

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: WAREHOUSE INVENTORY

N-100

EFFECTIVE DATE: 09-27-13

REVISED:

APPROVED BY: Detentions Bureau Chief Deputy Francis Moore

REFERENCE:

POLICY

The Sheriff's Office Warehouse provides supplies and equipment throughout the Sheriff's Office including the Detentions Bureau Facilities. The Warehouse budget and operations are managed by a Warehouse Supervisor under the direction of the Inmate Services Section Administrative Sergeant and Lieutenant.

In addition to the day-to-day operations and budget, the Warehouse Supervisor is responsible for conducting monthly audits of the Sheriff's Office Warehouse inventory system and a physical inventory of all warehouse supplies and equipment annually.

Directive #1

The Warehouse Supervisor or designee will conduct a monthly audit of the warehouse inventory tracking system. The audit will include verifying purchases, items received from vendors and items distributed throughout the Sheriff's Office. The Warehouse Supervisor or designee will report all discrepancies and corrections to the Inmate Services Section Administrative Sergeant and Lieutenant each month.

Directive #2

The Warehouse Supervisor or designee will coordinate a physical inventory of all warehouse supplies and equipment annually prior to the end of the fiscal year. The inventory will include a physical count of all items contained in the warehouse. The physical count will be cross-referenced with counts contained in the inventory tracking system. The inventory tracking system will be updated to reflect the true and accurate count of all items. The Warehouse Supervisor or designee will report all discrepancies and corrections to the Inmate Services Section Administrative Sergeant and Lieutenant each year.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: MAINTENANCE

N-200

EFFECTIVE DATE: 06-30-90

REVISED: 03-19-09

APPROVED BY: Detentions Bureau Chief Deputy

REFERENCE: Title 15, Section 1280, C.C.R.

POLICY

All staff members will continually monitor and inspect their areas of responsibility in order to detect and report any needed repairs and maintenance. Shift Supervisors will be responsible for overall facility inspections as required by the relevant facility policies.

Procedure A: Non-Emergency Maintenance Problems - Online Form Submission

All Staff will:

- Observe, inspect, and monitor their assigned work place in order to detect needed repairs and maintenance.
- If repairs or maintenance are needed, staff will complete an online maintenance request form noting any repairs or maintenance needed.
 - The online maintenance request form is located on Share Point at the following URL address:

<http://sosharepoint:2000/Maintenance/default.aspx>

- In the event that the SharePoint (online) maintenance form is not available, refer to Procedure B.

The designated staff of the Maintenance Section will:

- On a daily basis, review the maintenance requests submitted online via Sharepoint, and check their mailbox at each facility.
- Assess and complete any needed maintenance or repairs as detailed in the request.

- Complete the appropriate fields of the online maintenance request form once the repair is completed

Procedure B: Non-Emergency Maintenance Problems - Paper Form Submission

If repairs or maintenance are needed and the online form is not available, staff will:

- Complete a quadruplicate maintenance request form noting any repairs or maintenance needed.
- Keep the goldenrod copy of the maintenance request form at the work area in need of repair.
- Forward the remaining copies of the maintenance request form to the Shift Supervisor.

The Shift Supervisor or his/her designee will:

- Review the maintenance request form.
- Route the pink copy of the maintenance request form to the facility Administrative Sergeant or designee.
- Route the remaining copies of the maintenance request form to the maintenance box in administration.

The designated staff of the Maintenance Section will:

- Remove maintenance requests from their box at each facility on a daily basis.
- Assess and complete any needed maintenance or repairs as detailed in the request.
- Complete the appropriate fields on the maintenance request form once the repair is completed.
- Forward the completed maintenance request form to the Maintenance Supervisor.

The Maintenance Section Supervisor will:

- Retain completed maintenance request forms for a period of five years.

Procedure C: Emergency Maintenance Problems**Staff will:**

- Isolate the affected area.
- Take all necessary measures to preserve facility security.
- Take all necessary steps to prevent the injury of staff and inmates.
- Notify the Shift Supervisor of the situation as soon as possible.

The Shift Supervisor will:

- Evaluate the problem and its effect on facility security and operations
- Ensure all appropriate measures have been taken to preserve facility security and prevent injuries.
- Give authorization to call the Maintenance Supervisor or his designee, if required.
- Submit a maintenance request for any necessary repairs.

The Maintenance Section Supervisor will:

- Call out the appropriate maintenance officer or company and have them respond to the facility and complete the needed repair.

If a third party company is not used, Maintenance Staff will:

- Assess and complete any needed maintenance or repairs as detailed in the request.
- Complete the appropriate fields on the maintenance request form once the repair is completed.

- If the online maintenance request form was not used, forward the completed maintenance form to the Maintenance Section Supervisor.

The Maintenance Section Supervisor will:

- Retain completed maintenance request forms for a period of five years.