



FACILITY SANITATION

POLICY.

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to maintain a safe, professional, clean, sanitary, and pest-free work and living environment.

PURPOSE.

The purpose of this policy is to establish guidelines which outline general sanitation requirements and set forth the provisions for facility cleaning and a sanitation plan. It also describes inmate responsibilities for helping to maintain a clean and sanitary facility.

OREGON JAIL STANDARDS.

- A-206 Maintaining Inspection Reports from Outside Entities
- B-306 Shower and Clothing Exchange
- F-402 Laundering Personal Clothing of Newly Admitted Inmates
- F-403 Laundering Jail-Issued Items
- H-108 Vermin Infested or Washable Biohazards
- H-109 Equipping Living Areas
- H-110 Hot and Cold Running Water
- H-201 Sanitation Plan
- H-202 Inmates Sanitation Responsibilities
- H-206 Internal Inspections
- H-207 Documentation of Sanitation and Maintenance

REFERENCES.

- ORS 169.076, Standards for Local Correctional Facilities
- ORS 654, Oregon Safe Employment Act
- *Oregon Administrative Rules (OAR) 437, Division 2, (29 CFR 1910), Subdivision J: General Environmental Controls, §1910.141 Sanitation*

DEFINITIONS.

Direct Supervision. When an inmate is within sight and sound of a corrections deputy who is responsible for overseeing the inmate.

PROCEDURES.

SECTION A: GENERAL HOUSEKEEPING

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- A-1.** The AJ will have a cleaning schedule for all areas. However, corrections staff must respond to and act on immediate needs for cleaning or sanitation.
- A-2.** The programs deputy assigned to facility sanitation will supervise cleaning and sanitation each shift. In the absence of the programs deputy, the shift supervisor will assign a corrections deputy to perform similar duties each shift.
- A-3.** The programs deputy will use inmate workers, when appropriate, for housekeeping and sanitation tasks. Contract cleaning services will clean the AJ administration area and other non-secure jail locations.
- A-4.** The programs deputy will provide the inmate(s) with necessary instructions regarding the method and degree of cleaning required, and will inspect to ensure all areas are cleaned properly according to schedules and policy.
- A-5.** All bunks and mattresses will be cleaned and sanitized after each inmate, before reissue. Deputies may use inmate workers for the cleaning. Deputies will log which bunks were cleaned and sanitized in JMS when complete.
- A-6.** Cells and bunk areas will be cleaned/sanitized after each release and/or bed move. Deputies will supervise inmate workers who will complete this task. Once the task is complete it will be logged in the JMS.

SECTION B: INMATE RESPONSIBILITIES

- B-1.** Corrections deputies will hold inmates responsible for the cleanliness of their own living areas. Inmates housed in general housing areas shall keep their cells, dorms, common areas, and dayroom space clean and neat at all times. Inmates shall comply with all cleaning instructions of a supervising corrections deputy, and shall thoroughly clean, mop and sweep all cell areas, including:
 - a. Sinks
 - b. Showers
 - c. Toilets
 - d. Floors
 - e. Walls
 - f. Tables
 - g. Chairs
 - h. Stools
 - i. Bunks
 - j. Desks
 - k. T.V. shelves
 - l. Windows
- B-2.** As part of maintaining a clean living area, bunks will be made daily by 9:00 a.m. and all food items not purchased on commissary will be disposed of by 11:00 p.m. All other personal property will be neatly stored in an appropriate area. Pictures or pin-ups must

not be attached or hung on any surface and must be neatly stored in the inmate's bunk area.

- B-3.** Inmates will be provided with equipment and materials necessary to clean their assigned areas on a daily basis, including (but not limited to) broom, mop, dust pan, rags, a scouring pad, a cleaning brush, bucket, cleaning and disinfecting agents. After areas are clean, the equipment and supplies will be removed and inspected by the corrections deputy. Inmate workers will clean and disinfect all cleaning gear before being properly stored in the sanitation closet.
- B-4.** Inmates play a key role in the facility cleaning and sanitation plan. Pre-trial detainees will be required to clean their own living area. Convicted inmates will be required to clean their own living areas and can be required to participate in other facility work assignments. An inmate may be excused from engaging in cleaning responsibilities if, in the judgment of corrections staff, his mental or physical condition makes him otherwise unsuitable to be assigned work duties. Inmates may also hold inmate worker positions on a voluntary basis, without any form of compensation. See DCAJ Policy [CD-11-5, *Inmate Worker Program*](#), for further details.

SECTION C: INMATE WORKER RESPONSIBILITIES

- C-1.** Corrections staff will closely supervise inmate workers cleaning non-living areas of the AJ. Deputies supervising inmates will train them in the proper use of cleaning and sanitizing supplies and the proper care and maintenance of equipment. They will also brief them on related work safety requirements.
- C-2.** Inmate workers assigned to sanitation duties will thoroughly clean all areas of the facility. Inmate workers will sweep, mop, vacuum, empty trash cans, clean counter areas, restock supplies and complete other required tasks, as directed.
- C-3.** Inmate workers require direct supervision while cleaning the following areas:
- a. Medical examination room
 - b. Administration area
 - c. Visiting area
 - d. Attorney/Inmate visiting areas
 - e. Conference rooms
 - f. Pre-booking area
 - g. Booking area
 - h. Programs room
 - i. Kitchen area
 - j. Staff bathrooms
 - k. Video arraignment room
 - l. Inmate Services area
 - m. Auto and walk-through Sallyport
- C-4.** Inmate workers do not require direct supervision while cleaning the following areas:

- a. Hallways
- b. Indoor exercise rooms
- c. Outdoor exercise areas
- d. Inmate law library
- e. Sanitation closet
- f. Laundry room

C-5. The food services manager will establish cleaning schedules and procedures for all kitchen staff and inmate workers to follow that meet health and sanitation laws, codes, administrative rules and other governing directives for food service operations.

