

Policy 2400 - Sanitation and Maintenance

2400 - Facility Housekeeping

A regular schedule of housekeeping will be performed to maintain an acceptable level of cleanliness throughout the facility.

2400.1 - Common Area Housekeeping

- a) The public lobbies, visiting booths (public side), public restrooms, administrative area and non-security hallway areas will be cleaned by inmate workers at the direction of CST's.
 1. Daily cleaning services in these areas will include:
 - i. Empty wastebaskets
 - ii. Empty ashtrays and wipe with a damp cloth
 - iii. Mop tile floors for spills
 - iv. Buff tile floors as needed
 - v. Vacuum carpeted areas
 - vi. Spot clean carpets
 - vii. Dust desks, file cabinets and furniture
 - viii. Clean and disinfect drinking fountains
 - ix. Clean glass surfaces of fingerprints and stains
 2. Daily Cleaning Service - public restrooms, staff locker rooms:
 - i. Clean and disinfect all fixtures
 - ii. Refill all dispensers
 - iii. Clean and disinfect toilets, urinals and showers
 - iv. Spot clean walls
 - v. Clean mirrors and glass surfaces
 - vi. Empty wastebaskets and remove trash
 - vii. Dust lockers
 - viii. Mop tile and wood floors
 3. Periodic cleaning in these areas will include:
 - i. Scrub and sanitize showers (weekly)
 - ii. Clean light fixtures
 - iii. Wash windows
 - iv. Dust air vents
 - v. Wipe wastebaskets with a damp cloth
 - vi. Strip and re-wax tile floors

2400.2 - Inmate Housekeeping

- a) Inmates and inmate workers at the direction of the CST will conduct sanitation activities in security housing and operations areas.
- b) Kitchen and Staff Dining Areas- At the direction of the duty cook, the areas will be cleaned on a continuous basis by the assigned work crew.
 1. Staff dining:
 - i. Wash the surface of all tables.
 - ii. Wipe plastic chair surfaces with a damp cloth.

- iii. Mop and sanitize tile floors.
 - iv. Vacuum carpeted areas.
 - v. With a Damp cloth, wipe all food/drink spills.
 - vi. Dust ledges and partition tops.
2. Food Preparation and Serving Area: pots, pans, transfer carts, and large utensils will be returned to the facility kitchen for cleaning.
- i. Module serving tray carts will be cleaned in the facility kitchen after every meal.
 - ii. Trays, utensils, cups, glasses and small serving items will be sanitized in the facility dishwasher.
 - iii. Griddles, toasters, urns and juice servers will be cleaned after every meal.
 - iv. Refrigerator interiors will be wiped clean and disinfected daily.
 - v. Counters and floors will be washed and disinfected after every meal.
 - vi. Trash receptacles will be emptied and the trash will be carried to the trash bin in the security parking lot, several times a day.
 - vii. Uneaten food will be returned to the kitchen for disposal.
 - viii. Sinks, dishwasher and the cleaning rack will be scrubbed and sanitized after each meal.
 - ix. The courtyard dining area tables and chairs will be cleaned with a wet cloth several times daily to minimize the accumulation of dust.
 - x. The Sheriff's Dining Room will be cleaned only when unoccupied and immediately after the occupants leave the room.
3. On a daily basis, inmate workers will clean the kitchen storeroom, inmate restroom, and office. When cleaning in the office and storeroom, a duty cook will accompany inmate workers.
4. Specific procedures, sanitation materials, times, temperatures and formulas may be reviewed in detail in the Food Services Supervisor's office.

2402 - Sanitation and Safety Inspections

Sanitation and safety inspections of the facility will be conducted to ensure that a high degree of cleanliness, sanitation and safety for inmate and staff will be maintained throughout the facility.

2402.1 - Informal Inspections

- a) Deputies will inspect their respective housing locations throughout each shift. As soon as possible, any cleanliness or maintenance problems will be corrected. If the problem cannot be corrected, the Deputy will notify the Sergeant, who will take the appropriate action.
- b) The Sergeant will inspect all housing locations and other areas under his/her control at least once each shift. Cleanliness or maintenance problems will be brought to the attention of the Deputy with instructions on how to remedy the problem.
- c) The Senior Correctional Service Technician (CST) will inspect public and administrative areas of the facility for cleanliness or maintenance problems. When necessary, repair requests will be made to the Facilities Operations Division.
- d) The Head Cook will inspect the kitchen and staff dining area on each shift. As soon as possible, cleanliness and/or maintenance problems will be corrected. Repair requests will be forwarded to the Facilities Operations staff for the appropriate repairs.

