discipline review board (DRB) (between 24-36 hours from time of the violation, unless a “time waiver” was signed by the inmate)
  
- If you DRB an inmate, complete the DRB section on the IRTS entry detailing the number of days (if any) the inmate will spend in discipline, loss of good time/work time (if any) or any other recommendations you may have for the inmate
  
- Check watch sergeant in-tray
  
- Review and approve all shift vehicle inspection sheets
  
- Review and approve the prior shift’s Adam unit logs
  
- Review and approve all incident reports (SH-R-49), inmate injury reports, and search reports
  
- If any reports or logs need corrections, email the employee of the report problems and place the report

in the “rejected reports” tray in the watch sergeants office

- Review the next shift’s in-service
  - Update with any sick call-in’s
  - Ensure the in-service meets the minimum staffing needs
  - Advise the watch commander if overtime may be necessary due to a staffing shortage
  - Get the facility inmate count, from the watch deputy, for the shift in-service and the watch sergeant information board (white board)
  - Print the in-service and leave it on the Watch Sergeant’s desk for the on-coming watch sergeant to review
- Supervise inmate meals (0700, 1130 and 1630hrs)
  - The 0700 hour and 1130 hour feedings are sack meals and a cold milk or juice served in each compound
  - The 1630 hour dinner feeding is a hot meal served in the inmate dining room (IDR) (except when it is raining or there is a facility security issue, the inmates would be fed inside their barracks)
  - The watch sergeant is to be inside the IDR for the 1630 hour meal
  - Ensure all compound personnel assigned to work inside the IDR are inside and spread out

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- Ensure all inmates are given fifteen (15) minutes to eat their meal while at the table (a slow table is available if more time is needed)
  
- The line sergeant and the line senior are to be on the compound while the inmates are walking from their barrack to/from the IDR
  
- Complete Title-15 inmate interviews
  
- All supervisors are required to complete twelve (12) Title-15 inmate interviews each quarter
  
- The Title-15 supervising line deputy will put them in your mailbox at the beginning of each quarter
  
- Monitor inmate security levels
  
- Inmates with a security level of eight (8) or nine (9) are not housed at South Facility
  
- Security levels one (1) through four (4) cannot be housed with security levels five (5) through seven (7) with the exception of Henry compound (The Merit Program in Henry compound can house security levels 1 - 7 together)
  
- Monitor employee breaks
  
- Personnel are entitled to a forty (40) minute break during the shift, if time permits
  
- There are some days where it's too busy for taking breaks
  
- Personnel taking a break shall sign in/out on the break list located in the lobby of the watch sergeant's office

- Personnel taking a break shall document where they intend to take their break (e.g., officer's dining room)

**Note:** On shifts where you are assigned as the watch and line sergeant, you are responsible for conducting both the watch and line sergeant duties.

*\*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.*

**08/16/18 SOUF**

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• **6-01-050 Line Sergeant Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: #6-01-050**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Line Sergeant Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility line sergeant.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The PDC South Facility line sergeant shall be responsible to the PDC South watch commander.

The responsibilities of personnel assigned as line sergeant shall include, but not be limited to the following:

- Review Shift In-service at Beginning of Shift

- Ensure the in-service meets the minimum staffing needs
  
- Advise the watch commander if overtime may be necessary due to staffing shortage (e.g., Henry Mayo security, etc.)
  
- Get the facility inmate count, from the watch deputy, for the shift in-service and the watch sergeant information board (white board)
  
- Have the shift Watch Commander review the In-Service for approval prior to making copies
  
- Facility Count Time
  - Body counts (0300 hours, 0700 hours, 1500 hours, 2300 hours)
  
  - Wristband count (2200 hours)
  
  - If there is a problem with the facility count clearing in a timely manner (15-25 minutes for a body count), call the Watch Deputy to determine which compound(s) are not clearing
  
  - Assist the problem compound(s) as needed, to expedite the process
  
  - If the problem compound(s) exhaust all avenues for clearing the count, immediately order the Watch Deputy to 'Lock Down' the facility and begin the process for a wristband count
  