SECTION D: SANITATION FACILITIES

D-1. A Corrections supervisor will make sure all corrections staff and inmates have access to toilets, sinks and mirrors in all work and living areas within the facility. Inmates will also have access to showers in their living areas. Sinks and showers will have thermostatic controls to provide both hot and cold running water. Hot water should be between 100 and 120 degrees, so that water is hot enough to be safe for cleaning, but not so hot as to cause scalding injuries. Each toilet location must have toilet paper available. For inmates on suicide watch or that present other safety or security risks, staff may make the toilet paper available only upon request.

SECTION E: WASTE DISPOSAL

E-1. To maintain facility cleanliness and order, corrections staff will properly dispose of waste on a regular basis, based on its type. Trash and recycling containers will be easily accessible in all living and work areas. At 2300 hours cell-in, staff inspect cells and common living areas checking for and disposing of excess food items, wrappers and miscellaneous garbage.

E-2. Garbage cans will be emptied at least once per day, and as often as necessary to maintain a professional image and prevent infestation of pests or other unsanitary conditions.

E-3. Can liners will be used to help prevent bacteria growth between cleanings. Garbage cans should be sanitized as needed.

E-4. Bio-hazard contaminated waste and hazardous materials will be disposed of according to bio-hazard and hazardous waste procedures as defined in DCAJ [Policy CD-4-6, Bio-Hazard Disposal](#).

SECTION F: SANITATION CLOSET

F-1. Corrections staff will stock the sanitation closet with adequate supplies and equipment to address the sanitation and cleaning requirements of the facility.

- F-2.** Corrections staff will ensure that supplies are properly stored, secured, controlled and labeled. Any cleaning items that are poisonous, toxic, caustic or otherwise hazardous will be stored separately, away from inmate access.
- F-3.** Deputies will supervise inmates accessing the sanitation closet and lock the closet when not in use.
- F-4.** Mops and other cleaning supplies that are damp must be stored in a well-ventilated area. Deputies will exchange dirty mop heads for clean ones daily.

SECTION G: VERMIN CONTROL

- G-1.** Corrections staff will control outbreaks of body vermin according to established delousing procedures, as set forth in the medical treatment protocol. If an inmate infected with lice cannot post security or otherwise secure release, the arrestee will be isolated and lodged away from other inmates until properly treated by medical staff. In addition, the inmate will be required to shower and exchange his personal clothing for jail-issued clothing. The contaminated clothing will be collected in a biohazard bag. The clothing will then be either washed, decontaminated or disposed of, depending upon level of contamination. If the clothing is washed and decontaminated, it will be returned to the inmate's property box after it is clean. In the event of disposal, an incident report will be submitted, detailing the reasons why such actions were necessary.
- G-2.** For other vermin, such as insects or rodents, corrections staff will retain a professional exterminator. The contractor will specify and/or perform necessary preventative and remedial measures.
- G-3.** Corrections staff will report in writing all observed and reputed infestations of insects, vermin or other pests to a supervisor.
- G-4.** All reports from staff and the retained professional exterminator will be filed and maintained by the Administrative Lieutenant for three years.

SECTION H: STAFF AREAS

- H-1.** AJ staff will keep all staff areas and workstations clean, neat, and clutter-free. Staff will dispose of garbage properly, recycle appropriate items, and pick up and properly discard litter. Staff will store facility equipment in proper locations and personal property in workstations, cabinets, or lockers.
- H-2.** AJ staff will each do their part to keep staff break rooms clean at all times. Staff will not leave dirty dishes or utensils in break rooms. Staff will wipe away spills and food residue on countertops and in microwaves after use. The contract janitor is responsible

for cleaning the staff dining area each weekday. However, staff is responsible for leaving the staff dining area clean.

- H-3.** Staff will make sure the insides of refrigerators are cleaned at least monthly. Any food and/or containers showing signs of spoilage will be thrown away.

SECTION I: INSPECTIONS

- I-1.** Deputies will inspect cells and common living areas once each day, as part of normal shift security checks. Any noted sanitization problems will be reported to the shift supervisor as soon as possible and noted in the shift log in the jail computer system.
- I-2.** The programs deputy will inspect the kitchen facilities regularly. Any noted sanitation problems will be immediately reported to the contract kitchen supervisor for immediate correction and logged in JMS.
- I-3.** Shift supervisors will conduct regular, daily sanitation inspections and log any sanitation problems in JMS. Shift supervisors will take all necessary action to resolve any noted sanitation problems.
- I-4.** Weekly, a corrections supervisor will inspect the corrections facilities to confirm housekeeping and sanitation is satisfactory and to look for related issues not already identified by other staff. The inspection and findings will be recorded in the jail computer system (JMS) under "Facility Inspection."
- I-5.** All sanitation inspection logs shall be kept and maintained for a three-year period.
- I-6.** Corrections Captain and Administrative Lieutenant will cooperate with inspections by outside agencies, such as Grand Jury, County Commissioners, Sanitation and Health Inspectors, Fire Safety Officials, Department of Corrections, Oregon Jail Standards Compliance teams and other entities as may be required. Staff will cooperate with the lawful requests of inspectors to help with the inspection process. The Administrative Lieutenant will review any report and findings provided by an inspecting agency. He will file a copy of inspection reports and related documents. Follow-up responses or reports will be retained according to Archives Division retention schedules in Oregon Administrative Rules, chapter 166.