



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

17-05

Preventative and Emergency Maintenance Plan

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-1C-13, 14
CALEA Standards Reference:
NCCHC Standards Reference:
SCLEA Standards Reference:
SC Minimum Standards:

This policy dated 1/29/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To establish procedures for the Sheriff Al Cannon Detention Center (SACDC) preventative and emergency maintenance of all property and major equipment.

II. Policy:

The SACDC will perform preventative and emergency maintenance throughout the facility to ensure the proper functioning of all electrical, mechanical, plumbing equipment and systems as well as the facilities physical plant.

(Ref: 5-ALDF-1C-13, 14)

III. Definitions:

- A. For purposes of this procedure, the word “deputy” applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, reserve deputy, and
2. civilian, non-sworn employee.

- B. *Employee:* When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

A. Charleston County Facility Maintenance:

1. An inspection/preventative maintenance (PM) database will be maintained on the Charleston County Facilities Work Order Control System by the SACDC’s Facilities Operation Staff. This database covers all equipment and systems at the SACDC. This database includes, but is not limited to the following:
 - a. A description of servicing, checks, and/or adjustments that must be performed during the inspections.
 - b. Manufacturers’ recommended PMs and other local factors.

2. All preventative and emergency maintenance will be completed by Facilities Operations staff or a contracted vendor. Facility Operations staff will perform the following functions:
 - a. Routine preventive maintenance for critical items of building systems and equipment to minimize out-of-service time due to failures, as well as reduce costly breakdown repairs to include:
 1. Emergency Back-Up Systems (e.g., generators; lights).
 2. Heating and ventilation systems.
 3. Cooling and refrigerator systems.
 4. Cooking equipment.
 5. Utility infrastructure (e.g., drainage system; sewage systems).
 - b. Detection, maintenance, and corrective action of deficiencies in their early stages.
- B. Corrective Action:
 1. Inspections/PMs provide for the initiation of corrective maintenance and repair work. A work order will be opened by Facilities Operations staff for any additional work identified during inspections/PMs or that cannot be completed at that time. The urgency for correction varies and will be divided into the following three categories:
 - a. Emergency Maintenance: A deficiency or breakdown that requires immediate correction to eliminate the loss or damage to equipment and property, and or eliminate a real potential hazard to the inmates or staff of the facility. This situation will be immediately reported to the Maintenance Supervisor and facility chain-of-command. (Ref: 5-ALDF-1C-13)
 - b. Urgent Maintenance: Items in need of maintenance that should be corrected as soon as possible but are not of sufficient urgency and can be included into a work planning schedule.
 - c. Routine Maintenance: These items show some evidence of deterioration, which will increase with time and subsequently

require corrective action. This category provides a list of maintenance and repair work for advantage budget planning.

- C. Work Orders: When a facility staff member discovers equipment in need of repair or maintenance, the member will follow the procedures listed below.
 - 1. The employee will complete a work order, utilizing the Charleston County FMS system that includes a description and location of the problem.
 - 2. The Facilities Operation Supervisor will review all work orders and assign staff to make the repairs.
- D. Emergency Work Orders:
 - 1. When an emergency maintenance issues arises, Central Control will notify Facilities Operations. If the emergency is after hours, Central Control will page the on-call maintenance technician.
 - 2. Facility Operations will make the repairs immediately. If the repairs cannot be completed, they will make the necessary arrangements to have the repairs completed. (Ref: 5-ALDF-1C-14)
- E. Facility Operations will assign a maintenance supervisor who is responsible for the control and coordination of all maintenance issues at SACDC.