  - If there appears to be an inmate escape, and not just an out-of-count problem, order the Watch Deputy to advise the other P.D.C. facilities and have them "Lock Down" until a complete wristband count clears
  
- Brief Personnel

- Conduct regular shift briefings (either Admin Building briefing room or Eddie Compound briefing room)
- Discuss facility topics or concerns
- Departmental topics and issues
- Ensure your shift expectations are clearly spelled out
- Conduct shift trainings (as time permits)
- Report writing
- Inmate contacts and searching
- Patrol scenarios, etc.
- Submit a South Facility briefing roster to Scheduling/Training detailing what was briefed/trained
- Tasers
  - One deputy from each compound shall carry a taser (not on their gun side)
  - Review the watch deputy's key and taser log. Ensure each key block and taser are accounted for on your shift
- Title 15 Books (Unit Daily Activity Log)
  - Check the Title 15 books for each compound on each shift

- Review that all areas are properly and accurately completed. (Be sure the temperature was taken and logged for each barrack)
  
- Your signature is required for each shift
  
- Inmate Request Forms
  
- Pick-up inmate request/complaint forms at least one time during each shift
  
- Review and separate the inmate request/complaint forms
  
- Basic inmate requests (e.g., haircuts, shoes, release dates, SP status, fish kits, job requests, house arrest, etc.) go in the inmate services tray in the watch sergeants office
  
- Inmate complaints (e.g., personnel complaint, alleged force, security concerns, etc.)
  
- Require a reference number (from the watch deputy) and are to be handled immediately
  
- Completed inmate complaints are turned into the shift watch commander for approval
  
- Medical issues or complaints (e.g., doctor, dental, psychological, etc.)
  
- Require a reference number (from the watch deputy)
  
- Write "Forwarded to nursing supervisor \_\_\_\_\_" in the narrative box

- Photocopy the complaint form
- Give the photocopy to the nursing supervisor
- Put the original in the operations tray in the watch sergeant's office
- Linen and Clothing Exchange
  - Be present for and closely monitor the linen and clothing exchange, Monday thru Friday, on am shift (it generally starts at 0800 hours)
  - Check the daily schedule located in the watch sergeant's office
  - Either the line sergeant or the supervising line deputy shall be inside the barrack that is being searched after the inmates exit for receiving new linen
  - Ensure that personnel are not throwing away any inmates' personal items (e.g., store bought food, coffee, toiletries, legal mail, personal pictures, etc.)
  - Inmates are not allowed to have pictures or drawings with sexual overtones, nudity or gang activity (these will be confiscated and destroyed)
  - Prior to the inmates returning to their barrack, they are to be given the opportunity to exchange linen or clothing that is dirty, torn, too small or too big
- Inmate Meals (0700 hours, 1130 hours and 1630 hours)
  - The 0700 hour and 1130 hour feedings are sack meals with a cold milk or juice

- The 1630 hour dinner feeding is a hot meal served in the inmate dining room (IDR) (when it is raining or there is a facility security issue, the inmates will be fed inside their barracks)
  
- The watch sergeant is to be inside the IDR
  
- Ensure all compound personnel assigned to work inside the IDR are inside and spread out
  
- Ensure all inmates are given enough time (15 minutes) to eat their meal while at the table (The slow table is available if more time is needed)
  
- The line sergeant and the supervising line deputy shall be on the compound while the inmates are walking from their barrack to/from the IDR
  
- Inmate Processing Area (IPA)
  - Whenever a new inmate fish line arrives at South Facility or inmates are returning from court or from a South facility work crew, they are to be processed in the IPA (Barrack 40) prior to returning to their barrack.
  
  - The IPA deputies are assisted by the Prowlers from each compound.
  
  - A supervisor shall be present for the processing of all inmates. Be sure that a Deputy or Custody Assistant from each compound is present. If not, contact that compound for their representative.
  
