

6-03-030 Rover Deputy Duties

Los Angeles County Sheriff's Department

Duty Statement: #6-03-030

CUSTODY SERVICES DIVISION

GENERAL POPULATION

Effective Date: 02-06-13

PITCHESS DETENTION CENTER

Revision Date: 08-01-18

SOUTH FACILITY

Review Date: 08-01-20

Subject: Rover 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 prowler deputy.

SCOPE OF ORDER:

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

ORDER:

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

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

PRIMARY DUTIES

- Adam, Henry and King Compound prowlers are responsible for checking air packs and turnout gear
 - Adam compound's gear is located in administration hallway closet, Henry compound's gear is located in Eddie trailer briefing room, and King compound's gear is located in South visiting
 - Document required information in the Uniform Daily Activity Log (UDAL) books
- Inspect gates, fences, barrack doors/windows etc. and document on the daily "Compound Security Checklist"
- Regular foot patrol in and around inmate housing areas to suppress criminal activity and ensure inmate safety
- Organize and conduct barrack searches, random inmate and bunk searches
- Investigate all criminal activity and prepare appropriate crime reports
- Respond to calls for backup, assistance, fires, disturbances, and any other facility emergencies
- Member of facility Emergency Response Team (ERT)
- Assist with processing inmates in the inmate processing area (IPA)
- Assist the compound officer and Title 15 deputy with their required duties

SHIFT SPECIFIC DUTIES

EM Shift

- Assist the compound officer with wristband replacements

- 2300 hour count - conduct body count inside barracks while inmates are on their bunks

- 0245 hours - assist the compound officer with waking and lining up inmates who have court appointments

- 0300 hour count - conduct a body count inside barracks while inmates are on their bunks

- 0500 hours - prepare AM laundry workers for work (making sure inmates are properly dressed and have been provided sack breakfast)

- 0540 hours - identify and verify each inmate (by wristband) prior to placing the work crew in the dog run at the In/Out gate.

- 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

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- **All breaks must be completed with personnel back in their assigned compounds by 0500 hours**

AM Shift

- 0700 hour count – line up inmates in the count box in front of the barracks, unless weather or security reasons necessitate an inside count

- Provide inmates a sack breakfast

- Prepare barracks for, and assist IPA with clothing exchange

- 1100 hours - provide each inmate a sack lunch

- 1300 hours Monday thru Friday - prepare PM laundry workers for work (making sure inmates are properly dressed and have eaten their lunch)

- 1340 hours - identify and verify each inmate (by wristband) prior to placing the work crew in the dog run at the In/Out gate.

- 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

- - All breaks must be completed with personnel back in their assigned compounds by 1300 hours

PM Shift

- 1500 hour count - line up inmates in the count box in front of the barracks, unless weather or security reasons necessitate an inside count

- Provide additional security in the inmate dining room (IDR) during the evening meal

- 2200 hour count - conduct wristband count inside barracks.

- Supervise and provide security for issuance of inmate store (canteen) on Wednesdays

- Saturday and Sunday - assist IPA with search of visiting center

- 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

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- All breaks must be completed with personnel back in their assigned compounds by 2130 hours

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**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.*

Revision Date 08/01/18

02/06/13 SOUF
