

## JAMF POST Orders

### 9103.1 PURPOSE

The following orders outline the general duties and responsibilities for custody staff assigned to the listed positions. These duties and responsibilities may be modified as necessary to meet the needs of the department. Staff shall familiarize themselves with the OCSD Policy Manual (Lexipol) and CCOM for additional expectations and responsibilities.

### 9103.2 WATCH COMMANDER

In the event a Sergeant is temporarily assigned as an acting Watch Commander, certain duties - marked with an asterick (\*) - must still be performed by a Lieutenant or above. In such cases, the acting Watch Commander should first contact their facility administration, followed by the Watch Commander at another facility, to ensure those duties are properly handled.

- (a) The on-duty Watch Commander, or designee, is directly responsible to the facility Commander for the overall operation of the facility, ensuring their assigned shift carries out assigned post orders and the mission of the facility in a secure, orderly manner, providing for the safety and well-being of visitors, staff, and inmates.
- (b) The Watch Commander will administer the shift through shift supervisors (Sergeants).
- (c) The Watch Commander is expected to have a thorough working knowledge of all post orders, agency policies, and facility procedures applicable to their responsibilities, particularly those related to emergency actions.
- (d) Ensure shift supervisors (Sergeants) and assigned staff understand, comply with, and carry out their duties in accordance with post orders, agency policies, and facility policies/procedures.
- (e) Ensure proper use of equipment, security devices, and other facility property.
- (f) Upon arrival for duty, the Watch Commander is to report to the on-duty Watch Commander, to be briefed on all matters of concern for the next shift and any incidents that occurred during the prior shift.
- (g) Evaluate facility conditions to determine the need for after-hours Facilities Maintenance call-outs for emergent mechanical issues. Requests shall be routed through the Watch Commander at the Theo Lacy Facility.
- (h) Handle daily Watch Commander duties throughout shift, including but not limited to:
  - 1. Handle phone calls from outside agencies and the public.
  - 2. Review emails and ServiceNow Logs from prior shift(s) for matters of note.
  - 3. Review ServiceNow and Guardian logs for completion, typographical errors, accuracy, and consistency, and logging the review in the Watch Commander log (2355 hours, 0400 hours, and 1600 hours) (Check for the following items in each log):
    - (a) ServiceNow and Guardian log entries:

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- A. Equipment Check
- B. Perimeter Checks
- C. Plumbing Tunnel Checks
- D. Stairwell Checks
- E. FAST Search
- F. Counts
- G. LT Check
- H. Sgt. Check
- I. Log Review by WC
- (b) Custody Operations Supervisor's Log:
  - A. On-duty
  - B. Briefing
  - C. Compliance Checks
  - D. FAST Search
  - E. Count Observation
  - F. Safety Check Video
  - G. Grievance Box
  - H. Area Checks
  - I. Head Counts [REDACTED]
  - J. Meal Breaks
  - K. Cleanliness Compliance
  - L. Sgt Report Dispo
  - M. Log Review by WC
  - N. Facility Check
- 4. \*Ensure Employee Performance Evaluations are being completed.
- 5. Attend staff meetings as required.
- 6. \*Review/Approve/Archive Shift Overtime Justification Form.
- 7. Save Watch Commander log PDF [REDACTED]  
[REDACTED]
- 8. Email Watch Commander log in PDF format to JMF Commander, JMF Administrative Lieutenant, BHB Captain, SSB Intel email, and all JMF Watch Commanders at the end of shift.
- 9. \*In Custody Death template and new blue folders

