

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Facility Sanitation, Safety and Maintenance <u>SECTION:</u> 12 <u>AUTHORITY:</u> Article 12; Sections 1510-1511, Title 15; Sections 25141, 25141.5, 25316, 24342, and 25343, Health and Safety Code
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12.0 Facility Sanitation, Safety and Maintenance

PURPOSE AND SCOPE

State Law and Title 15 of the California Code of Regulations; Minimum Standards for Juvenile Facilities, require all detention facilities to meet acceptable levels and standards for sanitation and safety. On-site annual inspections are intended to assess all areas of medical/mental health care and nutrition for compliance with Title 15, California Code of Regulations, “Minimum Standards for Juvenile Facilities.” Trained inspectors follow the California Board of State and Community Corrections (BSCC) guidelines in determining regulation applicability based upon the facility’s operation. Inspections are provided for Juvenile Halls and Camps and include the facility schools, kitchen, toilet facilities, showers, examining room(s), youth’s rooms and the exterior and interior of the facility. Due to this mandate, a significant portion of the facility’s daily operations is focused on facility sanitation and safety.

This policy provides guidelines for tobacco, the control and disposal of hazardous materials, as well as the maintenance and cleanliness of the juvenile detention facilities,

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12.1 Policy

Youth and employees should not be subject to an undue risk of disease or infection simply because they enter a detention facility. Therefore, it is the intent of Institutional Services (IS), and the responsibility of every employee, to ensure that all necessary steps are taken to provide everyone in a detention facility with a clean, safe and sanitary environment.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Responsibilities <u>SECTION:</u> 12.2 <u>AUTHORITY:</u> Article 12; Section 1510, Title 15
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12.2 Responsibilities

12.2.1 DIVISION CHIEF'S RESPONSIBILITIES

The Facility Division Chief shall be responsible for overall facility cleanliness, sanitation, safety and maintenance. The Division Chief/designee (in their absence) may delegate such authority as they see fit, to ensure that an acceptable level of cleanliness, repair and safety are maintained at all times.

12.2.1.1 DIVISION CHIEF INSPECTION DUTIES

The Facility Division Chief/designee shall conduct regular (once a week) building sanitation and safety inspections to ensure that:

- General housekeeping is satisfactory in all units/dorms
- The facility is free of structural/safety hazards
- The facility is free of rodent/vermin infestation
- That previously noted deficiencies have been corrected

Regarding local, and state inspections, the Facility Division Chief shall maintain records of facility inspections and any actions taken to correct deficiencies. Additionally, they shall, when needed, request capital improvements and/or maintenance, to correct facility sanitation and safety deficiencies. The Facility Division Chief shall be responsible for maintaining the contract services (e.g. Critical Cleaning, or other commercial cleaning service).

12.2.1.2 ASSIGNED AREA

The Facility Division Chief shall ensure that all facility areas and work sites are assigned to a Supervisor. The Supervisors shall continuously inspect their assigned areas and improve health, sanitation and safety procedures.

12.2.2 SUPERVISOR RESPONSIBILITIES

Each Unit/Dorm Supervisor (SPO) shall be responsible for overall sanitation, safety and maintenance of their individual units/dorms. The Supervisor shall ensure that an acceptable level of cleanliness, repair and safety is maintained at all times.

12.2.2.1 INSPECTION DUTIES

All Supervisors shall conduct daily sanitation and safety inspections to ensure the sanitation and safety of their assigned areas. Since individual Supervisors are not on duty every day, the Watch Commander (or the back-up Watch Commander) will assist with these inspection duties. During "rounds" the Watch Commander shall visually check rooms, unit/dorms and common areas. If these areas are found unacceptable, the Shift Leader of the unit/dorm should be directed to correct the problem and documentation of the incident should be made via e-mail to the responsible Unit/Dorm Supervisor. To assist in recognition of these conditions, the Unit/Dorm Supervisor shall review the Safety Check Log (see Section 5.6, Daily Shift/Safety Check Report Form) weekly to ensure hourly Shift Leader hall checks have been made.

Additionally, the Unit/Dorm Supervisors shall conduct detailed inspections of their assigned units/dorms on a monthly basis. Documentation of these inspections is to be made on the SPO Monthly Safety and Sanitation Inspection form (see Appendix A, page A-97 for sample forms) with copies forwarded to the Division Chief.