  - The IPA processing consists of a strip search of the inmates. The Deputies/Custody Assistants conduct a search of the inmates' property and clothing for contraband prior to them getting dressed
  
- Title-15 Safety Checks
  - A Title-15 safety check is done no less than once per hour for each barrack

- The compound personnel scans (with an Apple I-pod Touch) a serialized plate located on the rear door of each barrack
  
- The scanner is to be synced as soon as possible after the Title-15 check/scan is performed
  
- The scanner can be synced by holding it near various wi-fi “hot spots” located in each compound
  
- Fire Gear is kept in three locations
  - Admin building hallway (checked by Adam compound)
  
  - Eddie compound briefing room (checked by Eddie compound)
  
  - Visiting center office (checked by Henry compound)
  
  - The air tanks are to be checked at the beginning of each shift and the air pressure is to be logged in the compound Uniform Daily Activity Log (UDAL) books
  
- Title-15 Inmate Interviews
  - All supervisors are required to complete twelve (12) Title-15 inmate interviews each quarter
  
  - The Title-15 senior deputy will put them in your mailbox at the beginning of each quarter
  
- Inmate Security Levels

- We should never have a security level 8 or 9 at South Facility
  
- Security levels 1-4 can't be housed with security levels 5 – 7 (with the exception of Henry compound where EBI/MERIT/BOT inmates with levels 1-7 can be housed together)
  
- Employee Breaks
  - Personnel are entitled to a forty (40) minute break during the shift, if time permits
  
  - There are some days where it's too busy for taking breaks
  
  - Personnel taking a break shall sign in/out on the break list located in the lobby of the watch sergeant's office
  
  - Personnel taking a break shall document where they intend to take their break (e.g., officer's dining room)

**Note:** On shifts where you are assigned as both the watch and line sergeant, you are responsible for conducting both the watch and line sergeant duties.

*\*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.*

08/16/18 SOUF

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• **Supervising Line Deputies Duties**

Los Angeles County Sheriff's Department

**Duty Statement: #6-01-060**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Supervising Line Deputies Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility supervising line deputy (senior).

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The PDC South senior deputy shall be responsible to the PDC South line sergeant, watch sergeant, and watch commander.

The responsibilities of personnel assigned as senior deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Evaluate job performance of assigned personnel
- Coordinate the activities of subordinate personnel in investigations, including preparing records and reports
- Interview witnesses and handle complaints
- Supervise all activities within the confines of PDC South Facility including the security, custody and safety of all assigned inmates
- Conduct in-service training as required
- Handle briefings as required
- Report unusual activity to the watch sergeant, line sergeant, and watch commander
- Assist line sergeant as needed during routine and emergent operations

- Prepare daily in-service sheet
- Assist compound deputies with any problems encountered in their respected areas
- Assist the sergeants with deputies' yearly evaluations by providing input to the sergeants regarding deputies' work product and recommends job assignments
- Approve IRTS reports written by deputy and custody assistant personnel
- Conduct discipline review board (DRB) for minor rule violations
- Coordinate emergency response team (ERT) call-out, assign ERT equipment and inventory the equipment upon its return
- Respond to all major and minor disturbances within the facility, and assist the ERT leader
- Assume the responsibilities of the line sergeant in his/her absence

#### SHIFT SPECIFIC DUTIES

#### **EM Shift**

### **AM Shift**

- Supervise linen exchange

### **PM Shift**

- Supervise inmate feeding in the inmate dining room (IDR)

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### **08/16/18 SOUF**

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- **6-01-070 Training, Scheduling Sergeant Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: #6-01-060**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Supervising Line Deputies Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility supervising line deputy (senior).

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The PDC South senior deputy shall be responsible to the PDC South line sergeant, watch sergeant, and watch commander.

The responsibilities of personnel assigned as senior deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Evaluate job performance of assigned personnel
- Coordinate the activities of subordinate personnel in investigations, including preparing records and reports
- Interview witnesses and handle complaints
- Supervise all activities within the confines of PDC South Facility including the security, custody and safety of all assigned inmates
- Conduct in-service training as required
- Handle briefings as required
- Report unusual activity to the watch sergeant, line sergeant, and watch commander
- Assist line sergeant as needed during routine and emergent operations
- Prepare daily in-service sheet

