

## 6-02-020 Desk Operations Officer Duties

Los Angeles County Sheriff's Department

**Duty Statement: # 6-02-020**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

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

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

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

**Subject:** Desk Operations Officer Duties

**Reference:** Unit Order 6-02-010

**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 desk operations officer.

### **SCOPE OF ORDER:**

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

**ORDER:**

The PDC South Facility desk operations officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as desk operations officer shall include, but not be limited to the following:

- Supervise and control the general operations of the front desk/main control (South David) at PDC South
- Prepare and maintain South Facility's count board, linedex and unit logs; operate all office machines, Justice Data Interface Controller (JDIC) and Justice Data System (JDS) computers and radio network as needed
- Assist the watch deputy in preparing the paperwork for count, make announcements on the Sheriff's Department radio system, and direct deputies as necessary when variations in daily routine arises
- Facilitate procedures for special visits, probation and parole officer interviews, attorney interviews and act as liaison with the clinic civilian personnel
- Document/record all transactions in inmate movement, make the proper form changes and distribute to all concerned parties
- Using the Sheriff's Department radio system, dispatch officers to scenes of trouble or emergency
- Maintain a list of all South Facility deputies and custody assistants leaving the facility during their assigned shifts and where they can be reached

- Initiate proper notifications to supervisor(s) regarding emergency situations involving inmates, officers or civilians
- Supervise the implementation of proper emergency operations procedures to conclusion and assist in documenting the required information
- Relay all information received, regarding security, conflicts, health and safety hazards, etc., to the Watch Sergeant
- Maintain the early morning shift restriction barrack movement on the facility count board, linedex and computer
- Maintain an adequate supply of report forms, office supplies and special equipment
- Assist the desk operations deputy, as needed, in all areas of operations. (South Facility unit order 6-02-010, Desk Operations Deputy)
- Assist in the handling of combative or recalcitrant inmates and visitors in the general area of the office (e.g., hallway, holding cage, clinic, sick/pill call line, etc.)
- Assume the duties of the desk operations deputy, as needed, during an emergency or manpower shortage situation

*\*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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