

SDSD Detention Services Bureau—George Bailey Detention Facility Green Sheet

DATE:	DECEMBER 2021
NUMBER:	L.2.G
SUBJECT:	SANITATION AND HYGIENE INSPECTIONS

PROCEDURE

Weekly sanitation and hygiene inspections are to ensure the cleanliness, sanitation, and overall operational effectiveness of the facility. This includes identifying and addressing all maintenance issues (e.g., damaged or inoperable equipment to include plumbing) throughout the facility. Sanitation and hygiene inspections shall be conducted on day shift according to the following schedule.

I. GENERAL HOUSING

- A. Hygiene inspections for Houses 1, 2, 3, will be conducted on Saturdays and House 4, Modules 6B and 6C and Medical will be conducted on Sundays.
- B. Inmates shall be provided access to cleaning supplies prior to the hygiene inspection, except for those housed in Administrative Segregation. Verbal direction shall be given to the inmates from the floor deputies as to their expectations regarding the cleanliness of the areas (e.g., sweep and mop the floors, clean the windows, surrender all unauthorized contraband, food, excess clothing, etc.)
- C. Nightshift deputies will prepare the cleaning carts prior to the end of shift on inspection days.
- D. The following guidelines will be observed:
 - 1. All common and living areas will be inspected for cleanliness, and sanitation.
 - 2. All reported maintenance issues will be documented with proper notifications for repairs.
- E. Cancellation of hygiene inspections will be at the discretion of the watch commander. An entry will be made in the watch commander's log and the Jail Information Management System (JIMS) articulating the affected area and reason for the cancellation.

Due to the COVID-19 Pandemic, additional cleaning will be necessary in order to maintain proper sanitation of the facility and for the safety of the inmates and staff. Dayrooms and common areas will be cleaned daily before each dayroom session occurs. Inmates will be supplied with cleaning supplies as needed or upon request.

The Utilities Deputy will maintain a schedule that allows for consistent deep cleaning of each housing unit and areas of the facility. All cleaning will be logged into the JIMS Area Activity Log under the "COVID CLEAN/DISINFCT" dropdown.

II. DOCUMENTATION

- A. The GBDF Module Inspection Rating Sheet will be completed for each area and submitted to area supervisors for approval.

- B. A copy of the approved GBDF Module Inspection Rating Sheet will be posted in each module. The GBDF Module Inspection Rating Sheet will be approved by any available supervisor. Once the inspection sheets are approved, it will be the responsibility of the Central Control Deputy to collect, scan and file in the GBDF MONTHLY ARCHIVE folder located in the GBDF V: drive. The hardcopy will be filed accordingly in central control for a period of 30 days. After 30 days, they will be collected by the Administrative Deputy for archiving.
- C. A JIMS entry will be made under the event type "INSPECTION" documenting the completion of the hygiene inspection and results.
- D. The Module Inspection Rating Sheets can be found in the GBDF V-drive at: "George Bailey/Housing Hygiene inspection sheets." Individual rule violations or group sanctions related to the failure of inspection will be completed per Detentions Policy and Procedure Section O.1.
- E. Refer to individual Module Inspection Rating Sheets for specific instructions and scoring. Major security or law violations shall be documented in the appropriate manner.

III. ADMINSTRATIVE SEGREGATION

- A. Administrative Segregation housing hygiene inspections (House 5 and Module 6A) will be conducted throughout the week utilizing inmate workers to clean common and living areas when administrative segregation inmates are not present (e.g., dayroom time, recreation yard time, medical, court, etc.). A log of inspected cells will be kept by the administrative segregation deputies. For the purpose of the hygiene inspection log, each week starts on Saturday and ends on Friday. The log will be submitted to the Administrative Segregation Sergeant who will maintain the logs in their office for a period of 30 days. After 30 days, the logs will be collected by the Administrative Deputy for archiving.
- B. The completion of sanitation and hygiene inspections will be documented in the inmate's JIMS history using the event type – "CISP – Cell Inspection". The JIMS event type entry shall reflect any items that necessitate documentation (i.e., maintenance issues).
- C. On Friday's, the Administrative Segregation Sergeant (or Southside Sergeant in their absence) will review the hygiene inspection log to ensure all cells were inspected during the week and document the completion in the JIMS Area Activity Log under the event type "INSPECTION." The administrative segregation hygiene inspection log will be archived by the administrative segregation sergeant.
- D. If deputies are unable to enter a cell to complete a hygiene inspection due to an inmate's refusal to exit, the inmate may be extracted at the direction of the watch commander.

IV. INTERCOM CHECKS

- A. During each housing areas scheduled hygiene inspection, an intercom check will be conducted for areas which can house or hold an inmate (i.e. holding cells, visit rooms, classrooms etc.). The intercom inspection will be documented in the hygiene inspection sheets.
- B. On Saturdays, the Central Control, Medical Control, and Processing Control will coordinate with an available deputy to conduct an intercom check of all holding areas and common areas listed in the intercom inspection sheets. The intercom inspection sheets will be reviewed and signed by

the central sergeant and watch commander. The intercom inspection sheets will be archived with the Saturday hygiene inspection sheets.

- C. Administrative Segregation Housing intercom inspections will be conducted during the individuals weekly cell inspection.
- D. After intercom inspections are conducted and intercom(s) are found to be inoperable then a maintenance request will be completed and submitted to the operations deputy.
 - a. The housing/holding cell will be cleared of all inmates and placed out-of-service and/or JIMS OBS – BOUT status. Classification will be notified of bed out of service for the appropriate inmate housing assignment.
 - b. Holding cells may only be used if a deputy maintains direct supervision over the inmate.