

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 01-16-2022
Number: L.5.M
Subject: TRASH REMOVAL
Related Sections: L.4.M HOUSEKEEPING PLAN

PROCEDURE:

I. TRASH COLLECTION

All trash will be placed in appropriate receptacles or placed directly into a dumpster. Gray dumpsters for trash and blue dumpsters for recyclables are located in the gated area adjacent to the "Inside Kitchen."

A. HOUSE 3 AND 4

A trash run will be completed after each meal. Collected trash will be placed in the housing sallyport for pick up and disposal into dumpsters.

B. DORMS A-D

Trash removal will be supervised, as needed by the housing deputy, so that it is not left sitting in the housing unit.

C. NON-HOUSING AREAS (E.G. MEDICAL, ADMIN. BLDG., COUNSELING OFFICES, ETC.)

The senior custodian will be responsible for supervising an incarcerated worker crew who will handle trash disposal.

II. TRASH RUN TIMES

Trash runs will commence after each meal. Times are approximate as the kitchen workers collect the trash bins in conjunction with retrieving the brown meal carts delivered to House 3 and House 4. Approximate collection times are as follows: 0500, 1300, and 1700 hours. Additionally, trash will be collected and removed as part of the "Field Day" responsibilities of nightshift.

III. SECURITY TRASH

All security trash will be placed into receptacles in secured areas. Staff members or supervised incarcerated workers will empty the security trash into appropriate dumpsters.

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 01-16-2022
Number: L.5. M
Subject: TRASH REMOVAL
Related Sections: L.4.M HOUSEKEEPING PLAN

IV. RECYCLING

A. LOCATION OF RECEPTACLES

Blue recycling bins are located in Dorms A through D, House 3 and 4 modules, the Inside Kitchen area, Central Control and the Central Control break room areas. Five blue dumpsters are located in the gated area adjacent to the "Inside Kitchen."

B. RESPONSIBILITY OF STAFF/INCARCERATED WORKERS

1. Incarcerated Worker Deputies are responsible to make sure incarcerated workers assigned to dorms, housing or incarcerated crews which conduct trash removal and trash runs are aware of their responsibility as it pertains to recycling.
2. Housing Deputies are responsible for making sure incarcerated persons in House 3 and 4 Modules are separating recyclable items from trash items after meals and/or inspections.
3. Dorm/House incarcerated workers will separate the trash from the recyclables. They need to separate bottles from recyclable items and place into a separate bag and stored in the House 3 Trash Closet to later be recycled at a Recycling Center.
4. The Kitchen Deputy is responsible for making sure kitchen workers are separating trash and recyclables, ensure hot trays are collected after each meal and conduct trash and recycle "runs" to the blue and gray dumpsters during the course of their shifts.

C. PROCESS OF COLLECTION

1. HOUSE 3 AND 4

Incarcerated workers assigned to House 3 and 4 will be responsible for the separation of recyclable and non-recyclable items during the course of their daily cleaning responsibilities.

Under the supervision of the Kitchen Deputy, kitchen workers will retrieve the trash/recyclables after each meal from House 3 and 4 and ensure all items are discarded into the appropriate dumpsters.

SDSD Detention Services Bureau- East Mesa Reentry Facility

Date: 01-16-2022
Number: L.5.M
Subject: TRASH REMOVAL
Related Sections: L.4.M HOUSEKEEPING PLAN

2. DORMS A-D

Incarcerated workers assigned to the dorms will separate and bag the recyclable items from trash and place the bags outside their dorms. The incarcerated persons assigned to the Field Day cleaning crew will pick up the bags each night and dispose into appropriate dumpsters under the supervision of the deputy.

3. SWORN/PROFESSIONAL STAFF AREAS

Central Control, Briefing Room and Break Rooms will be the responsibility of the deputy assigned to the Field Day crew. The Field Day crew will remove all recycled items from the recycling receptacles and discard into appropriate dumpster.

D. MOST COMMON ITEMS APPROPRIATE TO PLACE INTO BLUE RECYCLE BINS

- Newspapers
- Cans
- Bottles
- Cardboard
- Plastic containers
- Empty meal trays
- Paper

Laminated posters by the EDCO Disposal Company displaying recyclable items have been placed in areas where recycled bins are located.

E. STORAGE OF BOTTLES AND CANS

The storage area for all bottles and cans for recycling will be located at House 3 in the outside storage room, room with double doors, and east of the staff entry door. The Administrative Deputy assigned to recycle the bottles and cans will retrieve the bags from the storage room and recycle them at the Recycling Center.