

Section 7: Sanitation and Environmental Conditions

Subject: Safe and Sanitary

Minimum Standard: 5120:1-8-05(B)

Revised: 10/2008, 03/2009, 12/2011, 09/2015

Authorized: _____ **Effective date:** _____
Sheriff Paul A. Sigsworth

POLICY

All areas of the Erie County Jail shall be safe and sanitary, including food service and laundry areas. Staff and inmates shall have specific housekeeping responsibilities, which shall include, but are not limited to daily cleaning toilets, urinals, sinks, drinking facilities and showers in areas occupied by inmates and disposal of garbage.

PROCEDURE

A. Kitchen:

1. The food service manager shall be responsible for the safe and sanitary operation of the kitchen and its surrounding areas.
2. With the assistance of food service staff and inmate workers, the food service manager is responsible for the general cleanliness of these areas.

B. Laundry:

1. Corrections staff will be responsible for assigning and supervising inmate workers to the Laundry Room.
2. Inmate Workers assigned to laundry shall be responsible for keeping the Laundry Room clean and free of clutter.
3. Corrections Officers will verify this is being done on a daily basis.
4. The lint traps under the Dryers will be cleaned out regular and inspected by Corrections Officers.

C. Control Rooms:

1. Corrections staff shall be responsible for keeping control rooms clean and free of clutter.
2. Inmate workers are not allowed inside control rooms and cannot assist in cleaning operations.
3. Corrections staff shall be responsible for:
 - a. Wiping of counters.
 - b. Vacuuming of floors.
 - c. Removal of garbage.
 - d. Cleaning of and stocking supplies for control room restrooms.
4. These cleaning duties should be completed at the end of every shift. In the event these duties are not completed, the officer coming on duty shall notify the shift supervisor prior to relieving the officer assigned as control board operator.

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D. General Housing Areas:

1. Corrections staff will be responsible for assigning and supervising inmate workers to sweep, mop, collect food trays and garbage from all areas (to include dorms, pods, hallways & sally ports) prior to the end of their shifts.
2. All garbage collected for each shift should be transported to the outside dumpster.
3. The shift supervisor shall be responsible for maintaining the facility clean and should direct cleaning duties as needed.
4. Cleaning duties should be completed prior the end of every shift.
5. If these cleaning duties are not completed, officers coming on shift shall notify the shift supervisor prior to reliving the officers going off duty and advise him/her of the discrepancies.

E. Dorms/Pods/Cells:

1. Inmates are responsible for keeping their living quarters clean.
2. They shall be provided cleaning equipment daily to accomplish this task.
3. Officers will ensure that inmates sweep and mop floors in their assigned housing area.
4. A spray disinfectant, disposable towels and toilet brush shall be provided for inmate's to clean and sanitize the sink, toilet, urinals, and drinking facilities in their cells and housing area.
5. A scrub brush with a mop and bucket will be provided daily for inmates to clean shower areas