- e) The Facility Operating Engineer will inspect each mechanical area on a regular basis. The engineer will ensure that all equipment is functioning within normal ranges. He/she will either make and/or arrange for all preventative and scheduled maintenance, as well as arrange for all necessary repairs to malfunctioning equipment.
- f) On at least a weekly basis, it shall be the responsibility of the supervising CST to conduct complete inspection tours of the entire facility.
 - 1. Results of the weekly inspection tours will be incorporated into a Weekly Inspection Report, which will be submitted to the Division Commander.
 - 2. The weekly report will include noted deficiencies, what action was taken to correct the problems and the results of that action.
 - 3. Inspections shall include facility cleanliness, operational effectiveness of security equipment (including fire equipment), inmate living conditions, adequacy of staff, working conditions and overall operations of the facility.

2402.2 - Formal Inspections

- a) Each Division Commander or designee will conduct periodic inspection tours of the facility.
- b) The Sheriff, or his executive staff, will periodically inspect each facility.
- c) Each facility will be inspected bi-annually by the State Board of Corrections, as specified in P.C. 6031.1.
- d) Each facility may be inspected annually by members of the Grand Jury and at other times as requested.
- e) Each facility will be inspected annually by the County Health Department as specified in Health and Safety Code 459.
- f) A facility will be inspected annually by the Juvenile Justice Commission when, in the preceding year, it was used for confining any inmate known to be under the age of 18. The Juvenile Justice Commission reports its findings, with recommendations, to the Juvenile Court and the California Youth Authority.
- g) Water samples from the facility's fresh water supply will be tested periodically, or upon request, by the County Environmental Management Agency. This ensures the water meets all required standards.
- h) The local Fire Department will provide fire protection service for the individual facilities. The fire department will test fire equipment/ systems and inspect the facility annually for compliance with safety and fire prevention regulations.

2404 - Waste Disposal and Pest Control

- a) Waste disposal and pest control programs, which conform to the appropriate jurisdictional requirements, shall be provided. These programs will meet the following requirements:
 - 1. Liquid and solid wastes will be collected, stored and disposed of in a manner which protects the health and safety of staff, inmates and others.
 - 2. Recycled paper products will be collected for pickup by the County Recycling Center.
 - 3. Licensed pest control professionals will be contracted with to provide safe and thorough pest control services.

2404.1 - Waste Disposal

- a) Removal of effluent waste and sewage from the sewer pipes connected to and leading away from the jail facility is managed by the local sanitation authority.

- b) Treatment of effluent waste and sewage is conducted at plants managed by sanitation districts.
- c) Trash disposal will be accomplished in accordance with the contract administered by the County Procurement Division.

2404.2 - Recycling Paper Products

- a) The Jail Operations will participate in a recycling program in conjunction with the County Recycling Center.
- b) The Jail Operations will collect computer paper, white paper and inmate newspapers for the purpose of recycling.
- c) The Senior CST will be responsible for notifying the recycling center for pickups of the computer and white paper. Pickup days will be scheduled for Tuesdays and Fridays.
- d) As necessary, the Senior CST will schedule the pickup of the newspapers by a private recycling company contracted by the County Recycling Center.

2404.3 - Pest Control

- a) The Jail Operations Vermin and Pest Control Program will be monitored by the Division Commander's designee. Regular preventative programs will be conducted to control pests. Only licensed services will be utilized under a contract administered by the County Procurement Division.
- b) Employees are required to report, in memorandum form, any observation of insects, rodents or vermin anywhere in the facilities. The Operations Sergeant will take necessary corrective action (i.e., a service call to the contracted service provider).

2404.4 - Special Handling of Pediculosis (Crab) Cases

- a) Pediculosis (crabs) is the infestation by lice involving the head, body, or genital area. The body louse is a carrier of the organisms that cause epidemic typhus, trench fever, and relapsing fever.
- b) The following procedure will be used when an inmate is infested with Pediculosis (crabs):
 1. Once it is suspected that an inmate has Pediculosis (crabs), contact the Correctional Health Services (CHS) and have the inmate immediately evaluated.
 2. If the inmate is diagnosed as being infested, he/she will return to his/her housing location with a medical slip stating the inmate has crabs. The medical slip will also state that the inmate needs an immediate clothing and bedding exchange.
 3. The infested inmate will gather all clothing and bedding and bring it to the Guard Station Vestibule area.
 4. The housing Deputy will give the inmate a hot water soluble bag and a large white plastic bag. The inmate will place all clothing and bedding into the hot water soluble bag. The inmate will keep the mattress and wipe it down with a special cleaning solution provided by the deputy.
 5. The inmate will return to his/her dayroom area and take a shower. The inmate will also apply a special cream provided by CHS to his/her body.
 6. After showering, the inmate will bring the used towel to the Guard Station area and place it into the same hot water soluble bag as the infested clothing and bedding. The hot water soluble bag will be sealed, placed into the white plastic bag and marked in large, legible letters: "CRABS."
 7. The deputy will supply clean jail issue clothes and new bedding to the inmate.
 8. The inmate will get dressed and return to his/her cell. This procedure will be repeated daily until the medical staff diagnoses the infestation as cleared.

