

DATE:	AUGUST 1, 2018
NUMBER:	L.5
SUBJECT:	TRASH REMOVAL
RELATED SECTIONS:	
IN COMPLIANCE WITH:	CAC TITLE 15, SEC. 1280

PURPOSE

To standardize the collection, removal, and disposal of trash from detention facilities.

POLICY

A deputy will supervise inmate workers who will pick up and transport all trash to the collection area for disposal. This includes the removal of security trash.

PROCEDURE

I. TRASH COLLECTION

- A. Trash will be picked up and removed from the facility at designated times. Trash will be bagged in plastic bags and sealed. Bulky items such as cardboard boxes should be broken down flat and bound in some manner to facilitate handling by inmate workers.
- B. Trash is classified as either regular trash or security trash. Security trash consists of anything that could be used as a weapon or manufactured into a weapon, trash from the medical area, trash from administrative offices which includes confidential paperwork, and any other trash staff deems inappropriate for inmate workers to have access to. All other trash is classified as regular trash. Each facility may establish exceptions for related security reasons.
- C. Regular trash will be removed from the housing areas, medical areas, and offices at least twice a day. Kitchen trash will be placed in an area to facilitate storage and regular pick-ups for disposal.
- D. Security trash will be bagged separately from regular trash and kept separate. A deputy will pick up security trash at least once a day. Inmate workers can handle security trash only if closely supervised by a deputy.
- E. Liquid waste will be collected and stored at appropriate locations at each facility. The facility commander will ensure liquid waste is disposed of according to local, state, and federal laws and regulations.

II. TRASH RUNS

- A. Trash collection and disposal will be made in accordance with existing security procedures. Only inmate workers classified to be outside of the facility and under supervision of a deputy will collect and dispose of the trash. Regular trash will be combined with kitchen trash for disposal. Prior to removing kitchen trash, sworn staff will verify with the kitchen staff that all kitchen utensils are accounted for and their inventory is complete. The actual time of trash pickup will be arranged by the deputy supervising the inmate workers.
- B. A deputy will collect security trash at least once each day. Security trash receptacles shall be in areas not readily accessible to inmate workers.
- C. The deputy conducting the trash collection will be responsible for the security trash until it is placed outside the facility in a dumpster.
- D. The deputy conducting the trash disposal will coordinate his/her efforts with the control deputy to ensure necessary dock and exit routes are closed and locked while inmate workers are in trash disposal areas. The deputy will verify that no inmates are in or amongst the trash prior to exiting the facility. The deputy will collect and retain all inmate worker badges before exiting the facility. Once the deputy and inmate workers are secured back inside the facility, the deputy will return the badges to the respective inmate workers.
- E. Deputies will routinely check the trash compactor for contraband. Upon disposal of all trash, inmate workers may be searched for contraband.