

## 6-06-060 Ranch Building Maintenance Officer

**Los Angeles County Sheriff's Department**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**PITCHESS DETENTION CENTER**

**SOUTH FACILITY**

**Unit Order: #6-06-060**

**Effective Date: 02-22-12**

**Revision Date: 05-29-19**

**Review Date: 05-29-21**

**Subject: Ranch Building Maintenance Officer**

**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 building maintenance officer.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly those who are assigned to work as PDC ranch building maintenance officer.

**ORDER:**

The PDC ranch building maintenance officer shall be responsible to the PDC ranch sergeant, and PDC ranch lieutenant.

The responsibilities of personnel assigned as PDC ranch building maintenance officer shall include, but not be limited to the following:

**GENERAL DUTIES**

- Supervise inmate workers (work group 51) who shall maintain and clean the following buildings located on the PDC ranch property:
  - Bachelor officer quarters (BOQ's) 1, 2, 3, 4, 6, 7,
  - Ranch operations offices
  - The Old Road Gym and pool locker rooms/showers
  - Data Systems Bureau (DSB) PDC office
  - Parks team offices
  - Court Services Transportation (CST)
  - Facilities Services Bureau (FSB) offices and shops
  
- Work in partnership with all work groups as needed or directed by ranch supervisors

- Maintain vacuum cleaners and maintenance equipment
- Maintain and store cleaning chemicals in a secure area
- Comply with the following procedures regarding inmate accountability:
  - Maintain a complete daily inmate inventory list of all inmates assigned to the work group that includes the following information:
    - Each inmate's full name
    - Booking number
    - Housing location
    - Race
    - Age
    - Arrest charge and related information
  - Four wristband counts shall be conducted each workday
  - A wristband count shall be conducted when the inmate is checked out of security and when the inmate is checked back into security at PDC South Facility (done at the in/out shack)
  - A wristband count shall be conducted at the start of the inmate lunch period and at the conclusion of the lunch period, regardless of where the inmate eats lunch
  - A body count shall be conducted every half hour during the work day
  - Work group officers may be assigned to assist other work group officers to complete inmate counts
  - A count sheet shall be completed each day which shall list the following information:

- Check-out count
  - Each half-hour count
  - Lunch count
  - Check-in count
  - Any changes made to the inmate make-up of the work crew during the day
- The count sheet shall be submitted to the PDC ranch operations senior deputy at the end of shift by the work group officer with a list of his/her assigned inmates
  - The count sheet/inmate inventory shall be retained for thirty (30) days for review by the PDC ranch sergeant

#### SPECIFIC DUTIES

- Provide inmate security and supervision
- Identify, prioritize, and organize building maintenance and cleaning projects
- Organize and assign job tasks to inmate building maintenance work groups
- Maintain and clean the interiors of the above listed areas including, but not limited to:
  - Urinals
  - Toilets
  - Stalls
  - Sinks
  - Showers

- Floors
- Mirrors
- Light fixtures
- Lockers
- Window blinds
- Trash receptacles
- Floors, including carpets and mats
- Maintain and clean the exteriors of the above listed areas including, but not limited to:
  - Exterior doors
  - Door frames
  - Screen doors
  - Windows
  - Window frames
  - Window screens
  - Porches
  - Porch railings
  - Walkways and driveways by sweeping and hosing down as needed
- Pick up and dispose of all trash from interior and exterior of all of the above listed areas
- Submit major repair requests to FSB via the PDC ranch operations officer

- Follow-up on all major repair requests to FSB to ensure that repairs are completed in a timely manner
- Maintain minor pest control through the use of yellow jacket traps, glue traps, rat and mouse traps, and ant/roach spray
- Maintain all restrooms in the above listed areas by stocking them with toilet paper, paper towels, toilet seat covers, anti-bacterial lotion soap, hand sanitizers, facial tissue boxes, deodorizers, and dispensers for paper products and soaps
- Maintain and perform minor repairs on soap and paper product dispensers and fixtures inside and around above listed areas
- Complete special projects with the approval of ranch supervisors
- Order, store, and maintain necessary supplies and equipment
- Maintain assigned equipment in good working order by inspecting routinely
- Operate assigned county vehicles in a safe manner at all times
- Enforce safety procedures at all times

**Revision Date 05/29/19**

**02/22/12 SOUF**

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