

## Section 04 Operations-Support

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- **6-04-010 Operations Deputy Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-04-010**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

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

**PITCHESS DETENTION CENTER**

**Revision Date:**

**SOUTH FACILITY**

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

**Subject:** Operations 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 operations deputy.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to work as the operations deputy at PDC South Facility.

**ORDER:**

The PDC South Facility operations deputy shall report to the PDC South Facility operations sergeant, operations lieutenant and unit commander.

The primary duty of the operations deputy is to assist in the administration and operation of the facility.

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

- Assist the operations sergeant, operations lieutenant and unit commander in the administration and operation of the facility
  
- Prepare reports, forms, graphs and spreadsheets for various monthly and yearly meetings, and random audits
  
- Assist in the organization of South Facility unit manuals
  - Assist in creating/revising/proof reading unit orders before submitting them to Custody Support Services (CSS)
  
  - Make corrections to unit orders revised by CSS before submitting them for unit commander's signature and publication

- Serve as a liaison for Data Systems Bureau (DSB) and Custody Innovative Technology Unit (CITU)
- Oversee the South Facility shared files in the following location: \\1-pdc-01\Sharefil\PDC - SOUTH FACILITY
  - Keep files organized and updated
  - Grant/restrict access to files based on personnel needs
- Conduct background checks on probationers and ex-felons who apply to visit inmates at South Facility
- Conduct facility tours
- Serve as PDC South Facility's custodian of records
  - Assist Records and Information Bureau (RIB) in gathering information for subpoenas involving inmates who have been, or currently are housed at PDC South Facility
- Assist with random Uniform Daily Activity Log (UDAL) book audits at the request of compliance personnel
- Assist maintenance/special projects personnel when needed

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## • **6-04-020 Logistics Officer Duties**

### **Los Angeles County Sheriff's Department**

**Unit Order: #6-04-020**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 09-05-97**

**PITCHESS DETENTION CENTER**

**Revision Date: 04-10-19**

**SOUTH FACILITY**

**Review Date: 04-10-21**

**Subject:** Logistics 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 utility officer.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to the position of utility officer.

**ORDER:**

The PDC South utility officer shall report to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

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

- Provide direct supervision of assigned inmate utility work crew
  
- Ensure PDC South Facility is in an acceptable state of repair
  
- Supervise inmate workers in landscaping and maintaining the grounds at PDC South Facility
  
- Coordinate and supervise all maintenance and repair work with Facilities Services Bureau (FSB) or private vendors as required
  
- Maintain records and provide required reports
  
- Comply with the following procedures regarding inmate accountability:
  - Maintain a complete list of all inmates assigned to their work crew which shall include the full name, race, age, charge, housing location, and booking number of each assigned inmate
  
  - Conduct wristband counts each work day
  
  - Conduct a body count of all inmates assigned to the utility crew every hour, on the hour
  
  - Complete a count sheet each day which will reflect all required counts; the check-out count, the check-in count, lunch counts, and hourly counts
  
  - Save the count sheet at the end of each shift
  
- Provide FSB with inmate labor at PDC South for the following:

- Plumbing
  - Electrical
  - Milling
  - Carpentry/construction
  - Heating and air conditioning
  - Sheet metal
  - Masonry
  - Repairs
  - Demolition/clean-up
  - General maintenance
  - Sandbagging and storm drain clean-out (during inclement weather)
- Secure all tools used by inmates
  - Provide inmate workers to deliver all inmate sack meals (breakfast and lunch) to all compounds
  - Assist maintenance/special projects with maintenance requests submitted by line personnel via the PDC South intranet page:  
  
[http://intranet/intranet/sites/pdc\\_south/ver2/ops/Maint.xsn](http://intranet/intranet/sites/pdc_south/ver2/ops/Maint.xsn)
  - Assist maintenance/special projects with reporting and recording maintenance requests using the Maximo service website:  
  
<http://lasdmaximo2/maximo/webclient/login/login.jsp?welcome=true>
  - Assist maintenance/special projects with logging all emergent maintenance requests on the maintenance request log

- Check upper and lower compounds for gas, water, or safety problems
- Search inmate crews leaving work areas prior to returning to their housing locations

*\*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 04/09/19**

**09/05/97 SOUF**

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• **6-04-030 Utility-MRSA Cleanup Officer Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-04-030**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 03-22-13**

**PITCHESS DETENTION CENTER**

**Revision Date: 08-01-18**

**SOUTH FACILITY**

**Review Date: 08-01-20**

**Subject:** Utility/MRSA Cleanup 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 utility/Methicillin-resistant Staphylococcus Aureus (MRSA) cleanup officer.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to work as the utility/MRSA cleanup officer.

