

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject CUSTODY BUREAU FACILITY MAINTENANCE AND TOOL CONTROL	Policy Number DA-4
		Effective Date 11-02-21
Related Information DL-2, <i>Custody Bureau Facility Inspections</i>	Supersedes DA-4 (12-10-09) DH-4 (09-30-08)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the maintenance, inspection, and emergency repair or replacement of equipment or property at all custody bureau facilities; and to establish the duties of the Facility Maintenance Officer (FMO) and the accountability and control of tools.

POLICY

It is the policy of the Office to maintain all custody bureau facilities in proper working conditions in order to provide a safe environment for all Office employees, members of the public, and inmates. This Office Policy further establishes safety procedures for the accountability and control of tools.

DEFINITIONS

Facility Maintenance Officer (FMO): Detention personnel assigned by and reports to a custody bureau facility commander or designee whose duties include completing inspections, addressing maintenance issues, and ensuring repairs are completed for their assigned facilities.

Hardbound Logbook: A hardbound logbook using consecutively numbered pages to record information concerning the daily operations, incidents, or activities in a specific duty area or location, usually in a custody facility. A hardbound logbook is normally used in those components that do not have access to SHIELD or as a backup log when the SHIELD is down.

PROCEDURES

1. **Facility Maintenance Officer (FMO) Responsibilities:** The FMO shall be responsible for conducting daily inspections, accomplishing routine repairs and maintenance, and for controlling the tools at their assigned custody bureau facility. The FMO shall ensure all reported maintenance deficiencies and repair requests are documented and all Office tools are maintained and accounted for. The FMO is responsible for the following:
 - A. Conducting inspections at the start of the workday, as specified in Office Policy DL-2, *Custody Bureau Facility Inspections*. Upon completion of inspections, the FMO shall advise their custody bureau facility commander or designee of any deficiencies, and if necessary, whether the Maricopa County Facilities Management Department (FMD) requires notification for any repairs. All inspections, deficiencies, or FMD notifications shall be documented by the FMO, as specified in this Office Policy.
 - B. Conducting routine equipment repairs and maintenance on a scheduled or as-needed basis. Any equipment the FMO is not authorized to repair shall be referred to FMD personnel to make the necessary repair or replacement. FMD personnel will either repair the damaged equipment or contact the contracted company responsible for maintaining and repairing the equipment.

- C. Maintaining tool control accountability through the use of a secured storage area and a tool inventory system. The FMO is not responsible for the accountability and control of tools used by other divisions or the FMD. The tool control responsibilities of the FMOs include, but are not limited to, the following:
 - 1. Maintaining an accurate record of all new, damaged, or destroyed tools;
 - 2. Conducting a daily inspection of tools and equipment;
 - 3. Ensuring that civilians and outside vendors handling tools within the security perimeter of a custody bureau facility receive a security orientation. All non-Office civilians and outside vendors shall be escorted by the FMO or designated detention personnel while within the security perimeter of a custody bureau facility; and
 - 4. Ensuring tools are returned to the tool cabinet in a timely manner. When not in use, tools shall only be accessible to authorized personnel. Tool cabinets shall be locked and secured in an area inaccessible to inmates at all times.
- 2. **Documentation of Inspections, Maintenance, and Tool Inventory:** The FMO shall be responsible for recording inspections, maintenance, and tool inventory by using hardbound logbooks 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:
 - A. All maintenance repairs and inspections information to include, but not limited to, the type of activity, the location, the date, the start and completion times, and when repairs are referred to the FMD; and
 - B. Tool accountability information to include, but not limited to, the location and quantity of all tools within the custody bureau facility, all engraved tool identification numbers, and the date and time when tools are removed and returned; and any new, damaged, or missing tools, to include date and times.
 - C. The custody bureau facility commander or designee shall maintain a master copy of the tool list and all documentation submitted by the FMO or other personnel, in reference to tool accountability, inspections, or audits.
- 3. **Responsibilities Regarding the Reporting of Missing or Damaged Tools:** The shift supervisor shall be responsible for ensuring that Office personnel conduct an immediate search for any tool, or part of a tool, discovered to be missing or damaged. If the item is not found, a memorandum will be forwarded to the custody bureau facility commander. The memorandum will include when and where the tool was last seen and what areas were searched.
 - A. The FMO shall document the date that the tool was reported damaged and the tool identification number, as specified in this Office Policy.
 - B. An Incident Report (IR) shall be written at the determination of the shift supervisor.
- 4. **Office Personnel Repair Notification Responsibilities:** Office 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.

- A. A memorandum, e-mail, or telephonic message shall be forwarded by the shift supervisor to the FMO, briefly describing the issue and the location.
- B. Absent exigent circumstances, the custody bureau facility commander or designee, the FMO, or the Construction, Maintenance, Warehouse Operations Division, shall be the only personnel to contact the FMD.
- C. Emergency repairs shall be referred to the shift supervisor who shall contact the FMO. 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. Building Projects, Renovations or Modifications:

Any modification, renovation, or other building projects involving custody bureau facilities used by Office employees will be coordinated through the Construction, Maintenance, Warehouse Operations Division.