

**KERN COUNTY SHERIFF'S DEPARTMENT
Central Receiving Facility
Policies and Procedures Manual**

TITLE: SUPPLIES

O-100

EFFECTIVE DATE: 10-3-98

REVISED: 5-12-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 5-12-03

REFERENCE: Title 15, Section 1280, DBPPM D-100

POLICY

The CRF Utility 2 Officer will maintain an adequate amount of supplies necessary to maintain the cleanliness of the facility, and to provide for the personal hygiene of inmates. The Utility Officer will ensure that the supplies comply with all health and safety ordinances as applicable.

PROCEDURE A. INVENTORY AND ORDERING SUPPLIES

The Utility 2 Officer will:

- Maintain an inventory of supplies and equipment stored in the Central Receiving Facility storeroom.
- By Friday of each week submit completed order forms directed to Lerdo Warehouse. Special orders must be approved by the Admin Sergeant.
- On Wednesday of each week, receive, inventory and store supplies.
- Maintain the necessary supplies on each of the Decks and other areas as required.

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TITLE: UTILITY STAFF DUTIES O-200

EFFECTIVE DATE: 10-3-98

REVISED: 8-5-04

APPROVED BY: C.R.F. Division Manager

REVIEWED: 8-5-04

**REFERENCE: CRFPPM Section O-100 to O-600, DBPPM D-100,
Title 15, Section 1280, 1028, PC6031.1(b)**

POLICY

It is the responsibility of CRF Utility Officers to inspect and maintain the cleanliness of the facility. To order and maintain adequate supplies necessary for the operation of the facility and to inspect, repair or report facility safety hazards. The Utility 2 officer is the assigned fire and life safety officer.

The general duties include but are not limited to:

- Order and maintain supplies necessary for the day to day operations of the facility.
- Ordering and maintaining supplies for the hygiene of inmates.
- Inspect and maintain the cleanliness of all common areas and offices.
- Maintain the quality of all painted surfaces.
- Maintain the finish and condition of all hard floor surfaces.
- Maintain the cleanliness of all carpeted surfaces.
- Inspect and maintain the safe function of chairs, tables, ladders.
- Inspect and maintain the first aid safety boxes, and all fire suppression equipment.
- Inspect and refill as necessary all SCBA and fire extinguisher tanks.
- Transport as needed for repair any vehicle assigned to CRF.
- Assemble items as needed ie; furniture, storage shelves, etc.
- Dismantle and reassemble office areas as needed for remodeling.
- Hang bulletin boards, pictures, plaques, etc.
- Track and transport for auction unusable or broken furniture, etc.
- Install minor cabinetry, counters, shelving as needed.
- Assist with setup and tear down of equipment used in special functions.
- Participate in special community functions when requested.
- Assist with movement of court inmates when needed.
- Assist the facility maintenance staff as necessary.

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TITLE: MAINTENANCE/ADDITIONS/MODIFICATIONS

O-300

EFFECTIVE DATE: 10-3-98

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED: 1-15-03

REFERENCE: Title 15, Section 1280

POLICY

All staff members will continually monitor and inspect their work sites in order to detect and report any needed repairs and maintenance. Shift supervisors will be responsible for overall daily inspections of the entire Facility.

PROCEDURE A: NON-EMERGENCY MAINTENANCE PROBLEMS

All Facility staff will:

- Inspect and monitor their assigned work place in order to detect needed repairs and maintenance.
- Fill out maintenance request forms. Keep the goldenrod copy and forward the remaining copies to Admin Sgt.

The Admin Sgt will:

- Review the Maintenance Request, retain the pink copy and file it under "Maintenance Request" file.
- Forward the remaining copies of the Maintenance Request to maintenance. of the request) the Form is to be stapled to the pink copy (kept in the "Request to be done" File) and placed in the "Completed" File.

PROCEDURE B. EMERGENCY MAINTENANCE PROBLEMS

Staff will:

- Isolate the affected area, notify Shift Supervisor.
- Maintain Facility security

- Request additional officers if necessary.
- Complete maintenance request form, designate it as “emergency repair approved”

A-Deck control will:

- Notify the Shift Supervisor.
- Send assistance to the affected area as required or requested.
- Call for any out of the facility assistance required, when authorized by the Shift Supervisor.