9. An inmate worker will place the bag in a laundry cart. The module CST will take the laundry cart and bag down to the basement laundry facilities for cleaning.
10. All laundry marked "CRABS" will be washed separately at a temperature of 160 degrees Fahrenheit.
11. Protective gloves will be used when handling bags marked "CRABS".

2404.5 - Blood Borne Pathogens or Other Infectious Materials

- a) The following will be used when it is discovered an item is contaminated with blood borne pathogens or other infectious materials:
 1. Contaminated laundry will be bagged in a hot water soluble bag and then double bagged in a clear plastic bag. It will be labeled "Contaminated Laundry."
 2. An inmate worker will place the bag in a laundry cart and the module CST will take the laundry cart down to the basement laundry facilities.
 3. Protective gloves will be used when handling bags marked "Contaminated Laundry."

2406 - Facility Maintenance and Repairs

Facility repair requests will be expedited and repairs completed in a timely manner. This will ensure that the good order of the facility is maintained.

2406.1 – General

- a) The Division Commander's designee will maintain copies of all warranties/guaranties and service contracts for new equipment until the date of expiration.
- b) Responsibility for all maintenance in Jail Operations rests with the Orange County Sheriff-Coroner/Facility Operations (OCSC/FO) staff. Calls to outside service providers, warranty or otherwise, is the responsibility of OCSC/FO.
- c) When the service is deemed improper, actual response and quality/adequacy of the repair service will be reported to the Division Commander.
- d) The backup power generators will be tested to the standards set by OCSC/FO electricians for effectiveness and will be maintained in good working condition to ensure reliability in time of need.
 1. OCSC/FO shall provide a thirty (30) minute warning before shifting electrical loads to backup generators.

2406.2 - Building Maintenance Requests

- a) All employees shall report any building maintenance or repair problems as soon as possible, preferably within one day of noticing the problem. [REDACTED] provides building maintenance services.
- b) NON- Emergency Maintenance [REDACTED]
 1. Report the service problem to the designated contact person at the facility. The facility contact will enter the service call into the [REDACTED] program, which will generate a Maintenance Request number. Once the Maintenance Request is processed by [REDACTED], a Work Order number will be issued and an e-mail notification is automatically sent to the building maintenance contact person. This number can be used to track the status of the Work Order.
- c) Emergency Maintenance Repairs [REDACTED]
 1. All Emergency service requests should be reported immediately to the on duty supervisor. The supervisor or designated person will call the 24-hour service desk at [REDACTED].

- d) Calls should also be forwarded to the facility contact person to be entered into the [REDACTED] program. This places a record of the request into the [REDACTED] report that the facility maintenance contact person will be able to track. Calling and reporting the problem to the 24-hour service desk does not automatically input the request in the [REDACTED] program.
 - 1. Emergency repairs needed after hours, weekends, or holidays should be reported by contacting the Service Desk at [REDACTED]. This phone number is staffed 24-hours to locate maintenance staff that can best deal with the emergency. Upon receiving the service call, a staff member will notify and dispatch the appropriate maintenance personnel.
 - 2. During after-hours periods, be conservative in calling for an immediate response. Overtime resources are limited to those situations where a maintenance issue threatens the life safety, health or security of the building occupants.
- e) The designated contact person coordinates all maintenance requests at each facility.
- f) Major repairs, alterations, or modifications (items outside the scope of normal maintenance) should be written on a Work Request Form (RDFO-2). The request form must be completely filled out (including ORG and OBJ numbers) and must be signed by the Division Commander and the Assistant Sheriff of Jail Operations. Once the request is signed and approved, forward the form by pony to the Research and Development Division. The facility contact person should retain the pink copy to for his/her records. Additional work request forms can be ordered by contacting the service desk operator at [REDACTED].
- g) [REDACTED] requests for services not provided by Facilities Operations will be rejected and an email notification sent to the facility contact person.
- h) Locks and Keys
 - 1. The issue of new, replacement, and worn out Jail keys will be done by a designated Sergeant.
 - 2. Broken locks:
 - i. Repair requests will be accepted through [REDACTED] and the Service Call Desk.
 - 3. Requests for key stock replenishment, re-keying locks or upgrades:
 - i. Requires the work request (RDFO-2) form with the appropriate authorized * signatures in order to maintain strict key security throughout the Department.
 - A. [REDACTED] holds a signature card identifying staff members at your facility who are authorized by the Division Commander to sign work request (RDFO-2) forms for key and lock work. Submit these requests to your command staff for authorization and signatures. Signature cards can be updated when facility staff is re-assigned, by contacting Facilities Operations at [REDACTED] [REDACTED] to obtain blank signature cards.
 - ii. [REDACTED] requests for services not provided by [REDACTED] will be rejected and an email notification sent to the facility contact person.