**ORDER:**

The PDC South Facility utility/MRSA cleanup officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as utility/MRSA cleanup officer shall include, but not be limited to the following:

PRIMARY DUTIES

- Maintain cleanliness of the facility
  
- Order and maintain supplies for cleaning
  
- Conduct MRSA clean up as necessary

SPECIFIC DUTIES

**AM Shift (Monday through Saturday)**

- After AM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of two inmates)
  
- Escort the inmate MRSA work crew to the supply room located behind the PDC South inmate dining room (IDR) kitchen office
  
- Retrieve the utility carts from the MRSA supply room which are stocked with the following items:
  - Brooms
  
  - Mops
  
  - Disinfecting Solutions
  
  - Paper Towels
  
  - Soap
  
  - Air Freshener
  
  - Toilet Paper
  
  - Trash Bags

- Facial Tissue
- Hand Sanitizer
- A vacuum cleaner is also stored in the MRSA supply room
- Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:
  - Administrative building - Clean offices, bathrooms, locker rooms, and glass doors in the main entrance hallway and area outside the main entrance to the building
  - Dental office - Remove trash when open
  - Main hallway (leading to compound) - Clean men/women restrooms, documenting the cleaning on the chart affixed to the restroom doors
  - Maintenance/Title 15 office - Clean/vacuum office and remove trash
  - Infirmary - Remove trash
  - Sergeants Office, report writing room and sink area – Remove trash and clean/vacuum area
  - South Facility desk/main control (South David) - Remove trash and vacuum if needed
  - Dog run walkway
  - South visiting Area
  - Inmate holding areas (adjacent to South visiting area) - Clean trash from surrounding area and vehicle sally port
  - Eddie Compound briefing trailer - Remove trash and vacuum as needed
- Return inmate work crew to the MRSA supply room
- Empty and clean utility carts
- Place all collected trash in the trash compactor located in the kitchen dock area
- Process inmate MRSA work crew in the inmate processing area (IPA), give them clean linen and escort them back to their barrack

- Re-order supplies from the cleaning supply list which is provided by the supply warehouse
  - Supplies needed are listed on a Department supply requisition form in duplicate
  - This form goes to operations for approval
  - The requisition is then forwarded to the supply warehouse
  - A log book is kept of supplies ordered along with copies of the processed Department supply form (includes the date of order, supplies ordered, and item numbers)
- Take a 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

**Note** - When necessary, scrub, strip and polish floors in bathrooms and locker rooms

#### **PM Shift (Monday and Thursday through Saturday)**

- **After PM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of two inmates)**
- Retrieve the utility carts and vacuum cleaner from the MRSA supply room
- **Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:**
  - **Classrooms and chapel in George Compound**
  - **IPA and Inmate Services offices**
  - South visiting office (Friday anytime, and Saturday after visiting hours only)
  - **The visiting center inmate holding areas, surrounding area and vehicle sally port**
  - **Eddie Compound briefing trailer**

- **IDR restroom**
- **Empty trash in the administration building including South David, all offices, restrooms and locker rooms**
- **2115 hours - Pick up trash from each compound**
- **Return inmate work crew to the MRSA supply room**
- **Empty and clean utility carts**
- **Place all collected trash in the trash compactor located in the kitchen dock area**
- **Process inmate MRSA work crew in the IPA, give them clean linen and escort them back to their barrack**
- Take a 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
- **Note - Vacuum air vents inside barracks as needed. Pressure wash visiting and South David holding areas, dog run walkway and IDR walkway as needed.**

### **EM Shift (Sunday through Thursday)**

- After EM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of two inmates)
- Pick up trash from each compound
- Place all collected trash in the trash compactor located in the kitchen dock area
- Retrieve the utility carts and vacuum cleaner from the MRSA supply room
- Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:
  - Administrative building - Clean offices, bathrooms, locker rooms, and glass doors in the main entrance hallway and area outside the main entrance to the building.

