

## 3-04-050 Facility and Equipment Inspections

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**Effective Date:** 04 -18-00

**Revision Date:** 02 -10-10

**Review Date:** 11-26-12

**Reference:** CDM 3-06/020.00 - 3-06/060.00, Title-8, CEO Order 09-13-07

### **PURPOSE OF ORDER:**

This order establishes policy and guidelines for routine facility inspection procedures and mandated Quarterly Safety Inspections.

### **SCOPE OF ORDER:**

This order applies to the specified South Facility personnel as denoted below.

### **ORDER:**

#### **Daily Security:**

Each Compound Prowler, for each shift will be responsible for a security inspection of all compound fences and gates, once per shift. Each Compound Prowler, as soon as possible upon making relief, shall walk the perimeter of their respective compounds in order to physically ensure the fences are in good condition and the gates are secure. Upon completion of this inspection, the Compound Prowler shall note the inspection in each of the Uniform Daily Activity Logs in that compound.

Each Deputy and Custody Assistant, during the course of their shift, shall physically inspect the fire safety equipment (i.e.; turn-out gear, air packs, fire masks and helmets, and fire extinguishers) maintained within their respective locations at the facility. These inspections shall be documented for each shift in the UDAL books at the respective officer's stations.

Personnel assigned to Adam Unit 5 and Adam Unit 6 for each shift, will be responsible for a security inspection of all inner and outer perimeter fences and gates. This shall be accomplished by both units walking the entire dog run surrounding the facility and physically ensuring each gate is secure and the fences are in good condition.

After each inspection, the inspecting unit shall notify the Watch Deputy. The Watch Deputy shall make document the completed inspection in the Facility Log, noting the results and the time the inspection was completed. The Watch Deputy shall notify the

Watch Commander, who will make an entry of any significant incidents regarding the inspection in the Watch Commander's Log.

If during any of the facility security inspections, security hazards or potential security hazards are discovered, the employee who discovers the hazard shall immediately notify the Watch Sergeant or Watch Commander.

### **Routine Facility Inspection:**

To ensure that key areas of the facility are inspected adequately, the Line Lieutenant with the assigned collateral duties of "Facility Inspections" shall inspect the following areas once a week:

- Facility interior
- Facility exterior
- Operations
- Equipment, i.e. emergency, firefighting and armory.
- Personnel
- Morale and well-being of inmates and officers
- Fire and safety hazards

The inspecting officer is obligated to conduct a thorough inspection of each specific area, and is not limited to the listed areas.

The completed checks, including findings and/or remedial action taken or recommended, shall be noted in the Watch Commander's Log and submitted to the Unit Commander. The Unit Commander shall review and note any further remedial action which may be warranted.

### **Mandated Facility Safety Inspection:**

As required by the Health and Safety/Risk Management Unit, a separate "Safety Inspection" shall be completed and submitted on a quarterly basis. The Operations Sergeant shall ensure that the Facility Maintenance Coordinator/Safety Officer shall conduct a thorough inspection of the facility. The inspecting facility Maintenance Coordinator/Safety Officer shall fill out the two page "Quarterly Facility Self-Inspection Checklist" noting any safety hazards.

Upon completion, the form shall be submitted to Operations. After approval, one copy shall be made and maintained for one year by Operations. The original form shall be forwarded to Health and Safety/Risk Management Unit for final submission to the Chief Executive Officer's (CEO) office.

### **Monthly Facility Security Checks:**

To ensure adequate inspection procedures, the South Facility Lieutenant who has the "Facility Inspections" collateral duty shall conduct a facility security inspection once a month.

The Facility Maintenance Coordinator/Safety Officer shall be responsible for testing all of the facility barracks rear fire door alarm systems, to ensure they are in good working order and have not been tampered with. Upon inspecting these doors, the Maintenance Coordinator/Safety Officer shall email the South Facility Lieutenant who has the "Facility Inspections" collateral to advise of his/her findings. The discovery of any inadequacy shall result in the immediate action by the inspecting Lieutenant to correct the problem.

The completed checklists, including findings and/or remedial action taken or recommended, shall be submitted to the Unit Commander. The Unit Commander shall review and note on the report any further remedial action which may be warranted.

**Fire Inspection:**

An inventory and inspection of the fire equipment will be conducted monthly by the Sergeant with the assigned collateral duty of "Fire Safety". The Fire Safety Sergeant shall additionally coordinate and document annual Fire Safety Inspections with the Los Angeles County Fire Department. All inspections, results and corrective actions taken shall be documented in the Unit Inspection Log.

The completed checklists shall be retained in the Operations Office for one year.

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