3-06/130.00 - Emergency Repairs and After Hours Emergency Repairs

Emergency repairs to electrical equipment, plumbing, locks, etc., may be requested by telephone to the appropriate Sheriff's Facilities Administration Regional Manager's office.

Emergency repair calls after normal working hours and on weekends and holidays shall be made to the North County Correctional Facility, front desk.

Business machine (such as facsimile machines, PC's, etc.) repair calls shall be made to the North Regional Manager's office. Service is available during normal business hours. After hours, contact the North County Correctional Facility, front desk.

Regular photocopy machine repair calls shall be made directly to the vendor Monday through Friday, from 0800 hours to 1700 hours. Any call placed outside these hours will be an after-hours call and will be charged to the Department at a higher rate.

In order to ensure proper payment of after-hours copy machine repair calls, a memorandum of justification from the unit commander to the Director, Facilities Administration shall be submitted. Also, the repair technicians have been instructed to leave a receipt with the watch commander detailing how long they were there and what the problem was. The justification and the receipt shall be forwarded to Facilities Administration Headquarters immediately after the service has been completed.