

## 6-03-020 Title 15 Deputy Duties

Los Angeles County Sheriff's Department

**Duty Statement: # 6-03-020**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

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

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

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

**Subject:** Title 15 Deputy 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 Title 15 deputy.

### **SCOPE OF ORDER:**

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

**ORDER:**

The PDC South Facility Title 15 deputy shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as Title 15 deputy shall include, but not be limited to the following:

PRIMARY DUTIES

- Perform hourly safety inspections
  - Check for maintenance or security issues
  - Note deficiencies and the fact a maintenance request was made in the Uniform Daily Activity Log (UDAL) books
  - Scan the barcodes affixed to the back door of each barrack
  - Document the time of the scans in the UDAL book
  - Sync the scanner in the compound's Wi-fi "hotspot"
- Assist with frequent inspections of perimeter fences and gates to ensure facility security

- Patrol in and around inmate housing areas to suppress criminal activity and ensure inmate safety
- Assist with investigations of all suspected criminal activity and prepare appropriate crime reports
- Enforce all laws and rules of conduct pertaining to inmate activity
- Relieve the compound officer and maintain the UDAL book while they are on break (your name and relief times are to be recorded in the book)
- Assist the compound officer and prowler with his required duties
- Maintain cleanliness of the officer staff station

#### SHIFT SPECIFIC DUTIES

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#### **EM Shift**

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- Assist the compound officer with the wristband replacement
- 2300 hour count - Conduct a body count inside the barracks
- 0245 hours assist the compound officer with waking of court line
- 0300 hour count - Conduct a body count inside the barracks
- 0500 hours assist the prowler with waking and preparing laundry workers

- Take a forty (40) minute break during the shift, if time permits
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- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
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- All breaks must be completed with personnel back in their assigned compounds by 0500 hours
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### **AM Shift**

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- 0700 hour count - Inmates will stand in the count box in front of the barracks, unless weather or security reasons necessitate an inside count
- When the count clears provide inmates a sack breakfast
- Responsible for barrack cleanliness, including the security and distribution of cleaning supplies (ensure cleaning supply cabinet is locked at all times)
- Prepare barracks for, and assist inmate processing area (IPA) personnel with clothing exchange
- 1100 hours - provide each inmate a sack lunch
- Take a forty (40) minute break during the shift, if time permits
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- Sign in/out on the break sheet located in the lobby of the watch sergeant's office
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- All breaks must be completed with personnel back in their assigned compounds by 1300 hours
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## PM Shift

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- 1500 hour count - Inmates stand in the count box in front of the barracks, unless weather or security reasons dictate an inside count
- Responsible for barrack cleanliness, including the security and distribution of cleaning supplies (ensure cleaning supply cabinet is locked at all times)
- 2200 hour count - Conduct wristband count inside barracks
- Take a forty (40) minute break during the shift, if time permits

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- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

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- 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**

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