

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
