

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	MARCH 3, 2023
NUMBER:	G.1.L
SUBJECT:	MAINTENANCE PROCEDURES

PROCEDURE

I. DOCUMENTATION

Maintenance problems will be reported by sending an e-mail to "LCDF Maintenance Request". The operations deputy will document all maintenance requests by entering them into the Tririga Maintenance and Recording Database. In order to prevent duplicate requests to maintenance, the reporting deputy will also make a log entry into JIMS. Maintenance requests will be under the following location: IMS, Operations, Operations Logging Activities, Facility/Area Notes, Note Type, and Maintenance Notified. If the operations deputy is absent, the maintenance administrative secretary will ensure all maintenance requests are forwarded to the appropriate person.

II. MAINTENANCE

The operations deputy will prioritize problems and work in conjunction with general services to make repairs. General services' maintenance personnel will update the Tririga system when repairs have been completed. After-hours emergency maintenance decisions will be referred to the watch commander who will determine if the severity of the situation requires calling the Department of General Services helpline at **Phone number - 7922.000**

III. SECURITY

When maintenance is required in the housing units, the incarcerated persons will be placed into a lockdown status or removed from the cell or immediate area. Maintenance personnel will not be exposed to incarcerated persons without a deputy present. When maintenance arrives on the floor, it is the housing deputy's responsibility to make the appropriate entry into JIMS.

IV. TOOLS AND EQUIPMENT CONTROL

All maintenance personnel will be responsible for ensuring the accountability of all tools and equipment entering the facility. The deputy standing by will conduct an inspection of the affected area prior to releasing incarcerated persons back into the area.