

## **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:**

Pitchess Detention Center - South Facility : 6-04-070 Maintenance-Special Projects  
Officer Duties

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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

Pitchess Detention Center - South Facility : 6-04-070 Maintenance-Special Projects  
Officer Duties

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- 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

*\*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.*

Pitchess Detention Center - South Facility : 6-04-070 Maintenance-Special Projects  
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**12/23/11 SOUF**

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