

<b>DATE:</b>	MAY 13, 2022
<b>NUMBER:</b>	L.5
<b>SUBJECT:</b>	TRASH REMOVAL
<b>RELATED SECTIONS:</b>	M.41; TITLE 15, SEC. 1280

**PURPOSE**

To standardize the collection, removal, and disposal of trash from detention facilities. To also provide for the safe storage and disposal of items considered contraband or potential weapons in the detention facilities.

**POLICY**

A deputy will supervise incarcerated workers who will pick up and transport all trash to the collection area for disposal. Any refuse items, which can be fashioned into a weapon by an incarcerated person, will be properly stored in a secure area until it can be disposed of in a secure manner. Incarcerated persons will not handle or have access to security trash except for incarcerated workers under the direct supervision of a deputy.

**PROCEDURE**

**I. DEFINITIONS**

- A. Trash is classified as either regular trash or security trash. Security trash consists of anything that could be used as a weapon or manufactured into a weapon, trash from the medical area, trash from administrative offices which includes confidential paperwork, and any other trash staff deems inappropriate for incarcerated workers to have access to.
- B. All other trash is classified as regular trash. Each facility may establish exceptions for related security reasons.

**II. TRASH COLLECTION**

- A. All trash will be picked up and removed from the facility at designated times. Trash will be bagged in plastic bags and sealed. Bulky items such as cardboard boxes should be broken down flat and bound in some manner to facilitate handling by incarcerated workers.
- B. Regular trash will be removed from the housing areas, medical areas, and offices at least twice a day. Kitchen trash will be placed in an area to facilitate storage and regular pick-ups for disposal.
- C. Liquid waste will be collected and stored at appropriate locations at each facility. The facility commander will ensure liquid waste is disposed of according to local, state, and federal laws and regulations.

- D. All security trash shall be bagged separately from regular trash, kept separate and secured in a designated area.
  - 1. Only deputies are permitted to remove security trash. Incarcerated workers shall not handle security trash except under the direct supervision of a deputy.
  - 2. Needles, syringes and other biohazard waste will be packaged separately from other security trash and stored in a designated area. They will be removed in compliance with Detention Services Bureau Policies and Procedures section M.41.

## II. TRASH RUNS

- A. Trash collection and disposal will be made in accordance with existing security procedures. Only incarcerated workers classified to be outside of the facility and under supervision of a deputy will collect and dispose of the trash. Regular trash will be combined with kitchen trash for disposal. Prior to removing kitchen trash, sworn staff will verify with the kitchen staff that all kitchen utensils are accounted for and their inventory is complete. The actual time of trash pickup will be arranged by the deputy supervising the incarcerated workers.
- B. Sheriff's detention facilities shall identify designated storage locations and specific procedures for the removal/disposal of security trash in a facility green sheet.
- C. Security trash receptacles shall be in areas not readily accessible to incarcerated workers.
- D. The deputy conducting the trash collection will be responsible for the security trash until it is placed outside the facility in a dumpster.
- E. The deputy conducting the trash disposal is responsible for ensuring security procedures are followed during trash runs.
  - 1. The deputy conducting the trash disposal will coordinate their efforts with the control deputy to ensure necessary dock and exit routes are closed and locked while incarcerated workers are in trash disposal areas.
  - 2. The deputy will verify that no incarcerated persons are in or amongst the trash prior to exiting the facility.
  - 3. The deputy will collect and retain all incarcerated worker badges before exiting the facility. Once the deputy and incarcerated workers are secured back inside the facility, the deputy will return the badges to the respective workers.
- F. Deputies will routinely check the area in and around the trash compactor for loose contraband. Upon disposal of all trash, incarcerated workers may be searched for contraband.