

AREA/ROOM INSPECTION – DAMAGE CONTROL

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1510
- RESCINDS:** Procedure Manual Item 3-1-016, dated 08/12/13
- FORMS:** Damage Chart (F057-6254)
Maintenance Request (F057-6201)
Special Incident Report (F057-7018)
- PURPOSE:** To establish consistent procedures for area/room inspection to control damage and ensure the safety and security of the **facility**.

I. GENERAL INFORMATION

- A. Consistent damage control efforts are necessary to maintain a clean and comfortable environment for incarcerated **youth** and Probation staff.
- B. To the extent possible, individual **youth** should be held personally responsible for the damage they cause (i.e., clean or repair the damage, make restitution, return to court if the damage was substantial).

II. PROCEDURE

- A. Staff will inspect each area/room daily for damage and cleanliness.
 - 1. Chart the damage on the appropriate form (Damage Chart). Initial and date the form.
 - a. If repairs are needed, submit a Maintenance Request.
 - b. If the damage is caused by a malicious act, prepare and submit a Special Incident Report. The **youth** is to receive consequences that will return the damaged area to its original state, if possible. The **youth** may also be charged with 594 PC, Malicious Mischief. The **youth's** parents may also be required to pay restitution for the replacement or repair.
 - 2. Cleanliness of the room and outside area, **damage**, and contraband, are to be charted on the appropriate form, which is used in conjunction with the unit program.
 - 3. Areas to be checked include:
 - a. Door lock and lock plate, handle, hinges, top of door, both sides of door window and retainers. Special attention should be paid to loose screws and/or metal objects.
 - b. Frame, bars, springs and support bars for the metal cot located in Unit I. Check for missing or loose pieces.

- c. Cement beds and fiberglass cots – look for broken sections and/or hidden crevices where contraband may be concealed.
 - d. Door window and frames (test for security). Check for etching in the glass.
 - e. Psych screen and lock – check for tampering, damage and security.
 - f. Floors, walls, ceiling and baseboards.
 - g. Overhead lights – check for loose cover glass and missing screws.
 - h. Fire sprinklers – Check for loose sprinkler heads.
 - i. Metal screens on heating/AC vents.
 - j. Rooms with toilet facilities: check sink, toilet access panel, and the floor vent to the plumbing closet.
 - k. If controlled substances are found during inspection, refer to PMI 3-1-004 - Disposition of Contraband, for direction.
 - l. All of the above areas are to be checked for graffiti.
- 4. When charted damage has been repaired, record it on the appropriate form.
 - 5. Staff are to note in the Integrated Case Management System logbook that room/damage inspection has been completed, and the results.
 - 6. Staff should randomly shake down a minimum of two rooms daily for untidiness, contraband, damage, graffiti and adhesion to facility rules.

REFERENCES:

Procedures:	3-1-004	Disposition of Contraband
	3-2-019	Searches
Policy:	G-3	Building Security and Safety

C. Lopez

APPROVED BY: