

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INSPECTION AND TESTING OF EMERGENCY EQUIPMENT	Policy Number DA-2 Effective Date 01-12-23
Related Information CP-10, <i>Respirator Program</i> DA-4, <i>Custody Bureau Facility Maintenance and Tool Control</i> DL-2, <i>Custody Bureau Facility Inspections</i>	Supersedes DA-2 (08-20-15)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the regular inspection, testing, repair, and replacement of emergency equipment in all Custody Bureau facilities and for the related documentation requirements.

POLICY

It is the policy of the Office to ensure all emergency equipment used in a Custody Bureau facility is regularly inspected and tested to maintain proper operational capabilities.

DEFINITIONS

Automated External Defibrillator (AED): A portable electronic device that diagnoses the life-threatening cardiac arrhythmias of ventricular tachycardia. The application of the AED electrical therapy which stops the arrhythmia, may allow the heart to possibly reestablish an effective rhythm.

Emergency Equipment: Any mechanical or electronic device used to support Office personnel in the suppression of emergency situations, including, but not limited to, Automated External Defibrillators (AED), fire extinguishers, fire hoses, smoke detectors, generators, and Self-Contained Breathing Apparatus (SCBA).

Emergency Equipment Inspection Logbook: A document used to record information regarding the condition of emergency equipment. The logbook may be in either hard copy or electronic format.

Facility Maintenance Officer (FMO): Detention personnel assigned by and reports to a Custody Bureau facility or the Maricopa County Sheriff's Office Training Center commander or designee whose duties include completing inspections, addressing maintenance issues, and ensuring repairs are completed for their assigned facilities.

Qualified Personnel: Any trained employee of the Office, or a representative of an emergency equipment company, who is authorized to inspect, repair, or test emergency equipment.

Self-Contained Breathing Apparatus (SCBA): An atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.

Sheriff's Inmate Electronic Data (SHIELD): An Office jail management system containing information about individuals who are, or have been, incarcerated or booked into an MCSO jail facility. Information is entered in this database when an individual is booked and updated throughout the term of incarceration. This includes but is not limited to: inmate's charges; holds; court dispositions; bond and fine amounts; inmate listed booked in personal property; locker assignments; housing locations; restrictions; emergency medical information; scheduled inmate appointments; and the day-to-day operations of jail facility housing unit shift logs.

PROCEDURES

1. Emergency Equipment Documentation Requirements:

- A. Each Custody Bureau facility commander or designee shall ensure that their Facility Maintenance Officer (FMO) inspects and tests all emergency equipment located at their respective custody assignments.
- B. The FMO shall be responsible for completing detailed documentation regarding the inspections, maintenance, and current operating status of all emergency equipment inspected and tested in the Emergency Equipment Inspection Logbook or another electronic documentation method approved by the Custody Bureau facility commander or designee. Documented information shall include, but is not limited to the following:
 - 1. The inspection date;
 - 2. The equipment identification number;
 - 3. The name and serial number of the qualified personnel inspecting the equipment;
 - 4. The equipment status;
 - 5. The name of the person, and company, conducting the inspection or repair;
 - 6. The date the repair was reported; and
 - 7. The date the equipment was repaired or replaced, and what was repaired or replaced on a piece of equipment.

2. Inspection Requirements:

- A. At the beginning of each shift, detention personnel shall visually check the pressure level of fire extinguishers, the reflective bar of the Automated External Defibrillators (AEDs) and Self-Contained Breathing Apparatus (SCBAs) located in their area of responsibility as specified in Office Policy DL-2, *Custody Bureau Facility Inspections*. The results shall be logged into SHIELD.
- B. On a routine schedule and after each emergency use, fire emergency equipment shall be inspected and, if necessary, tested by the FMO or other qualified personnel. Equipment shall be repaired or replaced as necessary and documented by the FMO as specified in this Office Policy.
 - 1. The FMO shall visually inspect fire extinguishers each month for physical damage and correct charge levels.
 - 2. The FMO shall visually inspect fire hoses each month for physical damage that may reduce their effectiveness.
 - 3. The FMO shall ensure all SCBAs are inspected, tested, and replaced as follows:
- C. Perform a visual and physical inspection of all Custody Bureau facility SCBAs at least monthly in accordance with the manufacturer's recommendations as specified in Office Policy CP-10, *Respirator Program* to evaluate the expected capability, operational integrity, and operational service life expectancy of the units.

1. A memorandum of the inspection shall be forwarded to the Custody Bureau facility commander or designee.
2. The Custody Bureau facility commander or designee shall be responsible for projecting future costs for repair, testing, or replacing equipment under their control.
- D. Mechanically test annually for air leaks, internal damages, or other substandard conditions. Hydrostatic testing shall be conducted on SCBAs every five years, as applicable to the model of air tank.
- E. SCBA's in need of repairs shall be immediately replaced with a usable unit.
3. **Repairs on Emergency Equipment:** Other than SCBA's, if repairs are required, the FMO shall contact the Maricopa County Facilities Management Department (FMD) immediately. A memorandum, e-mail, or telephonic message shall be forwarded to the appropriate division commander or designee outlining actions taken.
 - A. The FMD is responsible for contacting the contracted company with Maricopa County for repairing the emergency equipment and scheduling a repair date.
 - B. All inspections and repairs completed by the FMO, the FMD, the contracted company, or other qualified personnel, shall be recorded as specified in this Office policy.
4. **Notification of Deficient Equipment:** Detention personnel who become aware of equipment in need of repair or replacement shall notify the shift supervisor of the issue and the present condition of the equipment, as specified in Office Policy DA-4, *Custody Bureau Facility Maintenance and Tool Control*.
 - A. Prior to the end of the shift, a memorandum, e-mail, or telephonic message shall be forwarded by Office personnel to the shift supervisor briefly describing the type of equipment, the location, and the deficiency.
 - B. A memorandum, e-mail, or telephonic message shall be forwarded by the shift supervisor to the Custody Bureau facility commander or designee, and FMO briefly describing the issue and the location.
 - C. Emergency repairs shall be referred to the shift supervisor who shall contact the FMO with an overview of the emergency repair. The FMO shall contact the FMD. If the FMO is unavailable, the shift supervisor shall contact FMD.
 - D. Office personnel, other than the FMO, shall not attempt to make any repairs.
5. **Emergency Power Equipment:** All Custody Bureau facilities shall be equipped with emergency power equipment sufficient to maintain continued operation of essential lighting, power, and communications during emergency situations.