

SDSD Detention Services Bureau – Manual of Policies and Procedures South Bay Detention Facility

DATE:	April 17, 2022
NUMBER:	L.2.S
SUBJECT:	SANITATION AND HYGIENE INSPECTIONS

PROCEDURE

Absent exigent circumstances, weekly sanitation and hygiene inspections will be conducted throughout the facility according to a set schedule. This set schedule will be in conjunction with laundry exchange. This procedure shall be followed to ensure the inspections are satisfactorily completed on a routine basis.

I. DAYSHIFT STATION DEPUTIES

Station deputies will place cleaning supplies into the module being inspected immediately after the incarcerated individual's dinner meal. The station deputies will allow adequate time for the incarcerated individuals to prepare for the weekly hygiene inspection.

II. NIGHT SHIFT STATION DEPUTIES

- A. The station deputies will print out the appropriate inspection sheets. The inspection forms can be found in SBDF team forms folder.
- B. Sanitation and hygiene inspections will be conducted one cell at a time for deputy safety and facility security.
- C. The deputy conducting the inspection will enter every cell and ensure the intercom, toilet and sink are working properly. All maintenance issues should be noted and processed according to SBDF maintenance protocol.
- D. Cells are rated individually on a point system. A cell can score a maximum of 3 points and a low of 0 points. A score of 2 or 3 is passing. A score of "1" will result in loss of dayroom privileges for a period of 24 hours or less. A score of "0" will result in a rule violation report and the incarcerated individual(s) placed in disciplinary separation pending a hearing for the rule violation. Any lockdown greater than 24 hours will require a rule violation report.
 - 1. Rule Violation Reports can be written for more serious violation and law violations.
 - 2. Crime reports shall be written for all law violations.
 - 3. No documentation is needed to administer a 24 hour loss of dayroom privileges.

- E. The incarcerated individuals assigned as module workers are responsible for all common areas within the module. An overall failing score in these areas will result in the module workers being removed from worker status.
- F. The inspection results will be logged into JIMS using the Area Activity "Inspection" dropdown with the outcome documented in the description or notes field of the activity. (ex. Cell #1 - 24 hours lockdown, Cell #5 – 48 hours lockdown.) The station deputies will notify the incarcerated individuals on the outcome of the hygiene inspections.
- G. After the inspection is completed the inspection sheets will be sent to the watch commander for review and approval. The inspection sheet will then be placed in the administrative deputy's mailbox for archiving.

III. HYGIENE INSPECTION SCHEDULE

<u>NIGHTS</u>	<u>MODULES</u>
MONDAY	1A/1B
TUESDAY	2A/2B, 3B <i>3B BY INCARCERATED WORKER DEPUTY</i>
WEDNESDAY	
THURSDAY	4A/4B, Area 5
FRIDAY	3A

After night count is completed, the Module 3B deputy will have the buffing crew utilize the rotary floor scrubber/polisher and clean the dayroom floors. The dayroom floors will be cleaned weekly after each inspection.