

DATE:	NOVEMBER 6, 2020
NUMBER:	B.38
SUBJECT:	FACILITY INSPECTIONS
RELATED SECTIONS:	F.1 ; G.1 ; H.1 ; H.5 ; H.7 ; I.66 ; K.11 ; K.23 ; L.2 ; L.13 ; M.3 ; TITLE 15 ; PC 6031.1; H&S 101045; H&S 13146.1

PURPOSE:

To establish guidelines for scheduling and conducting inspections as required by Sheriff's policy, established code, and local, state, or federal agencies. Required inspections may include health, environmental, medical, nutrition, fire and those required by California Code of Regulations Title 15 (15 CCR), California Penal Code and the Health and Safety Code.

POLICY:

Facility commanders are responsible for ensuring compliance with all required facility inspections. Records, reports and/or certificates of such inspections shall be maintained and made available for review upon request.

PROCEDURE

I. REQUIRED INSPECTIONS

A. Board of State and Community Corrections (BSCC)

1. Monthly/Quarterly facility inspection – at the discretion of the Division of Inspectional Services (DIS)
 - a. Monthly facility self-inspections (i.e., Corrective Action Plans).
 - b. Quarterly DIS inspections/compliance reviews.
 - c. Scheduled by the Division of Inspectional Services (DIS).
2. Biennial inspection
 - a. Required by BSCC field representative.
 - b. Scheduled by the Division of Inspectional Services (DIS) and coordinated with the BSCC field representative and facility administrative staff.

B. Grand Jury

1. Annual inspection required by the County of San Diego Grand Jury.
2. Scheduled by the Detention Support Division.

C. Facility Security

1. Annual inspection required by 15 CCR section 1029.
2. Scheduled by the facility commander and facility administrative sworn staff.

3. See Detention Services Bureau Policies and Procedures (DSB P&P) section I.66.
- D. Facility Maintenance/Cleanliness/Sanitation
1. Inspections completed as needed by Sheriff's sworn and professional staff.
 2. Scheduled by facility administrative sworn staff.
 3. See 15 CCR section 1280 and DSB P&P section G.1.
- E. Fire Systems and Safety Standards
1. Safety and Fire Prevention Standards
 - a. Inspections scheduled and completed monthly by the facility Fire Safety Officer (FSO).
 - b. Testing of fire safety equipment and alarms scheduled and completed quarterly by the facility FSO.
 2. Self-Contained Breathing Apparatus (SCBA)
 - a. Inspections completed at the beginning of each shift.
 - b. Facility specific policy (green sheet) shall be established by the facility FSO.
 3. Smoke and Fire Detection System / Alarms
 - a. Annual inspection required by the Department of General Services (DGS).
 - b. Biennial inspection required by the State Fire Marshal, city/county fire department or fire protection district.
 - c. Scheduled by the facility FSO.
 4. See DSB P&P sections H.1, H.5, and H.7.
- F. Health and Nutrition
1. Monthly inspection required by Sheriff's staff
 - a. Scheduled by the Food Services Division (FSD) Assistant Manager.
 - b. Inspection conducted by the FSD Assistant Manager and facility administrative sworn staff.
 2. Annual inspection required by the San Diego County Health Department.

Scheduled by the San Diego County Health Department in coordination with DIS.
 3. See DSB P&P sections K.11 and K.23.

G. Environmental

1. Pest and Vermin Control

- a. Monthly inspection required by Sheriff's staff.
- b. Scheduled by facility administrative sworn staff.
- c. Request for eradication will be made by facility administrative sworn staff to the County of San Diego Department of Agriculture, Weights and Measures, Integrated Pest Control.
- d. See DSB P&P section L.13.

2. Sanitation and Hygiene

- a. Weekly inspection required and scheduled by Sheriff's staff.
- b. Annual inspection required by the San Diego County Health Department (scheduled by the San Diego County Health Department in coordination with facility administrative sworn staff).
- c. See DSB P&P section L.2.

H. Medical

1. Health and Sanitary Conditions

- a. Annual inspection required by the San Diego County Health Department.
- b. Scheduled by the San Diego County Health Department in coordination with DIS.
- c. Inspection completed in collaboration with Medical Services Division (MSD) staff and facility administrative sworn staff.

2. First-Aid Kits

- a. Monthly inspection required and scheduled by the facility FSO.
- b. Annual contents replacement scheduled by the facility FSO and completed by facility administrative sworn staff and MSD staff.

II. TRACKING/DOCUMENTATION

- A. Facility commanders are responsible for maintaining compliance with required inspections for their respective facility. Facility commanders may designate staff to ensure required inspections are up to date.
- B. Inspection records, reports and/or certificates shall be maintained for a minimum of two years or as otherwise outlined in DSB P&P section F.1.
- C. Inspection records, reports and/or certificates shall be made available for review upon request.