

## 6-01-070 Training, Scheduling Sergeant Duties

Los Angeles County Sheriff's Department

**Duty Statement: #6-01-060**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 08-16-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 08-16-20**

**Subject:** Supervising Line Deputies 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 supervising line deputy (senior).

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

**ORDER:**

The PDC South senior deputy shall be responsible to the PDC South line sergeant, watch sergeant, and watch commander.

The responsibilities of personnel assigned as senior deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Evaluate job performance of assigned personnel
- Coordinate the activities of subordinate personnel in investigations, including preparing records and reports
- Interview witnesses and handle complaints
- Supervise all activities within the confines of PDC South Facility including the security, custody and safety of all assigned inmates
- Conduct in-service training as required
- Handle briefings as required
- Report unusual activity to the watch sergeant, line sergeant, and watch commander
- Assist line sergeant as needed during routine and emergent operations

- Prepare daily in-service sheet
- Assist compound deputies with any problems encountered in their respected areas
- Assist the sergeants with deputies' yearly evaluations by providing input to the sergeants regarding deputies' work product and recommends job assignments
- Approve IRTS reports written by deputy and custody assistant personnel
- Conduct discipline review board (DRB) for minor rule violations
- Coordinate emergency response team (ERT) call-out, assign ERT equipment and inventory the equipment upon its return
- Respond to all major and minor disturbances within the facility, and assist the ERT leader
- Assume the responsibilities of the line sergeant in his/her absence

#### SHIFT SPECIFIC DUTIES

#### **EM Shift**

#### **AM Shift**

- Supervise linen exchange

### **PM Shift**

- Supervise inmate feeding in the inmate dining room (IDR)

*\*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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