

## 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 EB/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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