DATE:	**April 23, 2022**
NUMBER:	**G.1.S**
SUBJECT:	**MAINTENANCE PROCEDURES**

PROCEDURE

I.   DOCUMENTATION

      A. Maintenance problems will be reported by sending an e-mail to the operations deputy. The operations deputy will document all maintenance requests in the Tririga Maintenance Recording and Tracking Database. The reporting deputy will also make a log entry into JIMS. Ensure the entry is in the maintenance drop down category so it can be properly tracked.

      B. If the operations deputy is absent, the administrative deputy or sergeant will ensure all maintenance requests are forwarded to the appropriate person.

II.   MAINTENANCE

      A. The operations deputy will prioritize problems and in conjunction with general services make necessary repairs. General service personnel will update the Tririga Maintenance System log when repairs have been completed.

      B. After-hours emergency maintenance decisions will be referred to the watch commander who will determine if the severity of the situation requires notifying the DGS Help Line for afterhours service. The watch commander will be responsible for notifying the operations deputy, via email.

III.   SECURITY

When maintenance is required in the housing modules, the incarcerated persons will be placed in a lockdown status or removed from the cell or module. General service's personnel will not be exposed to incarcerated persons without a deputy present. Incarcerated persons returning to the module from other locations shall not enter the module unless escorted by a deputy.

IV.   TOOLS AND EQUIPMENT CONTROL

All maintenance personnel will be responsible for ensuring the accountability of all their tools and equipment entering the facility. The operations deputy will ensure that this responsibility is relayed to all maintenance personnel entering the facility.

V.   FOLLOW UP

The operations deputy will conduct a follow up of all repairs by reviewing the Tririga Maintenance System log weekly to ensure the completion of all requests.