- Main hallway (leading to compound) - Clean men/women restrooms, documenting the cleaning on the chart affixed to the restroom doors
- Infirmary
- Sergeants Office, report writing room and sink area – Remove trash and clean area
- South David - Remove trash
  
- 1600 hours - Collect inmate breakfast from the in/out shack dog run (will be dropped off by PDC ranch kitchen)
- Distribute breakfast to the personnel in each compound
- Collect items from contraband bins as needed
- **Process inmate MRSA work crew in the IPA, give them clean linen and escort them back to their barrack**
- Take a 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 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**

**03/22/13 SOUF**

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• **6-04-040 Classifications Officer Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-04-040**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 07-15-08**

**PITCHESS DETENTION CENTER**

**Revision Date: 04-09-19**

**SOUTH FACILITY**

**Review Date: 04-09-21**

**Subject:** Classifications 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 classifications officer.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned as the South Facility classifications officer.

**ORDER:**

The PDC South Facility classifications officer shall report to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

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

- Working with Central Housing Unit (CHU) North, assign qualified inmates to various inside/outside security work crews and assign the appropriate housing based on those work assignments
  
- Use the following guidelines when classifying outside security inmate workers:
  - Review daily incoming transfer lines in order to identify all inmates who are fully sentenced
  
  - Confirm sentencing and security status via the Automated Justice Information System (AJIS)
  
  - Disqualify all inmates with bails or fines of \$35,000 or more, and/or any non-acceptable arrest charge (187, 203, 205, 208, 207, 211, 215, 243[b], 243[c], 243.4, 245, 245C, 261, 288, 286, 289, 290, 311.1[a], 311.2[a][b][c] 314, and 647.6[a-d] PC)
  
  - Consider Penal Code sections which are charges of concern (191.5, 192, 211, 243[b], 243[e][1], 261.5, 273d, 273.5, 273.6, 368, 405, 422, 451, 646.9, 853, and 1203)
  
  - Charges of concern can be used if certain circumstances exist (i.e., length of time for charge, circumstances surrounding the charge)

- Assigning inmates with charges of concern to work crews is at the discretion of the classification officer after investigation

### COMPUTER CHECKS

- Screen each inmate worker candidate via the AJIS SI01 screen (check release date, court dates, sentence status, and holds)
- Check AJIS IC10, IC12, IC01 and IC02 (pre-disclosed medical issues) screens to verify their security level, work release program status, special handling code, employment history, home address, additional information, and if there are any special comments concerning the inmate (obtain the inmate's California Information Index [CII], Federal Bureau of Investigation [FBI], Social Security [SS], and California driver's license [CDL] numbers from these screens)
- Check each inmate's rap sheets by running their CII, FBI, Juvenile Automated Index (JAI) (ages 26 or less) and CDL numbers in the following applications:
  - Regional Allocation of Police Services (RAPS)1
  - CCHRS
  - JDIC
- Review final candidates for outstanding warrants via the AJIS IC01 screen and check the "JDS ISOP MENU" screen for possible warrants (inmates with warrants less than \$35,000 can be used on outside work crews)
- Disqualify candidates that do not meet criteria due to charges of violence, escape, weapons or drugs in custody, etc.

Inmates who qualify for work shall be placed on a list to be moved, preferably the same day, to a working dorm by inmate processing area (IPA) personnel.

The next morning, all work crew lists shall be re-checked to confirm the inmate's sentence status, security level, and to confirm the inmate's current housing location.

Any inmate who leaves the facility shall have his record reviewed to ensure no disqualifying charges, convictions, or information have been added to their records.

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**Revision Date 04/09/19**

**07/15/08 SOUF**

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- **6-04-050 Inmate Services Officer Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-04-050**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 5-13-96**

**PITCHESS DETENTION CENTER**

**Revision Date: 04-10-19**

**SOUTH FACILITY**

**Review Date: 04-10-21**

**Subject:** Inmate Services 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 inmate services officer.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to the inmate services office.

**ORDER:**

The PDC South Facility inmate services officer shall be responsible to the PDC South operations sergeant and the line sergeant with inmate services as his collateral duty.

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

- Answer inmate questions regarding holds
  
- Provide various forms (e.g., work furlough/applications, cop-out sheets, voter registration and instructions, legal forms, etc.)
  
