

## Section 02 Main Control

---

- **6-02-010 Watch Deputy Duties**

Los Angeles County Sheriff's Department

**Duty Statement: #6-02-010**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

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

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

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

**Subject:** Watch Deputy Duties

**Reference:** Unit Order 3-05-010, 5-11-010

**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 deputy.

**SCOPE OF ORDER:**

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

**ORDER:**

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

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

- Supervise and control the general operations of the front desk/main control at PDC South
- Facilitate PDC South count time
  - Body counts (0300 hours, 0700 hours, 1500 hours, 2300 hours)
  - Wristband count (2200 hours)
  - Advise the watch sergeant if there is a problem with the facility count and which compounds fail to clear count in a timely manner (15-25 minutes for a body count)
  - Under the direction of the watch sergeant, initiate "Lockdown" procedures and begin the process of wristband count if all avenues for clearing count are unsuccessful
  - If an unsuccessful attempt to clear count appears to be an escape, all other facilities and units at PDC shall be notified and, under the direction of the watch sergeant, "lockdown" and wristband count procedures shall be initiated immediately
- Maintain a typed unit log (South Facility unit order 5-11-010, Daily Desk Log)
- Record all inmate movement to and from the facility, including all transfers and transports
- Facilitate procedures for admitting all civilian personnel, maintain a log of all civilians entering South Facility, arrange for their escort, and ensure that all civilians are accounted for during an emergency lock

down

- Using the Sheriff's Department radio system, dispatch deputies to scenes of trouble or emergency
- Ensure proper operation of the facility's perimeter security alarm system (South Facility unit order 3-05-010, Security Alarm System)
- Initiate procedures to handle emergencies, make proper notifications and prepare proper written records of incidents
- Prepare/distribute teletypes for inmate court appearances, releases, and outgoing lines
- Pass on any information regarding pending inmate movement, incidents, problems, etc. to the next shift's desk personnel prior to being relieved
- Ensure inmates received for housing are of the appropriate security level
- Be familiar with all compound and prowl positions and responsibilities
- Assist watch commander as directed during emergency operations (e.g., earthquake, fire, riot, etc.)
- Provide break relief for desk operations officer when needed
- Monitor activity of the desk operations officer and assign work as needed
- Train personnel newly assigned to the desk
- Ensure correct placement of inmates who are eligible for special housing and ensure inmates in any restriction barrack are not over-detained
- Adhere to the published inmate television schedule, unless otherwise directed by the watch commander

*\*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.*

8/16/18 SOUF

---

• **6-02-020 Desk Operations Officer Duties**

Los Angeles County Sheriff's Department

**Duty Statement: # 6-02-020**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

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

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

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

**Subject:** Desk Operations Officer Duties

**Reference:** Unit Order 6-02-010

**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 desk operations officer.

**SCOPE OF ORDER:**

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

**ORDER:**

The PDC South Facility desk operations officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

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

- Supervise and control the general operations of the front desk/main control (South David) at PDC South
- Prepare and maintain South Facility's count board, linedex and unit logs; operate all office machines, Justice Data Interface Controller (JDIC) and Justice Data System (JDS) computers and radio network as needed
- Assist the watch deputy in preparing the paperwork for count, make announcements on the Sheriff's Department radio system, and direct deputies as necessary when variations in daily routine arises
- Facilitate procedures for special visits, probation and parole officer interviews, attorney interviews and act as liaison with the clinic civilian personnel
- Document/record all transactions in inmate movement, make the proper form changes and distribute to all concerned parties
- Using the Sheriff's Department radio system, dispatch officers to scenes of trouble or emergency
- Maintain a list of all South Facility deputies and custody assistants leaving the facility during their

assigned shifts and where they can be reached

- Initiate proper notifications to supervisor(s) regarding emergency situations involving inmates, officers or civilians
- Supervise the implementation of proper emergency operations procedures to conclusion and assist in documenting the required information
- Relay all information received, regarding security, conflicts, health and safety hazards, etc., to the Watch Sergeant
- Maintain the early morning shift restriction barrack movement on the facility count board, linedex and computer
- Maintain an adequate supply of report forms, office supplies and special equipment
- Assist the desk operations deputy, as needed, in all areas of operations. (South Facility unit order 6-02-010, Desk Operations Deputy)
- Assist in the handling of combative or recalcitrant inmates and visitors in the general area of the office (e.g., hallway, holding cage, clinic, sick/pill call line, etc.)
- Assume the duties of the desk operations deputy, as needed, during an emergency or manpower shortage situation

*\*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**

---