

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

TITLE: FIRE AND SMOKE

NO: B-102

EFFECTIVE DATE: 03/22/2004

REVISED: 01/15/2021

APPROVED BY: Commander Cindy Cisneros

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1029 & 1032

POLICY:

The policy of the Kern County Sheriff's Office Substation Holding Facility is to maintain a fire-safe environment for the temporary holding of inmates.

DIRECTIVE 1

All fires, regardless of size or action taken to suppress them, must be reported to the Kern County Fire Department to conform with the Uniform Fire Code.

DIRECTIVE 2

A Crime or Incident report will be made on all fires regardless of size. A copy of the report will be routed to the fire prevention officer of the Kern County Fire Department.

DIRECTIVE 3

The bailiff of the Court will inspect the Substation Holding Facility each morning and evening for any fire hazards that might have been created during the day.

PROCEDURE A – DISCOVERY OF FIRE OR SMOKE

A staff member discovering fire or smoke will:

- Assess the extent of the area(s) involved and type(s) of fire present.
- Attempt to extinguish the fire with the nearest fire extinguishers.

- Contact the Communications Center and advise them of the situation and if the Fire Department is necessary.
- Evacuate inmates per Procedure B-103 if necessary.
- Summon the Fire Department if instructed to do so.
- Notify the Substation Sergeant, or in his absence, the on-duty supervisor.

The Substation Sergeant or on-duty supervisor will:

- Suspend routine operations in the affected area or entire facility as necessary.
- Coordinate reception of responding emergency units.
- Ensure the Fire Department is notified in compliance with Directive #1.
- Assign a deputy to complete a crime or incident report.
- Notify the Substation Sergeant if he/she is not present.
- Notify the Section Lieutenant