The Shift Supervisor will:

- Go to the affected area.
- Ensure all appropriate measures have been taken to preserve Facility security and prevent injuries.
- Obtain authorization from the Facility Commander or his designee. If both are unavailable, authorize the call-out of maintenance personnel as required.

PROCEDURE C. ADDITONS/MODIFICATIONS**Employee requesting additions/modifications to existing structures will:**

- Obtain the approval of the Shift Supervisor.
- Submit a Memo to the Administrative Sergeant with pertinent information regarding the modification or addition requested.

The Administrative Sergeant will:

- Request and notify the requestor if the addition or modification has been approved by the Facility Commander.

KERN COUNTY SHERIFF'S DEPARTMENT
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TITLE: CRF INSPECTION

O-400

EFFECTIVE DATE: 10-3-98

REVISED: 5-12-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 5-12-03

REFERENCE: Title 15, Article 14, Section 1280

POLICY

To ensure that the Facility is clean, sanitary and safe, every shift will complete an inspection of the Facility on a daily basis, in order to identify and correct unsanitary and unsafe conditions or work practices. The Shift Supervisor will make sure that safe work practices are being followed.

PROCEDURE A. INSPECTION

- All staff will inspect and clean their assigned areas on a daily basis.
- Submit a "Facility Inspection Sheet" on a weekly basis to the Admin. Sergeant.
- Submit a "Maintenance Request Form" when any repairs are required.

The Admin. Sergeant will:

- Forward the maintenance request to the maintenance or utility officer.
- Maintain and file one copy of the maintenance request form.
- Ensure that all repairs are completed in a timely manner.

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TITLE: FIRST AID KITS

O-500

EFFECTIVE DATE: 10-3-98

REVISED: 5-12-03

APPROVED BY: C.R.F. Division Manager

REVIEWED: 5-12-03

REFERENCE: Title 15, Section 1220, Penal Code Section 6030(e)(1)

POLICY

The Central Receiving Facility will maintain a first aid kit containing minor first aid equipment in pre-determined areas easily accessible to all employees. The clinic will be responsible for providing all supplies necessary to re-stock the first aid kits.

DIRECTIVE 1:

Staff members assigned to any work area where a first aid kit is stored will be responsible during the shift for checking the contents of the first aid kit to ensure that all items listed are available. The Utility 2 Officer will be responsible for checking and re-stocking the first aid kit on a monthly basis.

Procedure A: Locations of First Aid Kits

- All Deck Officer's stations.
- Shift Supervisor's Office.
- IRC and Court Office.

Procedure B: Requesting Supplies

The Utility officer will:

- Submit a memo to the nurse requesting the supplies needed.
- Stock the kit by obtaining the necessary items from the clinic.
- Exchange any opened, outdated or soiled items.

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TITLE: EMERGENCY EQUIPMENT TESTING

O-600

EFFECTIVE DATE: 5-12-03

REVISED:

APPROVED BY: C.R.F. Division Manager

REVIEWED:

REFERENCE: Title 15, Section 1029

POLICY

The Central Receiving Facility will ensure that it's emergency equipment is maintained in an operable condition by conducting periodic testing and performing repairs as needed.

DIRECTIVE 1:

The CRF facility will have the following emergency equipment tested and maintain the appropriate documentation:

PROCEDURE A: CONTRACTED SERVICES

The following emergency equipment is maintained under a County of Kern contract for service, repair, and testing. The contract provider is monitored by the Detentions Bureau Support Services Division of the Kern County Sheriff's Department.

- Fire Alarms – tested yearly.
- Smoke Alarms – tested yearly.
- Fire Sprinklers – tested yearly.
- Fire Hoses – tested yearly.

All contract service providers maintain the emergency equipment according to the requirements of the Kern County Fire Department and the Office of the State Fire Marshal.

PROCEDURE B: CRF INSPECTIONS**Utility Officers will:**

- Inspect and document each month the condition of the following emergency equipment.
 - Fire Hoses – Inspect monthly
 - Fire Extinguishers – Inspect monthly.
 - Flashlights – Inspect monthly.
 - S.C.B.A.'s – Inspect monthly.
- Forward necessary repair requests to the Administration Sergeant.
- Maintain fire extinguishers and S.C.B.A. air bottles at an acceptable charge level (utilize Kern County Fire Department for refilling as needed).

NOTE: Kern County General Services tests and maintains the emergency back-up generator for the Central Receiving Facility.