

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

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**TITLE: FIRE SUPPRESSION PRE-PLANNING**

**NO: B-107**

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EFFECTIVE DATE: 03/22/2004

REVISED: 08/06/2020

APPROVED BY: Commander Timothy Posey

REVIEWED: 01/15/2021

REFERENCE: Title 15, Section 1028

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**POLICY:**

The Substation Sergeant will designate a Fire Prevention Officer. The Substation Sergeant will be responsible for the training of the staff in the use of firefighting equipment and will be responsible for the inspection and maintenance of all fire-related equipment.

When there are inmate(s) present, there will be at least one officer trained in the use of all fire equipment, general fire, and life safety.

**DIRECTIVE:**

The Fire Prevention Officer will maintain current training in accordance with Title 15, Section 1028, and the general principles related to Fire and Life Safety in detentions facilities as provided through the Kern County Sheriff's Office Training Division.

The Fire Prevention Officer will check the fire extinguishers, fire alarms, fire doors, and exit lights at the Court Holding Facility every thirty (30) days to make sure they are in proper working order. A Fire Safety Inspection Report will be completed after each inspection and retained by the Substation Sergeant for at least two (2) years.

**PROCEDURE A – FIRE EXTINGUISHERS**

The Fire Prevention Officer will:

- Be trained in the proper use and operation of the facility's fire extinguishers.
- Ensure proper maintenance of fire extinguishers through monthly inspections and after each use.
- Arrange for the recharging or repair of faulty, worn, or used fire extinguishers.
- Maintain all necessary records and files pertaining to the training and use of fire extinguishers.
- Maintain a diagram showing where each fire extinguisher in the facility is located and the type, capacity, and serial number of each unit.
- Ensure that the extinguishers are in their proper locations.

### **PROCEDURE B – SPRINKLER SYSTEMS**

The Fire Prevention Officer will:

- Ensure the fire sprinkler system is inspected, and the valves are working.
- Inspect all sprinkler heads for obstructions, damage, or signs of tampering.
- Maintain all necessary records and files pertaining to the inspection of the sprinkler system.

### **PROCEDURE C – FIRE ALARM SYSTEM**

The Fire Prevention Officer will:

- Test fire alarms every 30 days.
- Maintain all necessary records and files pertaining to the inspection and testing of the fire alarms.

**PROCEDURE D – FIRE DOORS**

The Fire Prevention Officer will:

- Check all fire doors every 30 days to ensure they operate satisfactorily and are unobstructed.

**PROCEDURE E – EXIT LIGHTS**

The Fire Prevention Officer will:

- Ensure all exit lights are working.
- If an exit light is burned out, write out a maintenance request to have it fixed.
- Direct a copy of the request to the maintenance department.

**PROCEDURE F – FIRE SAFETY INSPECTION REPORT**

The Fire Prevention Officer will:

- Ensure that the Kern County Fire Department or State Fire Marshall inspects the facility annually, at a minimum (see Section A-107 of this manual).
- Keep a copy of the Fire Inspector's inspection report on file at the Substation.
- The Substation Sergeant will give the South Area Substation Section Lieutenant a copy of the Fire Inspector's annual report and any other inspection reports.



## MONTHLY FIRE SAFETY INSPECTION

MONTH / YEAR: \_\_\_\_\_ / \_\_\_\_\_      INSPECTED BY: \_\_\_\_\_

ITEM 1 – ELECTRICAL	SATISFACTORY	NEEDS IMPROVEMENT	UNACCEPTABLE	CORRECTED
a. Extension cords				
b. Lights				
c. Receptacles				
d. Emergency Generator				
<b>ITEM 2 – EXIT LIGHTS</b>				
Exit Lights in Working order				
<b>ITEM 3 – EXIT WAYS</b>				
a. Properly Lit				
b. Free from obstructions				
c. Are reliable means provided to permit the prompt release of inmates from locked areas?				
1. Is prompt release of inmates guaranteed by adequate correctional personnel continuously on duty with keys readily available?				
2. Is more than one set of keys readily available in case of loss or breakage during a fire emergency?				
d. Accessible and visible				
<b>ITEM 4 – FIRE EXTINGUISHER</b>				
a. Fully operational				
b. Decals which indicate type of fire the extinguisher can be used on.				
<b>ITEM 5 – FIRE ALARM</b>				
a. Alarm in working order and tested				

**DEFICIENCIES NOTED / CORRECTIVE ACTION TAKEN:**

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