

TLF - CSA Sergeant Procedures

7050.1 PRIMARY RESPONSIBILITIES

- (a) Job Descriptions: The CSA Sergeant will perform a daily review of Correctional Service Assistants. He will be responsible for assigning all personnel assigned to the Correctional Service Assistant positions. The CSA Sergeant will act as the liaison for the facility with Facilities Operations.
- (b) Span of Control: The Sergeant will supervise the Correctional Service Assistants assigned to shift II.
- (c) Direction and Supervision: The CSA Sergeant will receive direction and supervision from the Theo Lacy Facility Captain.

7050.2 OFFICE DUTIES

- (a) Briefings: The Sergeant will conduct additional briefings as needed for Correctional Service Assistants apart from the daily shift briefings.
- (b) Review the Unit Work Schedule: The CSA Sergeant will examine the schedule daily to ensure the required staffing coverage.
- (c) Work Product Review: The CSA will ensure thoroughness and compliance with established guidelines by his subordinates. Needed corrections will be made immediately.
- (d) Designation Changes: When a Facility's housing designation is changed, the CSA Sergeant will make notification to all Correctional Service Assistants staff members affected by the changes.
 - 1. When CSA criteria or guidelines change, the CSA Sergeant will notify all CSA staff.
- (e) Daily Review: The CSA Sergeant will conduct a daily review of paperwork on accepted or rejected work requests. Once each week, he will conduct a check files of Work Requests to ensure conformity to guidelines and develop statistics.

7050.3 FLOOR DUTIES

- (a) Warehouse: the CSA Sergeant will supervise the Senior CSA in charge of the Facility Warehouse. He will keep in daily contact with the CSA in order to assure the Facility is constantly supplied with materials.
- (b) Maintenance: The CSA Sergeant will supply the Maintenance CSA with a daily work roster to ensure the repair needs of the Facility are met.
 - 1. Requests for repair will be submitted to the CSA Sergeant by staff. The Sergeant will prioritize these requests and construct a daily work roster.
- (c) Contract Services: i.e. Orangewood laundry duties. The CSA Sergeant will oversee the operation of the service and provide a liaison between the Facility and the contract facility.

Custody and Court Procedures Manual

7050.4 POST ORDER

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- | Row | Bar Length (approx. relative units) |
|-----|-------------------------------------|
| 1 | 15 |
| 2 | 40 |
| 3 | 25 |
| 4 | 30 |
| 5 | 18 |
| 6 | 75 |
| 7 | 30 |
| 8 | 100 |
| 9 | 100 |
| 10 | 100 |