

# SANITATION

STANDARD NO(S): NYSSA # 118

DATE: January 27, 2010

REFER TO: Robert Jensen

## I. OBJECTIVE:

To establish the Seneca County Correctional Facility's policy and procedure for overall facility sanitation.

## II. POLICY:

It is the policy of the Seneca County Correctional Facility to provide and maintain the necessary equipment, procedures, and resources to ensure adequate sanitation for maintaining the health and safety of inmates, officers and visitors.

## III. HOUSING UNITS:

- A. Housing Unit Officers will conduct daily inspections of the housing units for the purpose of detecting and alleviating sanitary problems.
- B. All occupied cells will be inspected by the "B" Shift Housing Unit Officer and each such cell will be cleaned, organized, and the bunk will be made before any activities begin. Inmates who refuse to clean their cell as directed will become the subject of a disciplinary report and will not be allowed to participate in daily activities until such time as they comply.
- C. Any officer who discovers a sanitation problem in an area other than an occupied cell will have a housing unit inmate worker correct such problem as soon as possible. The Shift Supervisor will be notified when a problem or potential problem jeopardizes the health of the inmates or staff and/or cannot be corrected by the Housing Unit Officer.
- D. The Shift Supervisor will ensure that all reported problems are corrected or get forwarded to the maintenance department for correction.
- E. Each housing unit will maintain a sufficient inventory of equipment for proper sanitation of the facility. Including but not limited to the following:
  - 1. Brooms and mops
  - 2. Mop buckets and wringers

3. Dust pans and cleaning brushes
  4. Vacuum cleaner
  5. Cleaning solutions
- F. All cleaning equipment will be unlocked by no later than 0715 hrs by the Housing Unit Officer for the purpose of having inmates clean their cells. Such equipment will be retrieved by the Housing Unit Officer, or an inmate under the direct supervision of the Housing Unit Officer.
  - G. The day room areas will be cleaned by the housing unit inmate workers.
  - H. Once all cleaning is completed and the cleaning equipment is returned. The officer will conduct an inventory of the equipment. If any equipment is missing or is damaged, the officer will try to resolve the situation. If unable to resolve the situation, the officer will contact the Shift Supervisor.
  - I. Once all equipment is returned, it will be secured in the storage room. If cleaning is needed after such time, the inmate will make a request to use cleaning equipment. Requested cleaning equipment is at the Housing Unit Officers discretion, and once the cleaning is completed, the requested equipment will be inventoried and secured back in storage room.
  - J. All officers will carry a minimum of two (2) pairs of disposable latex gloves on their uniform belt pouch.
  - K. All sanitation problems that occur during each shift will be corrected as soon as possible.
  - L. There will be trash receptacles located in each housing unit for the aid in sanitation and waste disposal.
  - M. Nothing should be construed by this policy to prevent a Housing Unit Officer or any other Officer from taking immediate steps to clean up and remedy any sanitation issue when they become aware of it. All spills should be cleaned as soon as practicable under the supervision of any Correction Officer.
  - N. NO INMATES will be authorized or allowed to step out onto the roofs of the segregated areas in the housing units for the purpose of cleaning.

#### IV. WASTE DISPOSAL:

- A. All trash will be put in the garbage receptacles located throughout the facility.
- B. Escorted inmate workers will pick up all bagged garbage from the housing units after the dinner meal each day when they retrieve the food carts and trays. Once returned to the kitchen, all garbage will be placed in the blue garbage bins. delivery dock, all garbage from the kitchen will be collected and placed in said cart.

- C. The Housing Unit Officer will make sure that an inmate worker places a new garbage bag into the garbage receptacle on their unit.
- D. The Shift Supervisor will assign inmate workers for the removal of trash and recyclables.
- E. After all the garbage has been collected from all areas of the facility, it will be taken from the receiving dock and placed in the dumpster by escorted inmate workers.
- F. All recyclables collected from all areas of the facility will be taken to the recyclable dumpster at the same time the garbage is taken out.
- G. The Maintenance Supervisor will see that the disposal contractor removes all trash and recyclables according to the contract and that the areas around the dumpsters are kept clean. If the disposal contractor fails to appear at the scheduled time, the Maintenance Supervisor will be notified and will contact the contractor to resolve the situation.

V. PEST CONTROL:

- A. Daily inspections will be conducted of all areas of the facility for the purpose of detecting and alleviating pest problems.
- B. All officers will notify their Shift Supervisor when a pest problem occurs.
- C. Annual inspections will be done by an outside agency at least once per year. A report will be filed to the Chief Administrative Officer of the result(s) and action(s) taken from the agency.
- D. All pesticides used will be in accordance with New York State Department of Environmental Conservation.
- E. If the use of pesticides could cause harm or threaten the health of any inmates or staff, the area will be evacuated and the inmates will be moved to a secured location while the spraying is occurring. Upon completion of the spraying detail, the Shift Supervisor will make notification to the Housing Unit Officer to return all inmates back to the Housing Unit. The Housing Unit Officer will then complete a formal count, ensuring all inmates are present.

VI. MONTHLY INSPECTION:

- A. The monthly sanitation inspection of the facility will be conducted and recorded on Form CF-073 (Monthly Sanitation Inspection). The completed reports will be submitted to the Chief Administrative Officer and the Facility Health Authority to ensure that health environment issues are adequately addressed. The areas to be inspected will include the following:

1. All work places