2-04/010.00 Inspection/Testing

Lockup area personnel will inspect all cells daily for security, cleanliness and functionality. All electronic cell doors will be tested by actual operation. All cell door overrides will be tested weekly. A complete record of all inspections and testing will be noted in the Uniform Daily Activity (UDAL)/Title 15 Log.

A Branch Supervisor will conduct a complete inspection of all detention areas daily. Any deficiencies or inoperable equipment will be noted in the Uniform Daily Activity (UDAL)/Title 15 Log signed by the supervisor, and corrected as soon as possible. The Branch Supervisor shall report the problem to Sheriff's Facilities for immediate repair. Emergency repairs should be requested when the security envelope of the lockup area is compromised. Any cells with inoperable doors or controls shall not be used until repaired. The Uniform Daily Activity (UDAL)/Title 15 Log will be made available to any institutional inspection authority on request. The inspection will include, but not be limited to: cleanliness, maintenance, medical, records, operations, fire safety and emergency procedures, equipment, and outside agency inspections.