- Update the inmate services bulletin board located in Eddie compound that exhibits various forms, explains how and where an inmate may acquire them, and lists the court addresses for the various courts throughout the state of California
  
- Supply each compound with the following:
  - Monthly – Uniform Daily Activity Log (UDAL) books
  - Daily – inmate grievance, request, money/property release forms, and medical forms/envelopes
  
- Provide complimentary hygiene kits and barber services for indigent inmates (the inmate services officer will verify the validity of an indigence claim by sending all requests for free items to the cashier, who will review the inmate's financial status and then return the request the next business day)
  
- Collect and deliver inmate mail and grievance/request forms (deliver to compound staff stations on each shift)
  
- Provide county shoes
  
- Provide replacement wristbands
  
- Provide haircut tickets and barbering services (inmate workers from Barrack 46 shall serve as barbers)
  
- Monitor barbershop activities and inventory barber tools/supplies

- Re-order forms/supplies

Inmate services shall be open during the following hours:

- Office – 0600 hours to 2200 hours
- Inmate window
  - AM shift – count clear (approximately 0730 hours) to 1000 hours
  - PM shift – count clear (approximately 1530 hours) to 1800 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.*

**Revision Date 04/10/19**

**05/13/96 SOUF**

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- **6-04-060 Ranch Kitchen Senior Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-04-060**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 02-01-11**

**PITCHESS DETENTION CENTER**

**Revision Date: 05-09-19**

**SOUTH FACILITY**

**Review Date: 05-09-21**

**Subject:** Ranch Kitchen Senior 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) ranch kitchen senior deputy.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at, PDC South Facility; particularly those assigned to work as the PDC ranch kitchen senior.

**ORDER:**

The senior deputy assigned to work as the PDC ranch kitchen senior shall be responsible to the PDC South operations sergeant, operations lieutenant and unit commander.

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

GENERAL DUTIES

- Supervise the PDC ranch kitchen staff
- Supervise the PDC South Facility classifications, maintenance/special projects, and utilities/logistics staff
- Ensure all maintenance requests between PDC South Facility and Facilities Services Bureau (FSB) have been submitted and completed in a timely manner
- Responsible for California Occupational Safety and Health Act (Cal/OSHA) and risk management related issues
- Monitor all renovations and construction projects to the facility and act as a liaison with FSB
- Inspect and follow-up on all on-going and future special projects
- Assist Custody Support Services (CSS), the L.A. County Health Department, and the L.A. County Fire Department with annual facility inspections and ensure recommendations or mandated requests are met
- Mange/assign all sworn gun lockers and employees' personal lockers
- Mange/assign/collect all employee keys and Department issued radios

- Act as Methicillin-resistant Staphylococcus Aureus (MRSA), Americans with Disabilities Act (ADA), CAL OSHA, and risk management coordinator
- Ensure the Material Safety and Data Sheets (MSDS) and Injury and Illness Prevention Plans (IIPP) are current.

MONTHLY/QUARTERLY

- Post Department monthly messages (e.g., domestic violence, alcohol related, wellness posters, etc.)
- Submit quarterly facility inspection reports
- Act as census coordinator
- Manage Old Road Gym memberships, renovations, and equipment purchasing

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**Revision Date 05/09/19**

**02/01/11 SOUF**

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• **6-04-070 Maintenance-Special Projects Officer Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-13-030**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 12-23-11**

**PITCHESS DETENTION CENTER**

**Revision Date: 04-10-19**

**SOUTH FACILITY**

**Review Date: 04-10-21**

**Subject:** Maintenance/Special Projects 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 maintenance/special projects officer.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to work as the maintenance/special projects officer.

**ORDER:**

The PDC South Facility maintenance/special projects officer shall be responsible to the PDC ranch kitchen supervising line deputy, PDC South Facility special projects lieutenant and watch commander.

