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SANITATION, SAFETY AND MAINTENANCE

- I. PURPOSE: The purpose of this policy and procedure is to establish an acceptable level of cleanliness, security and safety throughout the facility to identify and correct unsanitary or unsafe conditions or work practices; and provide a reporting mechanism to County Buildings and Grounds.
- II. POLICY: All corrections buildings will be inspected daily for security breaches, unsafe conditions, and cleanliness of housing units and corrections deputy work areas. Any substandard area will be reported and corrected as soon as possible.
- III. DEFINITIONS:
- A. Daily Inspections – Inspections conducted daily by Corrections Deputies and Corrections Sergeants, including weekends and holidays with discrepancies reported immediately.
 - B. Formal Inspections – Inspections conducted by the Corrections Standards Authority; State Fire Marshal; Mendocino County Public Health Department; Mendocino County Environmental Health Department; and Mendocino County Grand Jury.

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- C. Specialized Inspections – Inspections of all food services, laundry services and medical service areas
- D. Weekly Inspections – Inspections conducted by the Corrections Division Commander.

IV. PROCEDURES

A. Daily Inspections

1. To ensure adequate inspection procedures, the Shift Supervisor and Corrections Deputies will inspect the facilities on a daily basis.
2. CORRECTIONS STAFF will inspect every area of the facility daily, including holidays and weekends, and report the findings to the appropriate Shift Supervisor.
 - a. Staff will continuously assess inmate morale and the quality of care, supervise inmates, and report the findings on the respective "Cell/Module Security Log." These walk-throughs shall be done at least once an hour. (Refer to Policy and Procedure 407.00 - *Inmate Count*, Section "General Provisions.")
 - b. Matters requiring further attention, such as staff and inmate concerns, etc., will be reported via the chain of command to the Corrections Division Commander for review and disposition.
 - c. Inmates will be afforded informal access to supervisory staff during these inspections.
3. SHIFT SUPERVISOR will inspect the Building One and Building Two's wings and dormitories and other areas under their control at least twice per shift. Cleanliness or maintenance problems will be brought to the attention of the Housing Deputy and the appropriate action will be taken. Required maintenance repairs will be logged on the Daily Inspection Report.

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- a. Areas to be inspected are:
 - (1) Facility interior;
 - (2) Facility exterior;
 - (3) Cleanliness of each inmate housing unit;
 - (4) All security mechanisms;
 - (5) Equipment and furnishings;
 - (6) Morale and well being of inmates and deputies; and
 - (7) Fire and Safety hazards.

4. COURT LIASON DEPUTY will inspect the Courthouse Holding Facility for cleanliness, maintenance problems, security and safety concerns. Problems will be corrected as soon as possible. Any maintenance issues will be documented and forwarded to the Corrections Lieutenant.

5. HOUSING DEPUTY will inspect the respective wings or dormitories during each shift. Any cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected, the Housing Deputy will notify the Shift Supervisor and the appropriate action will be taken.

6. BOOKING DEPUTY will inspect the Intake/Reception area during each shift. Any cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected, the Booking Deputy will notify the Shift Supervisor and the appropriate action will be taken.

7. CONTROL DEPUTY will inspect the control area. Cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected, the Control Deputy will notify the Shift Supervisor and the appropriate action will be taken.

8. HEAD COOK, or designee, will inspect the kitchen area each shift. Cleanliness or maintenance problems will be corrected as soon as possible. Any maintenance issues will be submitted directly to County maintenance.

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9. ASSIGNED CORRECTIONS PERSONNEL shall inspect the public areas for cleanliness or maintenance problems. Cleanliness or maintenance problems will be corrected as soon as possible.
 - a. Repair/maintenance requests will be forwarded to the Shift Supervisor.
- B. Weekly Inspections
 1. The Corrections Lieutenant and the Jail Commander will inspect the facilities on a weekly basis.
 - a. The inspection will focus on any breach of security, an acceptable level of cleanliness and sanitation, and identify needed maintenance repairs. The inspection will include all housing units, cells, the recreation yard, fencing and bathroom, the programs room, multipurpose room, medical room, visiting room, the visiting lobby area, booking area, control room, Sallyport, property room, kitchen, laundry, and the inmate programs building.
 - b. Morale and well-being of inmates and officers will be noted.
 - c. Fire and safety hazards will be a primary concern and will be reported as soon as possible to buildings and grounds.
 - d. Equipment and furnishings shall be inspected.
 - e. The Corrections Lieutenant will be responsible for being the liaison to the Building and Grounds department.
- C. Formal Inspections - Outside Agencies
 1. The facilities will be inspected by:
 - a. The Board of State and Community Corrections.
 - b. The State Fire Marshal.
 - (1) The State Fire Marshal will test fire equipment/systems for compliance with safety and fire prevention standards annually
 - c. The Mendocino County Public Health Department.

