

SDSD Detention Services Bureau—San Diego Central Jail Green Sheet

DATE:	March 16, 2022
NUMBER:	H.7.C.1
SUBJECT:	FIRE-SAFETY INSPECTIONS, TESTING

PROCEDURE

The administrative sergeant will have the collateral duty of serving as the Fire Safety Officer (FSO). He/she or a designee will perform a comprehensive and thorough monthly inspection of the facility for compliance with safety and fire prevention standards.

- A. The SDCJ "Fire Safety Inspection Report" will be used to properly document such inspections.
- B. Following the inspection, the administrative sergeant will complete a monthly fire safety report which will be attached to the completed inspection form and kept on file in the administrative sergeant's office.
- C. A copy of these documents will be forwarded for review to the facility commander, via the assistant facility commander.

All SCBA's and fire equipment shall be inspected at the beginning of each shift. The designated deputy shall document the PSI, whether the equipment is in operational condition and initial their name and ARJIS number on a J-5 form. Any discrepancies shall be communicated to the operations deputy for immediate assistance and maintenance of equipment.

The kitchen deputy shall conduct a nightly inspection of designated evacuation routes and all stairwells to ensure such routes are usable and clear of obstructions. Each nightly inspection shall be documented on a SDCJ Daily Evacuation Route Inspection sheet; all discrepancies will be noted and forwarded to the on duty watch commander. The watch commander will make an entry in the Watch Commander's Log of the performed inspection and all discrepancies noted. The completed form shall be forwarded to the operations deputy for proper maintenance of files.