

DATE:	April 26, 2022
NUMBER:	L.2.C.1
SUBJECT:	SANITATION AND HYGIENE INSPECTIONS

PROCEDURE

AN INSPECTION SHOULD NOT RESULT IN THE HOUSING UNIT BEING LEFT IN DISARRAY BY THE INSPECTING DEPUTIES.

Cancellation of hygiene inspections shall be at the discretion of the watch commander. An entry shall be made in the watch commander's log and in JIMS articulating the affected area and reason for the cancellation.

GENERAL HOUSING

Hygiene inspections for floors 4 through 8 shall be conducted on Saturdays by the assigned dayshift teams, except for facility worker modules, high risk security level housing and Jail Based Competency Treatment (JBCT) modules. Module 6D shall be inspected by the JBCT deputies on Fridays. Modules 8A/8B shall be inspected by the facility worker deputy. A supervisor shall be present at all OP Step Down inspections and Ad Seg Inspections. High risk security level housing shall follow the inspection procedure outlined below.

Deputies shall provide cleaning supplies to incarcerated persons prior to the hygiene inspection. Deputies shall give the incarcerated persons verbal directions regarding cleaning and emphasize the areas that will be inspected. (e.g., sweep and mop the floors, clean the windows, surrender all unauthorized contraband, food, excess clothing, etc.) All incarcerated persons will exit their cell during inspection. Clothing and linen will be exchanged if deemed soiled or unsuitable for the incarcerated person. This exchange will be completed as soon as practical.

The Psychiatric Stabilization Unit (PSU) and Medical Observation Bed (MOB) housing areas shall be inspected on Saturdays. Due to the medical and psychiatric conditions of incarcerated persons housed in PSU and MOB, facility workers shall clean these housing areas.

SDCJ health staff will be notified of any incarcerated persons exhibiting extremely poor hygiene, self-neglect or the inability to take care for oneself. A health exam should be conducted by health staff to check on the individual's wellbeing. An ISR will be written documenting who conducted the evaluation, their ARJIS and the outcome.

The following guidelines will be observed:

1. All common and personal areas shall be inspected for cleanliness, maintenance, and security issues.
2. All reported maintenance issues shall be documented with proper notifications for repairs.
3. The SDCJ Module Inspection Rating Sheet shall be completed for each area and submitted to supervisors for approval.
4. A copy of the approved SDCJ Module Inspection Rating Sheet shall be posted in each module and the original signed documents shall be sent to the operations deputy for archiving.
5. A JIMS entry will be made under the event type "INSPECTION" documenting the completion of the hygiene inspection.

The Module Inspection Rating Sheets can be found attached to this green sheet. Individual rule violations relating to the hygiene inspection shall be completed per Detentions Policy and Procedure Section O.1. (Refer to individual SDCJ Module Inspection Rating Sheet for specific instructions and scoring.) Major security or law violations should be documented in the appropriate manner.

An inmate's mental health should be taken into consideration when deciding on disciplinary sanctions.

HIGH RISK SECURITY LEVEL HOUSING (ADMINISTRATIVE SEGREGATION)

High risk security level housing hygiene inspections (E modules) shall be conducted throughout the week and finalized by the Saturday nightshift team. Facility workers shall be utilized to clean common areas and cells in all high risk security level housing modules.

Both dayshift and nightshift teams should inspect high risk security level housing cells throughout the week when incarcerated persons are not present (e.g. rec yard time, medical, court, empty cells, etc...). Incarcerated persons identified as AD-SEG will have their cell inspected during the allotted inspection period. The Sunday dayshift housing control deputies shall begin a SDCJ Module Inspection Rating Sheet and record when high risk security level housing cells are inspected during the week. This rating sheet shall remain in the control area during the inspection cycle and the Saturday nightshift team shall be responsible for inspecting all cells not inspected during the week.

At the end of each shift, the housing control deputy shall make a JIMS log entry in the Area Activity under the event type, "INSPECTION" and list the cell number(s) of each high risk security level housing cells inspected.

Every Saturday night, the key control deputy shall review the JIMS Area Activity under "INSPECTION" and notify the watch commander of any high risk security level housing cells that were not inspected. Once all high risk security level housing cells are inspected, the SDCJ Module Inspection Sheet shall be sent to the team supervisors for their review and signatures and the form shall be sent to the administrative deputy for archiving.

INTERCOM INSPECTION

Each week during hygiene inspection, deputies on floors 1 through 8 shall perform a check of all intercoms on their respective floors to ensure the intercoms are functioning, cleared of obstructions and confirmed with control that the intercom is in working order. Deputies shall complete a SDCJ Module Inspection Rating Sheet and document the status of every intercom. For all malfunctioning intercoms, the inspecting deputy shall notify the operations deputy.

SDCJ MODULE INSPECTION RATING SHEET

Each module with cells and dorm style housing will be inspected for cleanliness, maintenance and security issues. The grading is a PASS or FAIL system. To receive a passing grade, incarcerated persons cells and dorm sleeping areas must be clean with no excess trash, food, bedding, etc.

Individual cells that PASS will be awarded an extra hour of dayroom time which will occur on Saturdays from 2300 to 0001 hours. Housing modules operating on the tier program shall allow one tier an extra hour of dayroom time on Saturday night, and the opposite tier shall receive an extra hour of dayroom time on Sunday night. The extra dayroom time on Sunday will be given from 2200 to 2300 hours.

SDCJ Module Inspection Rating Sheet

DATE&TIME: 4/26/2022 1:51 PM

MODULE: Choose an item.

INSPECTING DEPUTY(S): _____

AREA SERGEANT: _____ Signature _____

WATCH COMMANDER: _____ Signature _____

SECTION 1- DAY ROOM: Dayroom cleanliness is the responsibility of all inmates. Major contraband items found in the dayroom will result in failure. Note all repairs in comment section

AREA	SCORE	COMMENTS
Wall and Windows	Pass / Fail	_____
Floors and Stairs	Pass / Fail	_____
Contraband	Pass / Fail	_____

Circle an item in need of maintenance:	Phones / Water Fountain / Sink / Tables & Floor / Televisions / Lights / Showers / Intercoms / Windows / Cross – Over Doors / Module Gate
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Maintenance Notes: _____

SECTION 2- CELL: During each hygiene inspection an intercom check will be conducted for all intercoms in the housing module. If an intercom is malfunctioning, state the issue and notify the facility Operations Deputy.

CELL#	INTERCOM STATUS	NOTES
01	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
02	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
03	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
04	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
05	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
06	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
07	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
08	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
09	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
10	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
11	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
12	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
13	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
14	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
15	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
16	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
17	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
18	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
19	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	
20	PASS / FAIL <input type="checkbox"/> Ok <input type="checkbox"/> Failed	

Individual cells with a "PASS" score will be awarded an extra hour of day room time. Extra dayroom time should be shared. Extra day room time will be given after night count and collection of razors on Saturday for those who passed inspections. Housing modules in tier programs will come out one tier on Saturday and the opposite tier on Sunday.