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- d. The Mendocino County Environmental Health Department.
 - e. The Mendocino County Grand Jury.
 - f. The jail facility shall be audited by an outside auditor who has been certified by the Department Of Justice, once every three years to insure compliance with Prison Rape Elimination Act (PREA) standards.
2. The Ukiah Fire Department will provide fire protection service for the facility.
 3. Corrections Personnel will conduct fire and safety inspections monthly in order to identify/correct areas, which may be potentially dangerous.
 - a. Fire equipment/system found to be in non-compliance shall be repaired as soon as possible in order to maintain the level of fire and life safety mandated and required.
 - b. Yearly fire drills will be conducted as part of the Fire/Life training program.
- D. Specialized Inspections
1. The Corrections Division Commander and the Food and Laundry Services Supervisor shall be responsible for reviewing all policies pertaining to food service areas to ensure compliance with sanitary, safety, and good housekeeping standards.
 2. The Corrections Division Commander, Food and Laundry Services Supervisor and the Laundry Supervisor shall be responsible for reviewing the policies pertaining to safety and sanitary regulations.
 3. The Corrections Division Commander and the Health Services Administrator will review medical policies and procedures annually, or more often if requested.

V. HEALTH AND SANITATION

- A. Each facility shall be provided supplies and equipment necessary for the continuous maintenance of sanitary conditions.

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- B. The following housekeeping schedules will be performed in all staff and visitor areas within the facilities:
1. Daily Service – Central Corridor, Contact and Non-Contact Visiting Rooms, Booking, and Holding.
 - a. Empty wastebaskets - remove trash.
 - b. Mop tile/cement floors.
 - c. Dust desks, file cabinets, tables, and any other furniture.
 - d. Clean and disinfect drinking fountains.
 - e. Spot clean glass for fingerprints and smudges.
 - f. Spot clean doors, door frames, window frames for fingerprints and smudges.
 - g. Toilets, urinals, sinks, and basins shall be cleaned daily.
 - h. Facility floors will be kept clean, dry, and free of hazardous substances at all times.
 - i. Mattresses of released inmates will be sanitized and stored.
 2. Daily Service – Public Restrooms, Public Visiting area.
 - a. Clean and disinfect all fixtures.
 - b. Refill all dispensers.
 - c. Clean and disinfect toilets, urinals, basins, and drinking fountains.
 - d. Spot clean walls and partitions.
 - e. Clean mirrors.
 - f. Empty wastebaskets - remove trash.
 - g. Mop floors.
 - h. Clean and disinfect visitor seating.

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3. MONTHLY - General
 - a. Dust door ledges, partitions, and moldings.
 - b. Spot clean doors, walls, and door frames.
 - c. Vacuum and dust, clean blinds/curtains.
 - d. Damp wipe wastebaskets.
 - e. Clean all interior/exterior windows.
 - f. Clean all light fixtures and luminaries.

- C. Inmate Housekeeping
 1. The inmates will be responsible for the cleanliness of the common areas within each Module/Wing.
 - a. Inmates will be responsible for the cleanliness of their respective cell or dormitory.
 - b. All necessary cleaning material (disinfectant, cleanser, brooms, mops, etc.) will be kept under the control of corrections personnel.

 2. Daily Schedules - The following housekeeping schedules will be performed in all living areas by the inmates.
 - a. Clean all tabletops in common area.
 - b. Mop floors.
 - c. Sweep and mop inmate side of visiting rooms.
 - d. Clean all windows, as needed.
 - e. Wipe down inmate visiting telephones and inmate telephones.
 - f. Dust all TV's, bookcases, and other furniture.
 - g. Clean and disinfect inmate restroom and shower areas.

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- h. Clean marks from doors and walls.
 - i. Clean sinks and refill dispensers.
 - j. Straighten and dust books in bookshelves.
 - k. Dust windowsills and over doors.
3. Additional Cleaning Before and After Meals
- a. After meals have been served, the eating/serving areas and tables will be cleaned before recreation and social activities resume.
 - b. Any spillage on the floors will be cleaned up immediately.

VI. CLEANUP OF BODILY FLUIDS

- A. Staff or inmates assigned to cleanup spills of bodily fluids will wear Tyvek suits, use safety face shield, and protective gloves.
- B. Bodily fluids are a natural fluid or secretion of fluid such as blood, semen, or saliva.
- C. To clean up bodily fluid spills, use the following procedure:
 - 1. Mix a 10 % solution of ordinary household bleach
 - 2. Apply the bleach solution to the spill
 - 3. Allow 30 minutes contact time.
 - 4. Clean using absorbent paper towels from the outside of the spill, working toward the center.
 - 5. Bag the used cleanup material as solid waste
 - 6. Discard gloves and wash hand thoroughly using hand soap
- D. Staff will oversee and instruct inmate workers on the proper procedures for cleaning bodily fluid spills.

