

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

- Manage/assign all sworn gun lockers and employees' personal lockers
- Manage/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

**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 05/09/19

02/01/11 SOUF
