



**SAN MATEO COUNTY  
PROBATION DEPARTMENT  
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 2  
Application of Standards and Inspections  
§1313**

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**Topic**                      **County Inspection and Evaluation of Building and Grounds**

**Policy**                      Staff shall ensure that necessary inspections and evaluations are conducted annually or as otherwise required by law. Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers, and changes in laws and regulations.

1. The Superintendent or the authorized designee shall ensure and obtain a documented inspection and evaluation from the following (15 CCR 1313):
  - a) The county building inspector or a person designated by the Board of Supervisors to approve building safety.
  - b) The fire authority having jurisdiction, including a fire clearance as required by the Health and Safety Code § 13146.1 (a) and (b) (see the Fire Safety Policy).
  - c) The local health officer's inspection in accordance with Health and Safety Code § 101045.
  - d) The county superintendent of schools on the adequacy of educational services and facilities as required in 15 CCR 1370.
  - e) The juvenile court as required by Welfare and Institutions Code § 209.
  - f) The Juvenile Justice Commission as required in Welfare and Institutions Code § 229 or the Probation Commission as required by Welfare and Institutions Code § 240
  - g) The Superintendent of the facility shall retain inspection reports.
  
2. The Superintendent or the authorized designee shall report as requested by the Board of State and Community Corrections the reasons for the noncompliance with the minimum standards or the corrective measures taken within the time prescribed in the notice of noncompliance as described in Welfare and Institutions Code § 209.