

SDSD Detention Services Bureau – Manual of Policies and Procedures South Bay Detention Facility

DATE:	April 23, 2022
NUMBER:	H.7.S
SUBJECT:	FIRE/SAFETY INSPECTIONS, TESTING

PROCEDURE

The “Fire Safety Officer” (FSO) shall be the Administrative Sergeant. All fire related maintenance and equipment deficiencies will be forwarded immediately to the FSO who will investigate the deficiencies and take corrective measures on a timely basis.

- I. The Facility Operations Deputy will be responsible for the Monthly Fire Inspection on the first or second Monday of the month. The FSO will send the Facility Operations Deputy a reminder the week before the Monthly Fire Inspection is due and ensure it is completed in a timely manner. The Monthly Fire Inspection forms can be found on the SBDF server in the Fire Inspection folder. The FSO will be responsible for assuring a thorough and complete fire inspection is conducted.
 - A. The FSO will review the completed Monthly Fire Inspection for completeness before it is turned into the Facility Commander for review.
 - B. The completed Fire Inspection will be kept on file for a period of two years.

- II. The Watch Commander or designee will be responsible for the following Daily Fire Safety Inspections:
 - A. Ensure all employees conduct daily inspections of the fire safety equipment, (i.e. Survivairs (form J-5), extinguishers, etc.) at their designated posts and make appropriate log entries documenting these inspections.
 - B. Forward all notifications of fire safety violations or related problems to the FSO.

- III. The FSO will coordinate the following additional inspections:
 - A. Every two years, Fire Inspection - In compliance with CC15 1032 and Health and Safety Code 13146.1 (a) and (b). The Yearly Fire Inspection will be conducted by local or state fire officials and will include a review of all P&P related to Fire and Evacuation.

- B. The FSO will ensure annual testing of all fire and smoke detection systems is conducted by Sheriff's Maintenance.
- C. The FSO will ensure quarterly testing of all fire safety equipment and alarms to ensure the systems are in proper condition. Quarterly testing of all equipment will be conducted by the Operations Deputy, Training Coordinator, and/or Administrative Deputy, as deemed appropriate by the FSO.

IV Documentation

- A. Monthly, quarterly, and annual inspections including documentation of corrective action will be maintained on file for a period of two years.
- C. Daily inspection forms will be maintained on file for a period of at least 6 months.