VII. SECURITY

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- A. The Corrections Division Commander shall implement policies and procedures to ensure the security of the facilities under his command.
1. Housekeeping Equipment
 - a. The Corrections Facilities shall provide for the secure storage of housekeeping equipment and supplies while not in use. Cleaning agents, which are potentially dangerous shall be kept secure and shall be used only under the supervision of a Corrections Deputy.
 2. Medication
 - a. Medical staff shall provide for the secure storage and controlled administration of all legally obtained drugs used by inmates confined to the corrections facilities.
 3. Tools and equipment
 - a. All tools and equipment assigned to, or used in, the Corrections Facilities shall be controlled so they may not be used by an inmate to affect an escape or to use as a weapon.
 - (1) Any member becoming aware of a condition, which allows unauthorized inmates access to tools and/or equipment, shall immediately secure the tools and/or equipment and report the incident to their immediate supervisor.
 - (2) All tools and/or equipment assigned to a facility, such as gardening, mechanical, culinary, etc., shall be safeguarded, marked for identification and accounted for properly.
 - (3) An inmate shall not use tools and/or equipment without proper supervision, instruction, and control, and shall not retain these tools after the task is completed.
 4. Security Check After Repairs
 - a. Whenever Building and Grounds personnel or other repair/maintenance personnel make repairs in an area, the Corrections Deputy assigned to the area shall ascertain tools, equipment, or supplies have not been left behind.

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- b. Any discrepancies are to be reported to the Shift Supervisor immediately, who will then report to the Corrections Division Commander if the circumstances warrant such reporting.

5. Weapons

- a. All weapons shall remain secured outside the security areas of all correctional facilities.

- (1) Weapons must be stored and secured in the provided gun lockers in each facility, or in the trunks of vehicles belonging to law enforcement officials.

VIII. SECURITY INSPECTION

- A. Both detention facilities will be inspected regularly to ensure the integrity of security devices and security areas. Repair, replacement, or defective devices will be made expeditiously.

B. Definition

- 1. Security Device - Any and all equipment used to confine and control inmates.

C. Procedure

1. Inspections

- a. Security devices and security areas will be inspected daily for operational wear and inmate tampering by correctional personnel assigned to inmate housing and reception areas.

2. Reporting Defects

- a. When a defective security device is discovered, the Shift Supervisor will be notified immediately and will notify the Corrections Division Commander, if applicable. The Shift Supervisor will direct the discovering staff member to prepare an Incident Report concerning the discovery, along with an Inspection Report.

- b. The Incident Report and Inspection Report will be routed to the Corrections Sergeant.

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- (1) Emergency repairs during off business hours will be directed to the on-call Building and Grounds member.
3. In the event a security-locking device is inoperable leading from a housing unit, inmates within that unit shall be secured in their cells until repairs are made.

IX. CONTROL OF FLAMMABLE, TOXIC AND CAUSTIC MATERIALS

- A. Flammable, toxic, and caustic materials will be stored in an area inaccessible to inmates to ensure the safety of staff, inmates, and the corrections facilities.
- B. Definitions
 1. Caustic - A material able to burn or corrode persons or objects by chemical action.
 2. Flammable Materials - Any product, which will ignite when contacted with flame or spark, at or below 100 degrees Fahrenheit.
 3. Toxic - A poisonous material that can destroy the life or health of a living animal or plant.
- C. Procedure
 1. Inmates will only be authorized to use flammable, toxic, or caustic materials under the constant supervision of correctional or food service personnel.
 2. All flammable, toxic, or caustic materials will be stored in accordance with all applicable laws and regulations governing the correctional facilities.
 3. Correctional and/or food service personnel will be responsible for obtaining any flammable, toxic, and caustic material within the corrections facility for delivery and use by inmates.

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X. FACILITY REPAIR REQUEST

- A. Facility repair requests will be expedited and completed in a timely manner to maintain the good order of the facility. All repair requests will be submitted electronically to Buildings and Grounds by the Shift Supervisor
1. The Corrections Lieutenant will be the liaison between the correctional facilities and Building and Grounds. The Corrections Lieutenant will coordinate maintenance requests with Building and Grounds personnel.
 2. The Building and Grounds Unit of General Services has the sole responsibility for operation, maintenance, repair and remodeling of structure, utility, systems and mechanical equipment controls, which include setting and adjustment of thermostats.
 3. Building and Grounds personnel will provide services to the facility during normal working hours.
 - a. Service during nights, weekends, and holidays will be provided on an emergency basis and can be obtained by contacting on-call Building and Grounds personnel.

XI. TELEPHONE REPAIRS

- A. Facility telephone maintenance repairs, i.e., telephone does not work, handset broken, need of new cord, etc., will be immediately reported to the Shift Supervisor.
1. The Shift Supervisor will immediately contact the inmate phone provider and give the following information:
 - a. Name of person requesting repair.
 - b. Location of telephone.
 - c. Brief synopsis of telephone problem.

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