- Assist compound deputies with any problems encountered in their respected areas
- Assist the sergeants with deputies' yearly evaluations by providing input to the sergeants regarding deputies' work product and recommends job assignments
- Approve IRTS reports written by deputy and custody assistant personnel
- Conduct discipline review board (DRB) for minor rule violations
- Coordinate emergency response team (ERT) call-out, assign ERT equipment and inventory the equipment upon its return
- Respond to all major and minor disturbances within the facility, and assist the ERT leader
- Assume the responsibilities of the line sergeant in his/her absence

#### SHIFT SPECIFIC DUTIES

##### **EM Shift**

##### **AM Shift**

- Supervise linen exchange

**PM Shift**

- Supervise inmate feeding in the inmate dining room (IDR)

*\*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.*

**08/16/18 SOUF**

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**• 6-01-070 Training, Scheduling Sergeant Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: #6-01-060**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Supervising Line Deputies Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility supervising line deputy (senior).

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The PDC South senior deputy shall be responsible to the PDC South line sergeant, watch sergeant, and watch commander.

The responsibilities of personnel assigned as senior deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Evaluate job performance of assigned personnel

- Coordinate the activities of subordinate personnel in investigations, including preparing records and reports
- Interview witnesses and handle complaints
- Supervise all activities within the confines of PDC South Facility including the security, custody and safety of all assigned inmates
- Conduct in-service training as required
- Handle briefings as required
- Report unusual activity to the watch sergeant, line sergeant, and watch commander
- Assist line sergeant as needed during routine and emergent operations
- Prepare daily in-service sheet
- Assist compound deputies with any problems encountered in their respected areas
- Assist the sergeants with deputies' yearly evaluations by providing input to the sergeants regarding deputies' work product and recommends job assignments
- Approve IRTS reports written by deputy and custody assistant personnel
- Conduct discipline review board (DRB) for minor rule violations

- Coordinate emergency response team (ERT) call-out, assign ERT equipment and inventory the equipment upon its return
- Respond to all major and minor disturbances within the facility, and assist the ERT leader
- Assume the responsibilities of the line sergeant in his/her absence

### SHIFT SPECIFIC DUTIES

#### **EM Shift**

#### **AM Shift**

- Supervise linen exchange

#### **PM Shift**

- Supervise inmate feeding in the inmate dining room (IDR)

*\*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.*

08/16/18 SOUF

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• **6-01-080 Citizens Commission on Jail Violence Sergeant**

Los Angeles County Sheriff's Department

**Duty Statement: #6-01-080**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 03-04-15**

**PITCHESS DETENTION CENTER**

**Revision Date: 06-16-20**

**SOUTH FACILITY**

**Review Date: 06-16-22**

**Subject:** Citizens Commission on Jail Violence Sergeant

**Reference:** MPP 2-02/080.00, Unit Order 5-06-050

**Unit Commander Signature:**

**Date:**

**PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Citizens Commission on Jail Violence (CCJV) Sergeant for Pitchess Detention Center (PDC) South Facility.

**SCOPE OF ORDER:**

This order applies to all sergeants assigned to CCJV under collateral duties. CCJV sergeants are chosen at the unit commander's discretion.

**ORDER:**

In addition to the responsibilities outlined in MPP 2-02/080.00 "Sergeants," PDC South Facility CCJV sergeants shall serve as first-line supervisors with the primary responsibility for ensuring Inmate Title 15 Compliance with the professional and ethical standards of the Department by all subordinate deputy sheriffs and civilian employees. CCJV sergeants shall strive to be positive role models and to provide leadership and training. CCJV sergeants shall ensure Inmate Title 15 compliance, while solving problems associated with all inmate programs in place at PDC South Facility.

The duties of CCJV sergeants include the following:

**Day Shift CCJV Sergeant**

- Ensure all Title 15 requirements are met for the shift
- Prepare and maintain all Title 15 schedules and ensure the schedule is being followed by line personnel
- Supervise all activities in the Inmate Welfare Office during the shift
  
- Monitor and maintain the Inmate Reports Tracking System (IRTS) and Disciplinary Review Board (DRB)
- Attend monthly meeting with the IRTS/DRB Lieutenant to ensure the system is updated and discuss concerns and trends
- Supervise and oversee daily activities of the Back on Track (BOT) program

