

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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