

<b>DATE:</b>	<b>February 22, 2022</b>
<b>NUMBER:</b>	<b>L.5.C.1</b>
<b>SUBJECT:</b>	<b>TRASH REMOVAL</b>

**PROCEDURE**

**I. Non-Housing Floors:**

The facility worker crew, under the supervision of the facility worker deputy or custodial staff, will pick up trash daily from the administrative areas. The trash will be placed in the dumpster located on the loading dock.

The kitchen deputy will coordinate the disposal of the kitchen trash after the meal carts are delivered at each meal. The kitchen deputy will directly supervise the facility workers while the trash is emptied into the dumpster/compactor. The kitchen trash bins will be cleaned and sanitized each time they are emptied. The kitchen deputy will also ensure all trash on the loading dock, vehicle ramp, and drainage grates, be collected and disposed of in the trash compactor.

**II. 1<sup>st</sup> and 2<sup>nd</sup> Floor**

Deputies assigned to the 1<sup>st</sup> and 2<sup>nd</sup> Floor will be responsible for supervising the cleaning of holding cells and work area after every incarcerated person meal distribution. The kitchen deputy will be responsible for emptying the trash bins located near the incarcerated person elevators. The kitchen deputy will inspect the bins prior to removal.

Facility workers will be assigned to the 2nd floor and will be utilized to clean areas on both the 1st and 2nd floors at the deputies' discretion.

**III. Housing Floors:**

The housing deputy will collect all trash from every cell, dorm area, and dayroom after every meal. The trash will be placed into trash bins and the housing deputy will inspect the trash bins before they are removed from the floor.

At least once per shift (additional as needed), the kitchen deputy will use facility workers with white or yellow badges to conduct a facility trash run. The facility workers will remove the trash bins from every housing floor to be emptied in the trash compactor located on the loading dock. The kitchen deputy will directly supervise the facility workers while the trash is emptied.

On Saturdays, the nightshift kitchen deputy will be responsible for ensuring every trash bin is washed out by facility workers.

#### IV. Security Trash:

The nightshift kitchen deputy will coordinate the collection of the security trash bins. The housing deputies will ensure all locked red trash containers are placed into the incarcerated person elevator well. Facility workers will collect the security trash containers and deliver them to the loading dock. The kitchen deputy will open the containers and ensure all security trash is placed into the trash compactor.