

Facility Maintenance and Repairs

2406.1 GENERAL

Facility repair requests will be expedited and repairs completed in a timely manner. This will ensure that the good order of the facility is maintained.

- (a) The Division Commander's designee will maintain copies of all warranties/guaranties and service contracts for new equipment until the date of expiration.
- (b) Responsibility for all maintenance in Jail Operations rests with the Orange County Sheriff- Coroner/Facility Operations (OCSC/FO) staff. Calls to outside service providers, warranty or otherwise, is the responsibility of OCSC/FO.
- (c) When the service is deemed improper, actual response and quality/adequacy of the repair service will be reported to the Division Commander.
- (d) The backup power generators will be tested to the standards set by OCSC/FO electricians for effectiveness and will be maintained in good working condition to ensure reliability in time of need.
 1. OCSC/FO shall provide a thirty (30) minute warning before shifting electrical loads to backup generators.

2406.2 BUILDING MAINTENANCE REQUESTS

- (a) All employees shall report any building maintenance or repair problems as soon as possible, preferably within one day of noticing the problem. [REDACTED]

[REDACTED]

(b) (7)(C), (b) (7)(D)

[REDACTED]

This phone number

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is staffed 24-hours to locate maintenance staff that can best deal with the emergency. Upon receiving the service call, a staff member will notify and dispatch the appropriate maintenance personnel.

2. During after-hours periods, be conservative in calling for an immediate response. Overtime resources are limited to those situations where a maintenance issue threatens the life safety, health or security of the building occupants.

(e) The designated contact person coordinates all maintenance requests at each facility.

(f) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

2406.3 TELEPHONE REPAIRS AND SERVICES

(a) Repair Requests

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1. Facility telephone maintenance repairs (e.g., telephone is malfunctioning or needs repair), will be reported to the Sergeant. The employee requesting telephone repair will give the following information:
 - i. Name of person requesting repair
 - ii. Location of phone
 - iii. Telephone number
 - iv. Brief synopsis of telephone problem
2. The Sergeant will report the nature of the [REDACTED]
[REDACTED]
[REDACTED]
3. These numbers should only be used for operating problems, not for requesting modifications to the communication system.

(b) Telephone Modifications

1. A request to modify a telephone system (add, delete, or modify telephones) must be made on a Telephone Service Request form. The request shall be given to the requesting party's supervisor, who will forward it to the Watch Commander. The Watch Commander will deliver it to the Division Commander for initial/approval. The completed request will then be routed through the Assistant Sheriff of Jail Operations for approval and initial before being forwarded to the Financial Division for action.
2. Follow-up on telephone service requests shall be done through the Financial Division. Whenever a service request has been completed, Financial Division shall be notified either by telephone or memorandum.

(c) Requesting a Change in the Sound System

1. A request to install or modify a sound system (e.g., paging system, intercom system, etc.) shall be initiated by a Sound System Support Request Form. The same procedures shall be followed as with a telephone modification request (see Section 4.2.2 A, B). The employee requesting the repair or modification will provide the following information:
 - i. Name of person requesting the repair
 - ii. Location
 - iii. A brief synopsis of the problem
2. [REDACTED]
[REDACTED]
3. Telephone numbers should be used for optional problems only. Calling these telephone numbers cannot accommodate modifications to existing sound systems.

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2406.4 COMPUTER MAINTENANCE

(a) Repair requests

1.

