

Principal Detention Officer 2018
Task List

1. Attends and conducts routine meetings, such as daily roll calls and monthly supervisors' meetings, meetings with other agencies, government entities, and private vendors in order to exchange information on Custody Services Division (CSD) operations, inform staff about new or changed Department and Division policies and procedures, and respond to staff's questions or concerns.
2. Confers with supervisors and Principal Detention Officers of previous or following watch regarding jails and prisoners, to ensure that Principal Detention Officer on watch is aware of current situations and unusual occurrences.
3. Counts currency received when amount exceeds minimum required for Principal Detention Officer verification for bail or as personal property.
4. Observes jail procedures to recommend changes or modifications to procedures to improve Custody Services Division performance.
5. Inspects jail facilities in order to ensure safety and security of inmates and to ensure jail policies are adhered to.
6. Inspects Geographic Area jails by observing facilities, observing activities, reading reports, and asking questions of detention and sworn personnel to ensure that correct procedures are followed, suggest improvements in Area procedures, or recommend remedial training, as necessary.
7. Observes arrestees in special confinement cells as required, to determine if the arrestee can be released from special confinement or if other action, such as requesting medical assistance, to ensure policies and procedures are followed.
8. Determines when special searches of persons or areas within the jail must be made, assigns staff to conduct special searches, and observes search procedure to ensure that it is properly conducted.
9. Reads and organizes in-basket (email or mail) contents in order to respond to requests or instructions, determine correct action to take with specific items, assign staff duties, and read, write, edit, and forward routine and special reports for further action.
10. Assigns subordinates to perform routine custodial tasks, such as feeding arrestees, searching cells and other areas, escorting arrestees, booking, release desk function (function is releasing people on bail/bond), DNA collection, and overall security.

11. Observes subordinates in booking, care and custody, transfer, and release of arrestees and arrestees' personal property in order to ensure that proper procedures are followed and provide guidance as necessary.
12. Reviews transfer records for arrestees to be arraigned, checks transfer documents and related materials for completeness and accuracy before arrestees are transferred and documents are sent to the court.
13. Compares amounts of cash on deposit, received as bail, or retained as personal property to amounts written on receipt or other records to indicate that amounts have been verified.
14. Investigates prisoner complaints, use of force, IOD injuries, and unusual situations such as fights, injuries, release of incorrect arrestees, or loss of arrestees' property by observing the scene of the incident, reading relevant reports, and interviewing involved staff, arrestees, or others in order to write a report about the complaint or incident.
15. Reads timekeeping documents, such as roll call records, requests for time off and overtime, and IOD status sheets, to verify that personnel are present or properly accounted for on a daily basis.
16. Inputs, verifies, or modifies information on timekeeping records, such as daily deployment worksheets, vacation lists, IOD status sheets, and requests for time off or overtime, to ensure that subordinates' time is properly recorded.
17. Develops and reviews daily deployment schedules and assigns or reassigns detention personnel to perform duties related to booking, feeding, escorting, and releasing arrestees and their personal property based on each sections' needs and availability of personnel.
18. Answers questions from subordinates, peers, sworn officers, members of other agencies, and the public regarding general jail procedures, such as booking and release procedures, basic information regarding individual arrestees, and procedures for handling unusual situations (e.g., mass arrest) involving booking, incarceration, and release of arrestees and their personal property.
19. Exchanges factual (i.e., charges, booking numbers) information with personnel from other agencies, such as courts, hospitals, and other police agencies, to ensure that arrestees and their property are booked, assigned, scheduled for arraignment, transferred, or released appropriately.
20. Explains reasons for decisions related to jail procedures, personnel actions, and other circumstances based on state law, the LAPD Manual, Custody Services

Division procedures, City rules and policies, and appropriate MOU's to subordinates, co-workers, sworn officers, and others.

