

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 15.02	PAGES: 1 of 4
	RELATED ORDERS: ACA 4-ALDF-1A-01, 1A-03, 1A-07, 1C-09, 2A-13 MJS 1280 P&P 10.02 , 10.03 P.C. 6031.1 & H.S. 101045	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: August 5, 2016	
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CHAPTER: Sanitation and Hygiene	SUBJECT: Safety and Sanitation Inspections	

- I. **PURPOSE:** To establish a procedure to ensure facility sanitation and safety procedures and inspections are followed, pursuant to Minimum Jail Standards Section 1280.

- II. **POLICY:** It shall be the policy of the Detention and Corrections Division that:
 - A. Inspections of the facility shall be conducted to ensure a high degree of cleanliness, sanitation, and safety throughout the facility.
 - B. Weekly safety sanitation inspections of all facility areas shall be done by qualified staff members, with emphasis on security devices.
 - C. A monthly comprehensive and thorough inspection of all facility areas will be completed by the facility Fire/Life Safety Deputy for compliance with safety and fire prevention standards. There is a weekly fire and safety inspection of the facility by a qualified Agency staff member.
 - D. The facility will be inspected at least annually by state or local sanitation and health officials.
 - E. The facility shall comply with all applicable laws and regulations of the governing jurisdiction and shall have documentation by an independent, outside source, that any past deficiencies noted in annual inspections have been corrected.

- III. **PROCEDURE:**
 - A. **INFORMAL INSPECTIONS:**
 1. All personnel will inspect their assigned work areas during each shift. Any cleanliness or maintenance problems will be immediately corrected. If the problem

cannot be corrected, personnel will notify their supervisor to ensure appropriate action is taken.

2. Supervisors will inspect all housing units and other areas under their control at least once per shift. Appropriate action will be taken to ensure that cleanliness or maintenance problems are corrected.
3. The janitorial supervisor will inspect public areas, program areas and administrative areas of the facility for cleanliness or maintenance problems. Cleanliness or maintenance problems will be corrected as soon as possible.
4. Sheriff's staff and the on-duty Aramark Food Services Assistant Manager assigned to the Kitchen will inspect the Kitchen and staff dining areas daily. Cleanliness or maintenance problems will be corrected as soon as possible.
5. GSA/BMD supervisors and staff will inspect those areas in the service building they are directly responsible for daily. The gardening supervisor will inspect areas of responsibility weekly.
6. *As they carry out their assigned duties*, ITR deputies will inspect *the portions of ITR in which they carry out those duties, including, the interior of all cells being used to hold inmates, throughout* each shift. Any cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected, the deputy will notify the ITR Supervisor and appropriate action will be taken.
7. *At least once each hour, an ITR deputy shall visually inspect the interior of each holding cell used to hold inmates, inquire if inmates are in need of any supplies and ascertain that the toilet and sink are in proper working order. Any cleanliness or maintenance problems will be immediately corrected. This inspection shall be documented with the time and deputy's initials on a form to be maintained by a deputy designated by the ITR Supervisor for the shift. The ITR Supervisor shall confirm that such inspections have been made and shall note such confirmation with his or her initials on the form.*
8. *At least once every two hours, an ITR deputy shall arrange for an inmate worker to sweep and remove any garbage from each holding cell being used to hold inmates, unless the inmate population in ITR does not permit such cleaning to be performed in a safe and secure manner. Such cleaning shall be documented on a form to be maintained by a deputy designated by the ITR Supervisor for the shift, which shall also be used to document any deferral of the cleaning of a holding cell due to security concerns. All holding cells for which cleaning is deferred due to security concerns shall be cleaned as soon thereafter as safety permits. Any deferral of cleaning of holding cells that carries over to the following shift shall be*

noted in the ITR Supervisor's end of shift report and shall be addressed in muster of the oncoming shift.

9. ***At least once per shift, an ITR deputy shall arrange for all floor and seating surfaces of each holding cell being used to hold arrestees to be wet mopped and for each toilet and sink to be sanitized, unless the inmate population in ITR does not permit such cleaning to be performed in a safe and secure manner. Such cleaning shall be documented on a form to be maintained a deputy designated by the ITR Supervisor for the shift, which shall also be used to document any deferral the cleaning of a holding cell due to security concerns. Any deferral of such a cleaning shall be noted in the ITR Supervisor's end of shift report and shall be addressed in muster of the oncoming shift.***
10. The ITR sergeant will inspect all areas under his/her supervision at least once during each shift. Cleanliness or maintenance problems will be brought to the attention of the deputy responsible for the problem area for correction. Major maintenance problems will be referred to the Watch Commander for appropriate action and correction.

B. FORMAL INSPECTIONS:

1. A weekly safety/security device/sanitation inspection of all facility areas will be conducted by the appropriate area supervisor, pursuant to Policy and Procedure [10.02](#), "Lieutenant/Watch Commander Post Order", and [10.03](#), "Sergeant, Shift Supervisor Post Order."

Weekly inspection reports will be completed by a qualified Agency staff member as designated by the Administrative Lieutenant. The reports will be returned to the Administrative Lieutenant.

- a. The Administrative Lieutenant will advise the personnel or entity responsible for the affected area(s) that need corrective action.
 - b. The supervisor or designated staff member will report the completed and/or initiated corrective action to the Administrative Lieutenant.
2. A comprehensive and thorough monthly safety/sanitation inspection of all facility areas will be conducted by the Fire/Life Safety Deputy.
 - a. The Fire/Life Safety Deputy shall submit the monthly inspection reports to the facility Commanding Officer and the Administrative Lieutenant by the 10th of the month for the previous month's inspection.

- b. The Administrative Lieutenant will advise the appropriate personnel or entity responsible for the affected area(s) to take corrective action and report back with the completed and/or initiated corrective action taken.
3. The facility will be inspected biannually by the Corrections Standards Authority as specified in 6031.1 PC.
4. The facility will be inspected annually by the Environmental Health Services Agency as specified in 101045 H&S.
5. Water samples from both drinking and waste water will be tested annually by the Environmental Health Services Agency to ensure that the facility's water meets all applicable laws.
6. The facility will be inspected annually by the Fire Marshal within their jurisdiction.

C. VERMIN/PEST CONTROL INSPECTION:

1. The Special Projects Deputy will be the liaison between the facility and GSA/BMD for vermin/pest control.
2. GSA/BMD will ensure that vermin/pest control professionals are readily available to the facility. Regular monthly inspections will be conducted to identify any such conditions and to eradicate vermin by whatever means is necessary.