

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	3	Institutional Operations	<b>3. 2. 1</b>
<b>SECTION:</b>	2	Safety and Emergency Procedures	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	1	<b>Facility Fire Safety Inspections</b>	
<b>STANDARDS: ACA – 4 – ALDF: 1C-08 (M), 1C-09 (M), 1C-15 (M)</b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 7 / 21 / 20
_____ Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 3.2.1 dated 8/18 & 6/30/2003 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to maintain on-going Fire safety Inspections to ensure the safe and efficient operation of the facility fire safety equipment and to protect the health and safety of the facility’s occupants.

**II. RESPONSIBILITIES**

All Correctional Maintenance staff and Safety Officers assigned to the **City Justice Center (CJC)** and the **Medium Security Institution (MSI)** are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

**A. General Information**

1. The Division relies on the City of St. Louis Fire Protection District for safety and protection.
2. The Division has fire safety and prevention equipment that includes water sprinkler heads install in approved areas of the facility.

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3. The Safety Officer collaborates with the Maintenance Supervisor to ensure emergency equipment and systems are tested as recommended by the Manufacturers.

**B. Annual Fire Inspection**

1. The appointing authority will designate qualified staff in each facility as safety officers. Where there is no designated safety officer, the Chief of Security and the Maintenance unit head will work cooperatively to ensure the provisions of this policy is fully implemented.
2. The Safety Officer receives training in fire safety and inspections through the City's safety Training program.
3. The Safety Officer will work cooperatively with the Maintenance unit and will be responsible for contacting the St. Louis Fire Marshall=s Office and schedules an annual fire inspection visit and informs the Maintenance unit head and the Chief of Security.
4. The Safety Officer will escort the Fire Inspector through the facility for inspection. (See Policy # 3.1.14)
5. The Fire Inspector completes the inspection and meets with the Fire Safety Officer to discuss findings.
6. The Fire Inspector provides a written report noting any violation(s) that has to be corrected. The report is issued to the Safety Officer who forwards the original copy to the Detention Center Superintendent and a copy to the Maintenance unit head.
7. The Superintendent reviews the report and initiates corrective action and forwards a copy of the materials to the Commissioner.
8. If appropriate, the Superintendent shares information on violations with the Chief of Security who coordinates with custody staff to correct noted violations.

**C. Monthly Fire Inspection**

1. The Safety Officer inspects the facility monthly and completes a monthly Fire Safety Inspection Report that includes a review of the established fire safety systems and fire prevention practices.
2. The Safety Officer provides copies of the monthly Fire Safety Inspection Report to the Detention Center Superintendent and Maintenance Unit Head.

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3. The Safety Officer notes deficiencies, initiates corrective action and follow-up and files the monthly Fire Safety Inspection Report.
4. The Safety Officer provides statements of corrective action to the Detention Center Superintendent and Maintenance Unit Head.

**D. Weekly Fire Inspection**

1. The Safety Officer trains Correctional Staff Members to complete the weekly Fire Safety Inspection Checklist.
2. Trained Correctional Staff Members complete the weekly Fire Safety Inspection Checklist that includes a review of the fire safety equipment and fire prevention practices within their area.
3. The Correctional Staff Members forward a copy of the weekly Fire Safety Inspection Checklist to the Safety Officer who maintains a file for the reports.
4. When appropriate, Correctional Staff Members and the Safety Officers will meet to decide on a course of action to correct deficiencies.
5. If deficiencies are significant, the Safety Officer and/or the Correctional Staff Member initiate corrective action immediately. (See 2.4.2 Routine and Emergency Repairs)
6. Within 24 hours, the Safety Officer inspects the corrective action that was taken.
7. The Safety Officer documents all corrective action and provides this information to the head of Maintenance unit Detention Center Superintendents