

## 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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