2406.3 - Telephone Repairs and Services

- a) Repair Requests
 - 1. Facility telephone maintenance repairs (e.g., telephone is malfunctioning or needs repair), will be reported to the sergeant. The employee requesting telephone repair will give the following information:
 - i. Name of person requesting repair
 - ii. Location of phone
 - iii. Telephone number

- iv. Brief synopsis of telephone problem
 2. The Sergeant will report the nature of the problem to the [REDACTED] at [REDACTED] between the hours of [REDACTED]. After [REDACTED] contact should be made at [REDACTED].
 3. These numbers should only be used for operating problems, not for requesting modifications to the communication system.
- b) Telephone Modifications
1. A request to modify a telephone system (add, delete, or modify telephones) must be made on a Telephone Service Request form. The request shall be given to the requesting party's supervisor, who will forward it to the Watch Commander. The Watch Commander will deliver it to the Division Commander for initial/approval. The completed request will then be routed through the Assistant Sheriff of Jail Operations for approval and initial before being forwarded to the Financial Division for action.
 2. Follow-up on telephone service requests shall be done through the Financial Division. Whenever a service request has been completed, Financial Division shall be notified either by telephone or memorandum.
- c) Requesting a Change in the Sound System
1. A request to install or modify a sound system (e.g., paging system, intercom system, etc.) shall be initiated by a Sound System Support Request Form. The same procedures shall be followed as with a telephone modification request (see Section 4.2.2 A, B). The employee requesting the repair or modification will provide the following information:
 - i. Name of person requesting the repair
 - ii. Location
 - iii. A brief synopsis of the problem
 2. The Maintenance Sergeant will report the problem to Communications between the hours of [REDACTED].
 3. Telephone numbers should be used for optional problems only. Calling these telephone numbers cannot accommodate modifications to existing sound systems.

2406.4 - Computer Maintenance

a) Repair requests

1. All employees shall report any computer maintenance or repair problems as soon as possible to Orange County Sheriff's Department Systems desk at [REDACTED].

2408 - Inmate Clothing, Bedding, Hygiene Articles and Linen Supplies

All inmates will be provided clothing that meets sanitation and safety requirements and is properly fitted, climatically suitable and appropriate to meet the needs of the situation. All inmates will be supplied with bedding and linens sufficient to provide comfortable, sanitary and safe conditions during their period of confinement.

2408.1 - New Inmates

- a) Inmates who do not have any funds will be provided with basic hygiene articles including toothbrush, toothpaste, comb and a razor. Three times per week, inmates can purchase a variety of commissary items (e.g., deodorant, shampoo, etc.). Razors will not be given to IRC Module-L, TLF P, CWJ Module-P (F.O.U) or Disciplinary Housing inmates.

- b) All new inmates who will be remaining in custody will be required to shower and exchange their personal clothing for jail issue clothing.
1. Water temperatures for showers are thermostatically controlled to ensure the safety of inmates.
 2. The inmate's personal clothing will be stored.
 - i. Badly soiled or bug infested (crabs/lice/bed bugs) clothing will be properly disposed of to prevent the spread of infestation. The CST will document any disposed of property on the clothing receipt. Upon release or transfer to another facility, the inmate will be given a paper jumpsuit.
 3. Upon the inmate's arrival at their assigned housing location, the inmate will be issued the following bedding and linen items:
 - i. Sanitized mattress
 - ii. One clean blanket
 - iii. Two clean sheets
 - iv. One clean towel
 4. All clothing and bedding supplies issued to inmates shall be the inmate's responsibility. The inmate will be held accountable for his/her jail issue clothing and linen items. If any items are altered, Deputies shall enforce any applicable jail rule violation.
 5. Exchanges of clothing and linen will take place on a regular schedule as follows (Title 15:1262/1271):
 - i. Undergarments including socks - Twice weekly
 - ii. Outer garments- at least once per week
 - iii. Sheets and Towel - at least once per week
 - iv. Blankets - Every three months
 6. Each Guard Station is responsible for maintaining and posting the weekly clothing exchange schedule.
 7. A deputy will escort and provide security for the Correctional Services Technician during the entire clothing exchange process. Observation from the guard station is not sufficient.

