

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

DATE	DISSEMINATION	CATEGORY	NUMBER
August 23, 2018	VISTA	NORMAL OPERATIONS	F. 41.V
SUBJECT: HOLDING CELL INTERCOM TESTING			PAGE 1 of 1

Purpose:

To establish a procedure for conducting a weekly test of the inmate holding/waiting tank cell intercom system for the Vista courthouse.

Policy:

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

Procedure:

- I. The court holding deputies will conduct a weekly intercom testing.
 - a. The court holding deputies will log into JIMS that the intercom testing was conducted. The entry in JIMS will indicate the results of the test (operating properly or indicating which if any are not operating properly).
 - b. The court holding deputies will notify the Administrative Sergeant if there are any inoperable intercoms and a log will be entered in JIMS.
 - c. A work order will be placed on any inoperable intercoms.