



POLICY STATEMENT
MANUAL OF POLICIES AND PROCEDURES
 INDIANA DEPARTMENT OF CORRECTION

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Policy No. 04-02-101		

Title

THE ESTABLISHMENT OF STANDARDS FOR THE MAINTENANCE OF CORRECTIONAL FACILITIES

Text

PURPOSE:

This policy establishes a uniform method for the management of maintenance in correctional facilities within the Department of Correction. A uniform method for the performance of all types of maintenance shall ensure that the Department functions at an acceptable level and in compliance with applicable federal, state and local statutes and regulations.

POLICY STATEMENT:

The Department shall establish minimum standards for the maintenance of all buildings, structures, utilities, equipment and property under its control. The use of standard maintenance procedures will establish a uniform level of maintenance at each facility. This standard method shall provide for a standardization of record keeping. Staff shall review the records of maintenance services periodically to assist in the preparation of budgets and to provide justification for expenditures on equipment or buildings.

The level of maintenance required by the Department shall safeguard the health and safety of staff, offenders and the general public.

This policy shall be applicable to all Department facilities.

LEGAL REFERENCES:

- IC 11-8-2-5(a)(2) Authorizes the Commissioner to administer and supervise the Department, including all state owned or operated correctional facilities.
- IC 11-8-2-5(a)(8) Authorizes the Commissioner to develop policies, programs and services for committed persons, for administration of facilities and for conduct of employees of the Department.
- IC 11-11-6-2 Mandates the Department's facilities to comply with federal and state health, sanitation, safety and fire laws applicable to dwellings, food establishments, eating facilities, and public buildings. Also, mandates annual inspections by the Indiana Department of Health and the Indiana Fire Marshall's Office.

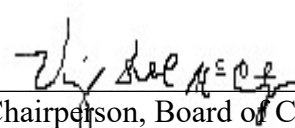
RELATED POLICIES:



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 _____ Chairperson, Board of Correction	
_____ Date 3/17/04	