21. Explains City and LAPD personnel policies and procedures for personnel matters such as civil service examinations, requests for time off, and EEO to ensure that subordinates know their responsibilities and follow correct procedures.
22. Identifies and resolves courses of action to sworn personnel and/or outside agency representatives regarding booking, housing, and release of arrestees and their personal property when sworn personnel and/or outside agency representatives inquire as to proposed actions.
23. Discusses proposed changes in jail procedure with co-workers, supervisors, and personnel in Area jails to determine reasons why procedures exist as they are, whether changes can and should be made, and how to implement proposed changes.
24. Recommends changes in jail procedures and policies in order to improve jail operations and remain in compliance with Penal Code, LAPD requirements, state mandates and regulations.
25. Reads, checks for completeness, edits jail documents or directs an employee to check or correct questionable or inaccurate information on routine reports and provides feedback to the employee for items such as jail population records, correspondence, or reports concerning unusual incidents.
26. Writes reports regarding unusual incidents, such as release of incorrect arrestees, loss of arrestee's property, and injuries on duty, in order to document circumstances, explain why the incident occurred, and recommend remedial action, if needed.
27. Adds information, comments, or recommendations to reports written by subordinates in order to ensure that complete details about incidents are properly documented.
28. Signs or initials complete and accurate written reports and forwards reports to appropriate individual or unit within LAPD or another agency for further processing.
29. Organizes, writes lesson plans, and conducts formal training sessions for new recruits.
30. Instructs subordinates how to perform tasks related to subordinates rank and assignments as it relates to booking, care and custody, and release of arrestees and their personal property by explaining, demonstrating, or writing instructions in order to ensure that tasks are performed correctly and efficiently.

31. Instructs personnel in Area jails regarding existing, new, and revised jail procedures by explaining, demonstrating, or writing instructions at the request of concerned Commanding Officers or as the result of recommendations based on Area jail inspections.
32. Becomes familiar with subordinates' traits, skills, and abilities by reviewing personnel records and talking with subordinates in order to assign staff duties based on their special skills or abilities, give them the opportunity to improve job related skills, and counsel or assist them in improving job performance.
33. Participates as a rater or a special examining assistant in the civil service process.
34. Motivates subordinates to improve or continue good performance through such means as explaining reasons for decisions, prompting them to ask for feedback, and giving verbal appreciation.
35. Corrects subordinates' poor job performance and encourage improved job performance through positive reinforcement such as comment cards, encouragement, commendations, and training.
36. Writes and serves disciplinary notices to subordinates or recommends to supervisors to take more serious disciplinary action in order to encourage subordinates to correct or improve unsatisfactory behavior or job performance.
37. Assists subordinates in preparing for promotion by advising them of examination opportunities, recommending appropriate study materials, giving mock interviews, or other methods which do not breach confidentiality of the civil service examination process.
38. Provides subordinates with department resources about seeking assistance regarding personal problems such as substance abuse, family or financial problems, etc., in order to prevent deterioration in job performance.
39. Accepts and attempts to resolve subordinates' grievances on an informal basis through discussion with the grievant, taking immediate action, if possible, or discussing problem with supervisor to see if grievance can be informally resolved.
40. Refers unresolved grievances to next appropriate level of supervision.
41. Makes or recommends personnel actions, such as assigning employees, scheduling time off, etc. in accordance with division needs, MOU and City and Department policies and procedures.
42. Assists subordinates in writing personnel related documents such as requests for leaves of absence, grievances, and other materials in order that correct

information is provided to enable prompt and appropriate decisions by higher level supervisors.

43. Applies and instructs subordinates to employ equal employment opportunity policies and procedures in all personnel actions, including working with co-workers, making job assignments, preparing for promotions, etc.
44. Interacts verbally, telephonically, electronically, and in person with internal and external agency personnel to ensure efficient and effective jail operations.
45. Writes and maintain a daily log of all pertinent events (in custody death, high profile inmates) for documentation purposes to inform jail command staff of possible Risk Management issues.
46. Evaluates specific arrestees in custody to determine eligibility for own recognizance release (OR).
47. Identifies and provides roll call training and incident debriefings on a variety of issues such as unusual occurrences, officer safety, etc.
48. Uses complex automated systems, word, excel, and special department programs (Record Management Systems) to complete required assignments and reports.
49. Authorizes and supervises tactical use of force incidents and develops a tactical plan which includes the use of TASERS and tactical extraction equipment for combative arrestee or securing of facility.
50. Supervises spontaneous uses of force and analyzes the after action for further training, improvement, and debriefing of involved employees.