

## 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.)

*\*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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