

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

TITLE: SANITATION, SAFETY, AND MAINTENANCE

NO: E-100

EFFECTIVE DATE: 03/22/2004

REVISED: 01/15/2021

APPROVED BY: Commander Cindy Cisneros

REVIEWED: 01/15/2021

REFERENCE: Title 15, Article 15, Section 1280

POLICY:

The Kern County Sheriff's Office Substation Holding Facility will be maintained in a clean and safe manner and suitable for the holding of inmates.

STATEMENT:

General Services is responsible for maintaining a cleaning crew that will clean the Holding Facility. General Services is also responsible for seeing that all needed repairs are made, and any needed pest control is implemented.

PROCEDURE A:

The Substation Sergeant or designee will inspect the holding cells daily for cleanliness, pest control, and areas that are in need of repair.

PROCEDURE B:

If the Holding Facility is in need of cleaning, repair, or pest control, the Substation Sergeant will notify the Section Lieutenant, or in his/her absence the on duty lieutenant, via the chain of command who will submit a request to General Services to correct the problem.