

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 30, 2018	SAN DIEGO	NORMAL OPERATIONS	F. 41.S
SUBJECT: HOLDING/WAITING TANK: CELL INTERCOM TESTING			PAGE 1 of 3

Purpose:

To establish a procedure for conducting a weekly test of the inmate holding/waiting tank cell intercom system for the San Diego Central Courthouse.

Policy:

A test of the holding/waiting tank cell intercom system shall be conducted weekly. Test results shall be recorded as an entry in the Jail Information Management System (JIMS). Any non-working intercoms shall be documented and reported immediately to the Administration Sergeant for work order submission.

Procedure:

The weekly checks will be conducted in the following manner:

- I. The Holding Control deputy will coordinate the weekly intercom testing. The Holding Control deputy is responsible for the following duties:
 - a. Answering the intercom call when it appears in the queue of the Detention Holding touchscreen.
 - b. The Holding Control deputy will speak into the microphone connected to the intercom system and make sure the deputy who pressed the button hears them in a clear manner.
 - c. The Holding Control deputy shall document any deficiencies with the intercoms in JIMS and shall notify the Holding Tank Sergeant of any intercoms not working.

- II. For deputies assigned to [REDACTED] a minimum of two additional deputies will be assigned to assist the Holding Control deputy with the holding cell intercom test. The Holding Tank Sergeant will determine if additional deputies are needed. The additional deputy or deputies shall perform the following duties:
 - a. The deputy will press each intercom button in all inmate holding cells.
 - b. The deputy will clearly speak into the intercom and make sure they are being heard by the deputy in Holding Control.

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- c. Any inmate holding cell that has an intercom not working will be deemed inoperable and inmates shall not be housed in that holding cell until the intercom is repaired.

III. Deputies assigned to Holding Tanks ([REDACTED]) will conduct the weekly testing of the holding cell and inmate dock intercoms. Those deputies shall perform the following duties:

- a. Coordinate with the deputy in Holding Control if they are clear to conduct a test of the holding cell intercoms.
- b. When the deputy presses the holding cell intercom button and the Holding Control deputy answers, speak into the intercom and make sure you are being heard by the deputy in Holding Control.
- c. When the deputy has completed the testing of the holding cell intercoms, they will notify the Holding Control deputy that the test has concluded.
- d. The deputy working in Holding Tank will document any deficiencies with the intercoms and shall notify the assigned Floor Sergeant when they have completed testing of the cell intercoms.
- e. Any inmate holding cell that has an intercom not working will be deemed inoperable and inmates shall not be housed in that holding cell until the intercom is repaired.

IV. The assigned Holding Tank/Floor Sergeant shall perform the following duties:

- a. The assigned Floor Sergeant will coordinate with the deputies working in Holding Control to conduct a weekly test of the holding cell intercoms in the following Waiting Tanks: [REDACTED].
- b. The Sergeant assigned to the Hall of Justice will conduct a weekly test of the [REDACTED].

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- c. The assigned Floor Sergeant will press each intercom button in all Waiting Tank holding cells.
- d. The assigned Floor Sergeant will clearly speak into the intercom and make sure they are being heard by the deputy in Holding Control.
- e. The assigned Floor Sergeant will document any deficiencies with the intercoms inside of each Waiting Tank.
- f. The assigned Floor Sergeant shall notify immediately the Administration Sergeant when the weekly cell intercom test has been completed and if there are any deficiencies. This notification shall be completed not later than 1200 hours each Thursday.
- g. The Administration Sergeant or designee shall be responsible for making an entry of the weekly intercom test in JIMS. This entry shall include testing results of each Holding/Waiting Tank as well as any maintenance related issues.
- h. Any inmate holding cell that has an intercom not working will be deemed inoperable and inmates shall not be housed in that holding cell until the intercom is repaired.