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10. \*Inmate discipline review/approval
  11. \*Inmate discipline appeals
  12. \*Use of Force Reviews
  13. \*Court order reviews and approvals
  14. \*Involuntary Medication applications
  15. Maintenance callouts
  16. Emergency Response Team (ERT) activations
  17. Assaults - Inmate on Staff
  18. \*Grievances addressed/assigned to the Watch Commander
  19. \*Allegation of staff misconduct
  20. Perform formal Facility Check at least once during shift. Ensure all areas throughout the facility meet the highest levels of sanitation and cleanliness; appropriate security measures are being followed; and security equipment/devices and safety equipment are working properly (Check the following):
    - i. Receiving/Booking Loop (male & female)
    - ii. Housing Modules
    - iii. Medical Observation Cells
    - iv. Lobby
    - v. Attorney Bonds
    - vi. Main Control
  21. Perform random audits of guard station logs, dayroom, and outdoor recreation logs to ensure they are maintained properly, and inmates are receiving the appropriate time outside of their cells.
    - i. Guardian RFID: Review Late Check Compliance and Out of Cell Compliance (Dayroom / Recreation)
- (i) \*Conduct Watch Commander Monthly Audits
1. JMF Safety Check and Count Audit
    - (a) Watch Commanders will audit (by video verification) and document at least one Deputy Safety Check of a housing location and one Deputy Inmate Count of a different housing location each month.
  2. Personnel Investigation review (DPI)
  3. Facility Walk Inspection (In and Out of custody)
  4. Sergeant Count Supervision - video verification
  5. Sergeant Facility Check - video verification
  6. Maintenance Inspection

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(j) Sample Schedule (*may vary depending on operational needs, sample only*).

1. Dayshift Watch Commander:

i. 0500

- A. Brief relieving Watch Commander of ongoing activities.
- B. Review emails, ServiceNow and Guardian shift logs for matters of note.
- C. Create shift log email template to be emailed to JMF Commander, JMF Administrative Captain, BHB Captain, SSB Intel email, and all JMF Watch Commanders at end of shift.
- D. Handle Daily Watch Commander duties throughout shift– See list above.

ii. 0600

- A. Attend briefing

iii. 1000

- A. Perform Facility Check at least once during shift.
- B. Log Facility Check in ServiceNow (Actual checks will be conducted utilizing RFID Device).

iv. 1400

- A. Review/Approve/Archive Shift Overtime Justification Form (verify Overtime Justification form/Shift Watchlist was put in Watch Commander's office In-box).

v. 1545

- A. Review ServiceNow and Guardian Logs for completion, typographical errors, accuracy, and consistency.

vi. 1600

- A. Prepare daily Watch Commander's Email; email Watch Commander log in PDF format to JMF Commander, JMF Administrative Lieutenant, BHB Captain, SSB Intel email, and all JMF Watch Commanders
- B. Save Watch Commander log [REDACTED]
- C. Brief on-coming Watch Commander all matters of concern for the next shift and any incidents that occurred during Shift

2. Nightshift Watch Commander:

i. 1700

- A. Brief relieving Watch Commander of ongoing activities.
- B. Review emails, ServiceNow, and Guardian logs for matters of note.

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- C. Create shift log email template to be emailed to JMF Commander, JMF Administrative Lieutenant, BHB Captain, SSB Intel email, and all JMF Watch Commanders at the end of shift.
  - D. Watch Commander duties throughout shift– See the above list.
- ii. 1800
  - A. Attend briefing
- iii. 2200
  - A. Review Court Orders for authenticity.
- iv. 2355
  - A. Review ServiceNow and Guardian Logs for completion, typographical errors, accuracy, and consistency.
- v. 0000
  - A. Log Facility Check in ServiceNow (Actual checks will be conducted utilizing RFID Device).
- vi. 0200
  - A. Review/Approve/Archive Shift Overtime Justification Form.
- vii. 0300
  - A. Review ServiceNow and Guardian Logs for completion, typographical errors, accuracy, and consistency.
- viii. 0400
  - A. Prepare daily Watch Commander's Email; email Watch Commander log in PDF format to JMF Commander, JMF Administrative Lieutenant, BHB Captain, SSB Intel email, and all JMF Watch Commanders.
  - B. Save Watch Commander log [REDACTED]  
[REDACTED]
  - C. Brief on-coming Watch Commander all matters of concern for the next shift and any incidents that occurred during Shift.