

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE:	MAY 15, 2023
NUMBER:	L.2.L
SUBJECT:	SANITATION AND HYGIENE INSPECTIONS

PROCEDURE

- A. Absent exigent circumstances, weekly sanitation and hygiene inspections will be conducted throughout the facility on Friday nights, with the exception of House 1, House 5 and PSU. Cleaning supplies will be made available to mainline incarcerated persons daily. Incarcerated persons will be afforded an opportunity to turn over any contraband and/or extra laundry to the deputies, without sanction, prior to inspection; with the exception of items subject to criminal charges (i.e., pruno, weapons, etc.).
- B. Hygiene inspection forms can be found on the LCDRF website in a link on the left-hand side and in the LCDRF V: drive under "Hygiene Inspection Forms."
- C. During hygiene inspection, deputies will ensure the cleanliness, safety and security, and maintenance of the cell/cubicle and housing area.

I. SCHEDULE

- A. Hygiene inspection will be conducted throughout the facility on Friday during nightshift with the exception of incarcerated worker housing, incentive-based housing (IBH), Administrative Separation, Out-Patient Step Down Unit and PSU.
- B. Hygiene inspection for incarcerated workers and IBH will take place on Friday during dayshift by the Incarcerated Worker Deputy.
- C. Hygiene inspection for Administrative Separation and Out-Patient Step Down Unit will be conducted on Friday during dayshift.
- D. Incarcerated persons housed in PSU will clean their housing unit under the supervision of PSU sworn and professional staff. Hygiene inspections will be conducted on Saturday during dayshift.
- E. On Friday's, the South Sergeant will review the hygiene inspection log to ensure all cells were inspected during the week and document the completion in JIMS under the event type "INSPECTION".
- F. If deputies are unable to enter the cell to complete a hygiene inspection, due to an incarcerated person's refusal to exit, the incarcerated person may be extracted at the direction of the watch commander.

II. DOCUMENTATION

Inspection forms will be completed for each module inspection performed. Completed PDF forms will be e-mailed to the housing unit's sergeant. The watch commander will place all of the completed forms into the LCDRF V: Team Logs & Forms > Hygiene Inspection > Completed Forms.

A. Dayroom

1. Dayroom cleanliness is the responsibility of all incarcerated persons. Failing two or more areas (i.e., walls and windows, shower area, or mop sink and floors) will result in a 24-hour loss of module television privileges.
2. During hygiene inspection, deputies shall perform a check of all intercoms in their respective areas to ensure the intercoms are functioning properly.

B. Cells

1. All incarcerated persons are responsible for the cleanliness of their assigned cell/cubicle.
2. For all malfunctioning intercoms, the inspecting deputies shall notify a supervisor and enter a facility maintenance request.
3. Major violations (i.e., razors, contraband hidden on incarcerated person, excessive medications) may also result in a rule violation report or crime report in addition to the loss of dayroom privileges.