



Kern County Sheriff's Office
Policies and Procedures

TITLE: DUTIES OF PERSONNEL – VESSEL MAINTENANCE		NO: E-0825	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: February 19, 2025	REVIEWED: 02/19/2025	REVISED: 02/19/2025	UPDATED: 02/19/2025

POLICY

This policy establishes a standard procedure for conducting monthly vessel inspections to ensure all watercraft owned and operated by the Kern County Sheriff's Office (KCSO) are safe, operational, and ready for deployment.

Regular inspections improve safety, extend equipment lifespan, and maintain a state of operational readiness. This policy applies to all KCSO personnel assigned to marine operations and responsible for the maintenance and readiness of KCSO vessels.

PROCEDURE

KCSO vessels will be inspected monthly to verify their safety, cleanliness, and operational efficiency. Inspections shall cover the hull, engines, electronics, safety equipment, and all other essential components. The inspection ensures the vessel meets both operational standards and regulatory compliance.

Monthly inspections will be conducted during the first week of each month by the Sergeant(s) assigned to the County-Wide Services Section. These inspections will follow the vessel inspection checklist and must be submitted to the Lieutenant assigned to the County-Wide Services Section for review. After review, the Lieutenant will forward the inspection forms to the Sheriff's Fleet Management Section for record-keeping and any necessary follow-up actions.

Inspection Checklist:

All inspections must follow the KCSO Monthly Vessel Inspection Checklist. The checklist includes, but is not limited to, the following components:

- **Hull and Exterior:**
 - Inspect for any signs of damage, corrosion, or marine growth.
 - Ensure the hull is clean and free of debris or fouling organisms.
 - Check that all markings, decals, and identifiers are visible and intact.

- **Propulsion:**

- Examine engines for visible wear, corrosion, or leaks.
- Confirm engines are rinsed and raised out of the water when not in use.
- Check fluid levels (oil, fuel, coolant) and refill as necessary.
- Start engines to verify functionality and performance.

- **Electrical Systems:**

- Test navigation, deck lights, and emergency response lighting for functionality.
- Inspect battery charge and connections, and ensure backup batteries are available and functional.
- Test radio and communication systems.

- **Safety Equipment:**

- Verify the presence and condition of life jackets, fire extinguishers, emergency flares, first-aid kits, and other essential safety gear.
- Check that all safety equipment meets state and federal requirements.
- Ensure items are stored properly and easily accessible.

- **Cleanliness and Condition:**

- Thoroughly clean the deck, seats, and compartments, ensuring all areas are free of dirt, debris, and unnecessary items.
- Remove any water from the bilge and confirm the bilge pump is operational.

- **Documentation:**

- Log all inspection results in the vessel's maintenance record.
- Report any identified issues or needed repairs to the designated supervisor and initiate maintenance requests as needed.

- **Repair and Maintenance**

- Any deficiencies discovered during the inspection should be addressed promptly.
- Minor repairs and routine maintenance may be conducted by KCSO personnel if qualified.
- For major repairs, consult the appropriate maintenance vendor as specified by the department.

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