



*Kern County*

**SHERIFF**

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**TRAINING BULLETIN**

**DATE: March 2, 2023**

### **Detentions Bureau Manual Policy Update: N-200 Maintenance**

The changes listed below were made to the Detentions Bureau Policy and Procedure Manual and will be effective as of March 2, 2023.

Policies are available in the official version of the Detentions Bureau Manual, which is located on the "Detentions Bureau" page of the SharePoint website. In accordance with DBPPM A-200 "Maintaining Bureau Policies", any printed copies of the manual will be maintained and updated from this source. The official Detentions Bureau Policy and Procedure Manual may be accessed by clicking on the link below:

<http://sharepoint/Detention/DetentionsBureauManual/default.aspx>

**Please note:** This update bulletin provides only a summation of the revisions to the listed policy. **Please review the full policy** to ensure that you are familiar with the changes.

#### **Section N-200 – Maintenance has been revised:**

#### **Procedure A: Non-Emergency Maintenance Problems – Online Form Submission**

##### **All Staff will:**

- If repairs or maintenance are needed, staff will complete an online maintenance request form noting any repairs or maintenance needed;
  - The online maintenance request form is located on Share Point at the following URL address: <https://kernsheriff.request.services/requests/login>

**Procedure B: Non-Emergency Maintenance Problems – Paper Form Submission** has been removed.

# KERN COUNTY SHERIFF'S OFFICE

## Detentions Bureau Policies and Procedures

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**TITLE: MAINTENANCE**

**N-200**

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<b>EFFECTIVE:</b>	<b>REVIEWED:</b>	<b>REVISED:</b>	<b>UPDATED:</b>
June 30, 1990	03-02-23	03-02-23	03-02-23

**APPROVED BY:** Detentions Bureau Chief Deputy Erik Levig

**REFERENCE:** Title 15, Section 1280, C.C.R.

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### **POLICY**

All staff members will continually monitor and inspect their areas of responsibility in order to detect and report any needed repairs and maintenance. Shift Supervisors will be responsible for overall facility inspections as required by the relevant bureau policies.

#### **Procedure A: Non-Emergency Maintenance Problems - Online Form Submission**

##### **All Staff will:**

- Observe, inspect, and monitor their assigned workplace in order to detect needed repairs and maintenance;
- If repairs or maintenance are needed, staff will complete an online maintenance request form noting any repairs or maintenance needed;
  - The online maintenance request form is located on Share Point at the following URL address: <https://kernsheriff.request.services/requests/login>
- In the event that the SharePoint (online) maintenance form is not available, refer to Procedure B.

##### **The designated staff of the Maintenance Section will:**

- On a daily basis, review the maintenance requests submitted online via MicroMain;
- Assess and complete any needed maintenance or repairs as detailed in the request;

- Complete the appropriate fields of the online maintenance request form once the repair is completed.

**Procedure B: Emergency Maintenance Problems****Staff will:**

- Isolate the affected area;
- Take all necessary measures to preserve facility security;
- Take all necessary steps to prevent the injury of staff and incarcerated people;
- Notify the Shift Supervisor of the situation as soon as possible.

**The Shift Supervisor will:**

- Evaluate the problem and its effect on facility security and operations;
- Ensure all appropriate measures have been taken to preserve facility security and prevent injuries;
- Give authorization to call the Maintenance Supervisor or their designee, if required;
- Submit a maintenance request for any necessary repairs.

**The Maintenance Section Supervisor will:**

- Call out the appropriate maintenance worker or company and have them respond to the facility and complete the needed repair.

**If a third-party company is not used, Maintenance Staff will:**

- Assess and complete any needed maintenance or repairs as detailed in the request;
- Complete the appropriate fields on the maintenance request form once the repair is completed;
- If the online maintenance request form was not used, forward the completed maintenance form to the Maintenance Section Supervisor.

**The Maintenance Section Supervisor will:**

- Retain completed maintenance request forms for a period of five years.