The responsibilities of personnel assigned as maintenance/special projects officer shall include, but not be limited to the following:

GENERAL DUTIES

- Ensure PDC South Facility is in an acceptable state of repair
- Coordinate all maintenance and repair work with PDC South utility officer and Facilities Services Bureau (FSB) or private vendors as required
- Coordinate with the PDC South utility officer to make a daily check of the facility grounds, including landscaping and general appearance for problem areas and take appropriate action for correction
- Receive and initiate maintenance requests submitted by line personnel via the PDC South intranet page: [http://intranet/intranet/sites/pdc\\_south/ver2/ops/Maint.xsn](http://intranet/intranet/sites/pdc_south/ver2/ops/Maint.xsn)
- Report and record maintenance requests using the Maximo service website: <http://lasdmaximo2/maximo/webclient/login/login.jsp?welcome=true>
- Log all emergent maintenance requests on the maintenance request log
- Follow up on maintenance requests to see if the work was completed
- If maintenance requests are more than 15 days old, notify the maintenance/special projects supervising

line deputy who will call FSB and ascertain status (note the response on the copy of the maintenance request form)

- In cases of extended repair time, notify the special projects lieutenant who will apprise the unit commander and contact the FSB manger
- If emergency maintenance/repairs arise, call FSB immediately
- Prepare Departmental supply requisition (DSR) orders

#### MONTHLY/QUARTERLY

- Maintain the Material Safety and Data Sheets (MSDS) which is outlined in the California Occupational Safety and Health Act (Cal/OSHA) regulations
- Inspect first aid kits and suicide prevention kits and coordinate with medical services to re-stock or replace
- Conduct quarterly facility inspection reports and submit to the maintenance/special projects supervising line deputy
- Assist the maintenance/special projects supervising line deputy in all special projects
- Conduct monthly fire extinguisher inspections and coordinate re-charging units with fire department
- Conduct all fire and safety inspections of South Facility including monthly barrack fire door alarm inspections

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Revision Date 04/10/19

12/23/11 SOUF

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• **6-04-080 Training Deputy-Officer Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-04-080**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 12-23-11**

**PITCHESS DETENTION CENTER**

**Revision Date: 04-10-19**

**SOUTH FACILITY**

**Review Date: 04-10-21**

**Subject:** Training Deputy/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 training deputies/officers.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South, particularly deputies and custody assistants assigned to the training office.

**ORDER:**

The PDC South Facility training deputies/officers shall be responsible to the PDC South Facility training/scheduling sergeant.

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

- Assist scheduling deputies/officers as needed
  
- Assist with the safety and security of inmates
  
- Assist the line sergeants with training/briefing of line staff
  
- Act as vacation relief for the scheduling deputies/officers
  
- Act as subpoena control/court liaison deputy
  - Receive subpoenas from court liaisons/district attorney's office
  
  - Log subpoenas in the subpoena control log book
  
  - Notify concerned personnel/supervisors and scheduling of subpoena dates and times

- Control/coordinate PDC South Facility armory
  - Maintain cleanliness and functionality of the armory
  - Maintain, repair or replace equipment stored in the armory
  - Keep stock of armory equipment and munitions
  - Obtain quotes and order equipment and ammunitions as needed
  - Deliver special weapons/firearms to the Department armory as needed for update, maintenance or repair
  - Send a quarterly inventory to weapons training personnel
  - Prepare the armory for inspection by weapons training personnel
  
- Oversee PDC South Facility training
  - Provide orientation for newly assigned personnel
  - Work with facility training officers and mentors to insure proper training of newly assigned personnel
  - Maintain personnel training files
  - Schedule Department/state mandated training
  - Ensure personnel receive all necessary Department/state mandated yearly training
  - Ensure personnel maintain required department certifications
  - Conduct/assist supervisors with training or mandated drills when needed
  - Maintain records of all in-service training

- Update unit training tracking database
- Process in-service training records for Custody Training Bureau for Department tracking
- Liaison with various facilities and units to coordinate training/drills
- File training correspondence and place copies (if applicable) in mail boxes, sergeant's office, and administrative trays
- Pick up paperwork from sergeants office/training mailbox
- Ensure training rosters are properly completed
- Repair/replace broken training equipment

*\*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 04/10/19**

**12/23/11 SOUF**

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## **• 6-04-090 Scheduling Deputy-Officer Duties**

**Los Angeles County Sheriff's Department**

**Unit Order: #6-04-090**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: XX-XX-XX**

**PITCHESS DETENTION CENTER**

**Revision Date: XX-XX-XX**

**SOUTH FACILITY**

**Review Date: XX-XX-XX**

**Subject:** Scheduling Deputy/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 scheduling deputy/officer.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to work as a PDC South Facility scheduling deputy/officer.

**ORDER:**

*\*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 (e.g. 01/01/01)**

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