2408.2 - Hygiene Equipment

- a) Inmate Barber Shop Hair Care Services
1. When requested, any inmate can obtain hair care services once per month. Inmates must be in Orange County Jail custody for a minimum of 30 days before requesting hair care services. Qualified inmate workers under sanitary conditions, supervised by a deputy, will perform hair care services.
 2. Electric clippers: Deputies will direct inmate barbers to disinfect all electric clippers in the barber shop between each individual use by: (1) removing all foreign matter; and (2) Disinfecting with a 100% solution of Barbicide or any EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal properties used according to manufacturer's instructions. The disinfectant solution used shall remain covered at all times, and be changed at least once per week or whenever visibly cloudy or dirty.
 3. Combs:
 - i. All combs that have been used on an inmate and not yet disinfected will be placed in a container marked "used—not disinfected."

- ii. Deputies will direct inmate barbers to disinfect all combs in the barber shop between each individual use by: (1) Cleaning with soap or detergent and water; and (2) then totally immersing in a 100% solution of Barbicide or any EPA-registered disinfectant with demonstrated bacterial, fungicidal, and virucidal properties used according to manufacturer's instructions. The disinfectant solution used shall remain covered at all times, and be changed at least once per week or whenever visibly cloudy or dirty.
 4. Deputies will ensure all hair care equipment is properly disinfected, returned, and stored in a clean, covered container marked "disinfected" within the inmate barber shop.
 5. Deputies will ensure that all new barbers are briefed on this procedure.
 6. Inmates will receive their haircuts within their respective Outdoor Recreation areas on Sundays, and will be supervised by the assigned prowler(s).
 7. Inmates requiring leg restraints, waist restraints, and two man escorts will be properly secured. Inmates classified as Total Separation or other special needs will receive hair care services from an inmate worker selected by staff.
 8. Each housing location will retain a record of all requests and completions. Inmate message slips will be signed upon completion by the supervising deputy and forwarded to Records for placement in the inmate's record jacket.
 9. Inmates selected to provide hair care services will wear a disposable apron and latex gloves during each haircut. The inmate receiving the hair care will wear a disposable bib, as well as a disposable neck towel.
 10. Upon completion of each individual haircut, the electric razors, chair, and or combs will be sterilized and disinfected for proper hygiene.
 11. Inmates shall not provide hair care service to another inmate whose skin of the face, neck, or scalp is inflamed, or when there is scaling, pus, or other skin eruptions. Inmates infested with head lice will not be provided hair care service.
 12. Materials Safety Data Sheets (MSDS) will be conspicuously posted for any chemicals utilized during hair care services.
 13. At the end of hair care services, the inmate worker shall properly dispose of any hair trimmings and disposable items in a designated receptacle. The inmate worker will also properly sanitize any and all equipment utilized.
- b) Toenail and Fingernail Clippers - Inmate Barber Procedures
1. During dayroom period, inmates may request the use of toenail and fingernail clippers from the Deputies.
 2. All toenail and fingernail clippers that have been used by an inmate and not yet disinfected will be placed in container marked "used—not disinfected."
 3. The Deputies will direct inmate workers to disinfect all toenail and fingernail clippers before each individual use by: (1) Cleaning with soap or detergent and water; and (2) then totally immersing in a 100% solution of Barbicide or any EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal properties used according to manufacturer's instructions. The disinfectant solution used shall remain covered at all times, and be changed at least once per week or whenever visibly cloudy or dirty.
 4. Deputies will ensure all toenail and fingernail clippers issued are properly disinfected, returned, and stored in a clean, covered container marked "disinfected" at the designated location.

2408.3 - Protective Clothing

- a) Special protective clothing shall be issued to inmates assigned to food service, laundry or other special work details as needed. These may include:
 - 1. Plastic gloves
 - 2. Plastic apron
 - 3. Paper hats
 - 4. Boots
 - 5. Gloves

2408.4 - Storage/Supply

- a) A supply of clothing, linen and bedding will be maintained at a level adequate to supply the facility's maximum inmate population.
- b) Storage and re-supply of clothing, linen and bedding will be the responsibility of the assigned Correctional Services Technicians (CST).
 - 1. Clothing Room/Modules: The assigned CST on each shift will be responsible for:
 - i. Re-supply of jail issue clothing.
 - ii. Taking soiled articles laundry.
 - iii. Correct sorting and clean storage of articles.