

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
- 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
