

<b>DATE:</b>	<b>MAY 1, 2003</b>
<b>NUMBER:</b>	<b>G</b>
<b>SUBJECT:</b>	<b>TABLE OF CONTENTS</b>

**PHYSICAL PLANT**

- G.1 Maintenance Procedures
- G.3 Elevators
- G.5 Damage Cost Estimates

<b>DATE:</b>	JULY 3, 2018
<b>NUMBER:</b>	G.1
<b>SUBJECT:</b>	MAINTENANCE PROCEDURES
<b>RELATED SECTIONS:</b>	15 CCR § 1280

**PURPOSE:**

To establish guidelines for expeditious handling of maintenance requests.

**POLICY:**

Each facility will ensure the timely completion of routine, urgent and/or emergency maintenance.

**PROCEDURE:**

- I. Each facility will be routinely inspected by medical supervisory, security and line staff for compliance with applicable health, safety and security laws, guidelines, etc.
- II. Maintenance requirements noted during such inspections and during normal operations are to be promptly logged to ensure deficiencies are corrected.
- III. Routine maintenance is performed by the Department of General Services Facilities Maintenance, Monday through Friday (except holidays) during business hours. At the discretion of the Watch Commander, an emergency maintenance “Call-out” may be initiated for those repairs, which, if not performed would significantly impair the operation of the facility or the safety of the staff or inmates.
- IV. Each facility will establish a procedure for the handling of routine maintenance requests. This procedure will contain but is not limited to the following:
  - A. Documenting needed repairs.
  - B. Notification of maintenance personnel.
  - C. Follow-up of requested repairs.

<b>DATE:</b>	MARCH 3, 2011
<b>NUMBER:</b>	G.3
<b>SUBJECT:</b>	ELEVATORS
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To identify locations and use of elevators for daily operations within the detention facilities. To provide for the safe removal of passengers in a non-functioning elevator.

**POLICY**

The proper use of elevators will be determined by each facility to ensure efficiency in the movement of inmates, food, supplies, and staff. Due to the volume of elevator use, and the impact on facility operations, repair of elevators is of great concern and shall be handled expeditiously. Preventative maintenance shall be scheduled and completed in a timely manner.

**PROCEDURES**

Each detention facility will establish procedures to meet the needs of the individual facility. The procedures should include, but not be limited to:

- I. Location and use of elevator(s).
- II. Maintenance procedures and use of the emergency override system.
- III. Evacuation of persons from a non-functioning elevator
- IV. Use of elevators during an emergency
- V. Elevator capacity limitations.

<b>DATE:</b>	JULY 3, 2018
<b>NUMBER:</b>	G.5
<b>SUBJECT:</b>	DAMAGE COST ESTIMATES
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To establish a procedure for documenting the estimated cost to the Department for repairs when an inmate or other individual damages or destroys jail property. The manner of documenting this estimate will be appropriate for submission as evidence to the court.

**POLICY**

All acts of vandalism and property damage committed by an identifiable inmate or other individual will be documented in a NetRMS crime report. The estimated cost for the repair of the vandalism, damage, or destruction will be documented using form J-73, "Damage Cost Estimate." The damage estimate will be approved by the building maintenance supervisor.

**PROCEDURES**

- I. Whenever a deputy encounters vandalism or damage committed by an identifiable inmate or other individual, the incident will be documented.
  - A. A NetRMS crime report will be written to document the event.
  - B. The "J-73" on-line form will be completed to estimate the overall cost of the damage.
    - 1. The J-73 will show all labor hours for each classification of employee involved in the repair of the damage.
      - a. For county employees, the hourly rate used will be the top-step hourly wage listed in the employee's MOA for that classification.
      - b. For private contractors, the hourly rate used will be taken from their cost estimate.
    - 2. The J-73 will list all materials used to repair the damage.
    - 3. The J-73 will be completed and signed by the person most qualified to make the estimate.
    - 4. The J-73 will be approved and signed by the building maintenance supervisor.
  - C. The completed J-73 will be submitted to the Detention Investigations Unit and attached to the corresponding NetRMS crime report.