

## **6-03-010 Compound Officer Duties**

**Los Angeles County Sheriff's Department**

**Duty Statement: # 6-03-010**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 07-17-18**

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

**Review Date: 07-17-20**

**Subject:** Compound Officer 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 compound officer.

### **SCOPE OF ORDER:**

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

**ORDER:**

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

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

PRIMARY DUTIES

- Maintain accurate and complete entries in the Uniform Daily Activity Log (UDAL)
- Make sure Title 15 requirements and other inmate business is being met for your compound and recorded in the UDAL
  - Video orientation
  - Visiting
  - Yard
  - Sick/pill call
  - Inmate Store Delivery

- Religious services/bible study
- Issuance of mail
- Inmate meal time
- Clothing/hygiene
- Phone access
- Inspect perimeter fences and gates to ensure facility security
- Patrol in and around inmate housing areas to suppress criminal activity and ensure inmate safety
- Enforce all laws and rules of conduct pertaining to inmate activity
- Assist compounds as needed

#### SHIFT SPECIFIC DUTIES

-

#### **EM Shift**

-

- Maintain the UDAL for your assigned compound
- Log out all inmates that leave the compound on the inmate tracking sheet

-

- Take each barrack temperature and log it in the UDAL book
- 
- 2300 hours - Body count inside the barrack
- 
- 0245 hours - Wake up court line for your compound
- 
- 0300 hours - Body count inside the barrack
- 
- 0500 hours - Assist the prowler with waking and preparing laundry workers
- 
- 0630 hours - Call the watch deputy to verify each barracks count and inmate movement match with the desk's numbers (to be done before you leave shift)
- 
- Take a forty (40) minute break during the shift, if time permits
- 
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
- 
- Record your break time, and the person responsible for the UDAL book (Title 15 deputy/officer) in your absence, in the UDAL
- 
- All breaks must be completed with personnel back in their assigned compounds by 0500 hours

## **AM Shift**

- 
- Maintain the UDAL for your assigned compound
- 
- Document all inmate movement for your compound

- - Take each barrack temperature and log it in the UDAL book
- 
- 0700 hour count - Inmates stand in the count box in front of the barracks, unless weather or security reasons require an inside count
- 
- When count clears, feed inmates
- 
- Assist IPA with clothing exchange
- 
- 1200 hours - Call the watch deputy to verify each barrack's count and inmate movement match with the desk's numbers
- 
- 1430 hours - Call the watch deputy to verify each barrack's count and inmate movement match with the desk's numbers (to be done before you leave shift)
- 
- Take a forty (40) minute break during the shift, if time permits
- 
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
- 
- Record your break time, and the person responsible for the UDAL book (Title 15 deputy/officer) in your absence, in the UDAL
- 
- All breaks must be completed with personnel back in their assigned compounds by 1300 hours
- 

## **PM Shift**

- 
- Maintain the UDAL for your assigned compound

- - Log out all inmates that leave the compound on the inmate tracking sheet
- - Take each barrack temperature and log it in the UDAL book
- 
- 1500 hour count - Inmates stand in the count box in front of the barracks, unless weather or security reasons dictate an inside count
- 
- Hand out sick call sheets during 2200 hour wristband count (to be collected and turned into main control at the end of shift)
- 
- 2200 hour - Responsible for wristband count and marking purges for inmates needing replacement (King Compound Officer collects purges and turns them into the sergeant's office)
  - The marking of purges is to be done on Sunday, Tuesday and Thursdays
- 
- 2230 hours - Call the watch deputy to verify each barrack's count and inmate movement match with the desk's numbers (to be done before you leave shift)
- 
- Take a forty (40) minute break during the shift, if time permits
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
- 
- Record your break time, and the person responsible for the UDAL book (Title 15 deputy/officer) in your absence, in the UDAL
- 
- All breaks must be completed with personnel back in their assigned compounds by 2130 hours
-

*\*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.*

**07/17/18 SOUF**

---