

## 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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