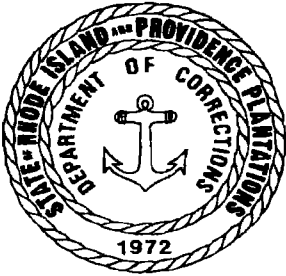


RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 10.17-1 DOC	EFFECTIVE DATE: 06/26/06	PAGE 1 OF 3
	SUPERCEDES: 10.17 DOC	DIRECTOR: Please use BLUE ink. <div style="font-family: cursive; font-size: 1.5em; text-align: center;">Ashley T. Wall II</div>	
SECTION: SAFETY AND EMERGENCY PROCEDURES		SUBJECT: ELECTRICAL EQUIPMENT INSPECTION	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
REFERENCES: ACA Standard 3-4206, Preventive Maintenance Plan; RIDOC policies: 9.06-1 DOC, Procedures for Ongoing Inspection of Security, Fire Safety, Maintenance and Cleanliness; 10.35-1 DOC, Maintenance On-Call Procedures			
INMATE / PUBLIC ACCESS?		<input checked="" type="checkbox"/> YES	
AVAILABLE IN SPANISH?		<input checked="" type="checkbox"/> NO	

I. PURPOSE:

To ensure all electrical equipment and systems are in serviceable and safe condition and conform to Underwriters Laboratories (UL) standards, National Fire Protection Association (NFPA), and equivalent local and State electrical codes.

II. POLICY:

The Rhode Island Department of Corrections (RIDOC) provides for inspections of all electrical systems and equipment to ensure safe function and adherence to applicable codes.

III. PROCEDURES:

- A. The Maintenance Superintendent ensures an inspection of the electrical distribution systems occurs on a regular basis.
 - 1. The Maintenance Supervisor assigns an electrician licensed by the State of Rhode Island to perform the inspections, which include distribution panels checked for loose contacts, conditions of wires, overheating, proper lug torques, and correct labeling of circuits and panels.
 - 2. The electrician submits a report of corrective action completed and recommendations for long-term improvement to the Maintenance Supervisor.
 - 3. The Maintenance Supervisor reviews the report with the Maintenance Superintendent and forwards a copy of the report to the Facilities and Maintenance Office.
 - 4. Facilities and Maintenance Office staff maintain Electrical Equipment Inspection reports (see sample at Attachment 1) and verify that noted corrective action was completed.
 - 5. A contracted agency performs an annual infrared thermography on the main switch gear.

- B. Electrical equipment, appliances and devices to be used within the RIDOC must be Underwriters Laboratories (UL) approved, or equivalent.
 - 1. Wardens/designees are responsible for assuring all electrical equipment, appliances, or devices are inspected by authorized Maintenance staff prior to allowing such devices into their facilities or putting them into service.
 - 2. Authorized staff (e.g., Correctional Officers, Maintenance, Correctional Industries Supervisors) check all electrical equipment, appliances'/devices' power and extension cords owned by employees and/or inmates on arrival at the facility, and semi-annually, thereafter.

- a. Inspections are documented on the Electrical Equipment Inspection report (see sample at Attachment 1) which is submitted to the Maintenance Superintendent.
 - b. Correctional Officers inspect electrical equipment for use in inmate cells for frayed or spliced wires during routine cell inspections consistent with policy 9.06-1 DOC, or a successive policy.
3. All electrical equipment, appliances, or devices (for employees, inmates, and operations) to be purchased must meet the UL listing and must have UL tags attached by the manufacturer(s) (or equivalent).

RHODE ISLAND DEPARTMENT OF CORRECTIONS
ELECTRICAL EQUIPMENT INSPECTION

FACILITY:		DATE OF INSPECTION:	
Panel #	Location	Equipment Description	Remarks

Inspected by: _____

Distribution:
Wardens
Facility Managers
Maintenance Superintendents
Facilities and Maintenance Office