

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 15.07	<b>PAGES:</b> 1 of 3
	<b>RELATED ORDERS:</b> ACA 4-ALDF-1A-02 G.O. <a href="#">6.08</a> P&P <a href="#">7.11</a>	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> October 25, 2015	
	<b>REVISION DATE:</b> December 16, 2011	
<b>CHAPTER:</b> Sanitation and Hygiene	<b>SUBJECT:</b> Trash Procedure and Schedule	

- I. **PURPOSE:** To describe the procedure for trash disposal.
  
- II. **POLICY:** A waste disposal program which conforms to appropriate jurisdictional requirements and protects the health and safety of staff and inmates will be adhered to. Liquid and solid trash and rubbish will be collected daily to avoid creating a menace to health, and to maintain good sanitary conditions pursuant to General Order 6.08, "Hazard Communication Program."
  
- III. **PROCEDURE:**
  - A. **GENERAL:** All staff are responsible for keeping their work areas free of trash.
    1. Security personnel are also responsible for ensuring that refuse is promptly removed from inmate living areas.
    2. All refuse will be disposed of in the proper receptacles.
    3. GSA/BMD shall maintain and ensure safe and sanitary operation of the Garbage Disposal Program for the facility.
  
  - B. **GLENN E. DYER DETENTION FACILITY GARBAGE COLLECTION:**
    1. **Midnight maintenance:** The following units will place full trash carts at the appropriate pick-up points by 2300 hours daily:
      - a. All Housing Floors
      - b. ITR
      - c. Medical Floor

d. Staff Dining

2. The Oakland Scavenger Company shall pick up compacted trash on Thursdays.

C. SANTA RITA JAIL GARBAGE COLLECTION:

1. AGVS Pick-Up: The following units will place full trash carts on the AGVS pick-up points by 2330 hours daily:
  - a. All Housing Units
  - b. ITR
  - c. Infirmary
  - d. Staff Dining
2. The Livermore-Dublin Disposal Company shall pick up compacted trash on Monday, Wednesday and Friday.

D. KITCHEN AND SERVICE AREA/BUILDING PICK-UP:

1. Food services and main Kitchen waste will be placed in the compactor by Kitchen workers.
2. Trash for the service area/building will be delivered to the compactor daily under the supervision of the GSA/BMD staff.

E. SECURE GARBAGE:

1. Secure garbage items are "Security Hazards" if left accessible to inmates. This includes soft drink cans, bottles, broken pieces of metal or porcelain and similar items.
2. Secure garbage will be collected by the housing floor/unit deputy when found. The items will be bagged and temporarily secured in housing control. The Kitchen deputy will be contacted and the secure garbage will be delivered directly to his/her control. The items will be secured in the Kitchen until the arrival of the disposal company truck. The garbage will be placed directly into the compactor just prior to pick-up. While these steps are being followed, no inmate is to have contact with the security garbage.
3. Staff members bringing items fitting the "Secure Garbage" description into the facility are responsible for removing them at the end of their shift.

- F. Flammable, toxic, caustic and hazardous waste will be handled pursuant to Policy and Procedure [7.11](#), “Hazardous Substance Program.”