

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Repairs and Maintenance

Bureau Policy: 5.140.00 Maintenance in Housing Areas

Facility Policy: (34)5.140.00 Maintenance in Housing Areas

Under no circumstances shall the deputy leave a maintenance worker(s) unattended in the presence of secured or unsecured (dormitory) inmates. The deputy shall ensure inmates of differing genders than that of maintenance worker(s) remain fully dressed for the duration of the repairs.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Facility Repairs and Maintenance

Bureau Policy: 5.100. Facility Repairs and Maintenance

Facility Policy: (34)5.150.00 Housing Unit Kiosk

Each housing unit segment is assigned a specific automated kiosk.

In the event of a technical problem with the kiosks, staff shall notify the shift supervisor as soon as possible. The shift supervisor shall notify the facility coordinator of the problem(s) via email or telephone. The facility coordinator shall be responsible for arranging necessary repairs or maintenance. The facility coordinator may delegate the arrangement of repairs or maintenance to a sheriff's custody specialist (SCS). The designated SCS shall keep the facility coordinator advised of maintenance problems. Technical Services Division (TSD) does not maintain or repair kiosks and shall not be contacted regarding kiosk problems.

Inmates shall only use the automated kiosk in their assigned housing segment. Inmates shall only use their assigned account information at the kiosk.