

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE: APRIL 8, 2021
NUMBER: G.1.G
SUBJECT: MAINTENANCE PROCEDURES

PROCEDURE

- I. The George Bailey Detention Facility (GBDF) Administrative Sergeant will be responsible for ensuring the physical plant is in good working order. The GBDF Operations Deputy will be the liaison between sworn staff and the Department of General Services (DGS).
- II. Current business hours for DGS staff are Monday through Friday, 0700-1530 hours. After hours is defined as Monday through Friday, from 1530 hours to 0600 hours. Saturdays and Sundays, along with recognized county holidays, are considered after hours.
- III. All DGS requests or maintenance concerns made by inmates need first be confirmed by a sworn staff member. When a staff member confirms a maintenance need, please follow this procedure:
 - A. All DGS requests (emergencies or not) are to be emailed to the following link:
[REDACTED] staff may "CC" the Building Maintenance Supervisor.
 - B. If the request is considered an emergency, after the email is sent, notify DGS staff immediately at [REDACTED]
 - C. If no one answers the phone, call for DGS staff via radio on the maintenance channel.
 - D. If no response is received via phone call or radio, notify the Operations Deputy [REDACTED] or the GBDF Administrative Sergeant [REDACTED]
 - E. If the emergency is not during business hours, notify the watch commander immediately. Upon approval, central control will call the DGS central plant at [REDACTED]
 - F. If DGS cannot fix the problem and it affects safety and security to either the facility or inmates, then call the DGS HOTLINE at [REDACTED]. An on-call DGS staff member will then be called out to the facility to fix the problem.
 - G. When maintenance arrives to the affected area, deputies should have already prepared the module or area by locking down inmates if needed. A deputy needs to escort DGS staff into the affected area and they will stand by with DGS staff until their work is completed. Before DGS exits the affected housing area or module, a deputy will check the surrounding area for tools or materials DGS may have dropped or left behind.
 - H. If there are any questions as to the severity of a maintenance issue, advise the area sergeant.