- Conduct Town Hall Meetings
- Act as a programming liaison and attend all meetings required for all of the above programs
- Handle inmate and American Civil Liberties Unit (ACLU) complaints requiring a supervisor follow-up
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- Observe the Title 15 safety checks in two (2) random barracks
  - Accompany compound personnel to each barrack
  - Observe the safety checks to ensure proper performance
  - Sign and indicate the time of observation in the "T-15 Sgt Review/AM" section, on page 2 of the Uniform Daily Activity Log (UDAL)

### **PM Shift CCJV Sergeant**

- Ensure all Title 15 requirements are met for the shift
- Supervise all activities in the Inmate Welfare Office during the shift
- Monitor and maintain Custody Automated Report Tracking System (CARTS)
- Attend monthly meetings with the Compliance/Risk Management Lieutenant to discuss challenges and goals
- Conduct all duties regarding the Continuous Improvement Team
- Handle inmate and ACLU complaints requiring a supervisor follow-up
- Conduct Town Hall Meetings
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- Observe the Title 15 safety checks in two (2) random barracks
  - Accompany compound personnel to each barrack
  - Observe the safety checks to ensure proper performance
  - Sign and indicate the time of observation in the "T-15 Sgt Review/PM" section, on page 2 of the UDAL
  - The safety check observations and the "T-15 Sgt Review/EM" section, on page 2 of the UDAL shall be completed by the EM shift watch sergeant
- Make face-to-face relief with main visiting sergeant and assume command of the main visiting center at 1400 hours on weekends
  - Ensure main visiting center is locked and secured
  - Ensure patrol unit personnel monitor and open/close the gate for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.)
  - Along with the PDC roving patrol (Adam) unit (i.e., PM shift Adam 7), verify no visitors remain at any PDC facility and all visitors have exited PDC property
  - Ensure main visiting exit gates are locked and secured after all visitors have left PDC property
  - Notify the PDC South Facility watch commander that the main visiting center is closed and secured

- See South Facility unit order 5-06-050 “Elmer T. Jaffe Visiting Center Procedures”

### **Relief CCJV Sergeant**

- Ensure all Title 15 requirements are met for the shift
- Supervise all activities in the Inmate Welfare Office during the shift
- Handle inmate and ACLU complaints requiring a supervisor follow-up
- Supervise and monitor the activities in the Inmate Processing Area (IPA)
- Conduct Town Hall Meetings
- Conduct routine audits of all UDAL to ensure all Title 15 requirements are properly documented
- Conduct appropriate UDAL training
- Act as a liaison for Religious and Volunteer Services
- Prepare monthly yard activity report for Custody Support Services
- Prepare monthly Title 15 Impact Report

In addition to the above, every Tuesday and Saturday the CCJV sergeant from each shift shall randomly select a barrack and audit one (1) Title 15 activity (e.g., outdoor recreation, linen exchange, library, etc.) from the corresponding shift on the previous day.

Example 1: On Tuesday, June 2<sup>nd</sup>, the AM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for AM shift on Monday, June 1<sup>st</sup> for one (1) random barrack not previously audited that quarter. The PM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for PM shift on Monday, June 1<sup>st</sup> for one (1) random barrack not previously audited that quarter.

Example 2: On Saturday, June 6<sup>th</sup>, the AM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for AM shift on Friday, June 5<sup>th</sup> for one (1) random barrack not previously audited that quarter. The PM shift CCJV sergeant shall audit one (1) Title 15 activity from the UDAL for PM shift on Friday, June 5<sup>th</sup> for one (1) random barrack not previously audited that quarter.

The CCJV sergeant performing the audit shall note the time the Title 15 activity was written in the UDAL and review the CCTV camera footage to ensure the activity was performed according to the documentation.

Pitchess Detention Center - South Facility : Section 01 Supervisors

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All audits shall be tracked on the PDC South Facility Title 15 Audit Logs located in the following South Facility shared file folder: <\\1-pdc-01\Sharefil\PDC - SOUTH FACILITY\03 CCJV\Audits\Title 15 Audit Log>.

All barracks shall be audited in at least one (1) category, at least once per quarter.

**Revision Date 06/16/20**

**Revision Date 10/18/19**

**03/04/15 SOUF**

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