

**KERN COUNTY SHERIFF'S OFFICE**  
**SUBSTATION HOLDING FACILITY**  
**POLICIES AND PROCEDURES**

---

**TITLE: INSPECTIONS**

**NO: A-105**

---

EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Penal Code Sections 6030, 6031, 6031.1, 6031.2

---

**POLICY:**

To maintain a court holding facility that is safe and sanitary for the temporary holding of inmates. Inspections will be completed every two years (biennially) to ensure compliance with the laws of the State of California.

**DIRECTIVE 1**

A Kern County Sheriff's Office Substation Holding Facility shall have the following inspections performed:

- Biennial Inspection by the Kern County Fire Department or the State Fire Marshall's Office.
- Annual Inspection by the Kern County Health Department.
- Annual Inspection by the Board of Corrections (unless waived).

**DIRECTIVE 2**

The Substation Sergeant shall coordinate these inspections with the inspections of other facilities of the Detentions Bureau of the Kern County Sheriff's Office.

When the inspections have been completed, the Substation Sergeant will retain the original inspection reports for at least three years.

The Substation Sergeant will audit the files containing the original inspection sheets once a year to ensure they are current and complete. The Substation Sergeant and the Section Lieutenant will maintain a copy of the inspection sheets. The inspection sheets will also be maintained on the Kern County Sheriff's Office network computer drive.