12.2.2.2 SPO MONTHLY INSPECTION

The SPO Monthly Safety and Sanitation Inspection forms shall be customized for each individual unit/dorm. Inspection forms shall be completed on Housing Units/Dorms, GRF, Main Control/Central Control, IBR, Sally Port, Court Tunnel, Medical Clinic, Kitchen, all classrooms and recreation areas, the public lobby, Administrative areas, Warehouse, Maintenance, Gardener's Room, hallways, Laundry Room, Visiting Area, Staff Dining Area, Loading Dock, and the facility perimeter and Parking Lots. The Facility Division Chief shall update or modify the inspection forms as necessary to ensure that all areas of the facility conform to standards.

12.2.2.3 CORRECT HAZARDS

Unit/Dorm Supervisors for each unit/dorm shall identify and correct hazardous or below standard conditions, areas of poor housekeeping, and/or work habits that are unsafe or unsanitary.

12.2.2.4 REQUEST MAINTENANCE

Unit/Dorm Supervisors for each unit/dorm shall request maintenance and repairs as necessary, for all assigned work areas.

12.2.2.5 CLEANING SCHEDULE

Unit/Dorm Supervisors for each unit/dorm shall establish a written schedule/procedure for the housekeeping and cleaning of all work sites. The tasks shall be on a daily, weekly and monthly basis and may be included in the Unit/Dorm POST Orders.

12.2.2.6 TRAINING

Unit/Dorm Supervisors for each unit/dorm shall ensure that all officers assigned receive proper training and instruction regarding sanitation and safety procedures, and that work habits do not violate state and/or facility standards of safety and sanitation.

12.2.2.7 CONTROL OF CLEANING EQUIPMENT AND CHEMICALS

Unit/Dorm Supervisors for each unit/dorm shall ensure that unit/dorm officers understand procedures for the handling, storage and control of cleaning equipment, solvents, compounds, and chemicals. Such procedures shall include:

- Appropriate use of materials and equipment
- Security and control of hazardous materials
- Storage of cleaning equipment and materials
- Allowable and prohibited participation of youth, for housekeeping and cleaning chores
- Emergency procedures for accidental exposure or poisoning from hazardous materials

See Section 12.6 below for additional information on hazardous materials.

12.2.2.8 CONTRACT CLEANER

Under certain circumstances it will become necessary for Supervisors or the Watch Commander to contact an outside source to conduct cleaning and sanitation inside the facility. For example, large blood spills (deliberate or otherwise) on vertical surfaces, or a youth smears fecal matter on the walls of his room. Watch Commander shall be responsible for determining when such services are required.

On-site annual inspections are intended to assess all areas of medical/mental health care and nutrition for compliance with Title 15, California Code of Regulations, “Minimum Standards for Juvenile Facilities.” Trained inspectors follow the California Board of State and Community Corrections (BSCC) guidelines in determining regulation applicability based upon the facility’s operation. Inspections are provided for Juvenile Halls and Camps and include the facility schools, kitchen, toilet facilities, showers, examining room(s), youth’s rooms and the exterior and interior of the facility.

The inspectors observe processes in place and validate that the facility health care practices are in compliance with Title 15 standards. The inspectors interviews key personnel and youth. The inspectors review custody and health care policies and procedures, as well as documentation of the Quality Management Program, annual reports, credential files, custody and health care staff training, meeting minutes, and peer review records. Additional documentation for review may include contracts/MOUs (hospitals, dental care), inmate/detainee health records, various logs, and pharmaceutical practices.

12.2.3 HOUSING UNIT/DORM OFFICER RESPONSIBILITIES

All officers are responsible for the general cleanliness and safety of their assigned units/dorms. At the start of each shift, each officer shall conduct a visual inspection of the unit/dorm to identify any obvious discrepancies. Note: this is in addition to the required inspections listed in Manual Section (i.e., MOPCAT, sink-rods, etc.)

12.2.3.1 CORRECT HAZARDS

All officers shall identify and take corrective action for all noted deficiencies by requesting maintenance and repairs when needed. When in doubt, err on the side of caution, and fill out the appropriate maintenance request form (see Demand Work Order sample form in Appendix A, page A-52). Officers must be continuously observant and identify problems throughout their shift in order to maintain a safe, sanitary and secure facility.

12.2.3.2 PROPER HEALTH PRACTICE

All officers shall perform and/or supervise the performance of all daily health and safety practices. The Shift Leaders shall ensure that line officers address all dirty or unsanitary conditions when encountered. To assist in recognition of these conditions, the Shift Leader is required to make a minimum of one (1) personal safety check per hour and record it on the Safety Check portion of the Daily Shift Report (see Manual Section 5).

Note: Safety concerns or hazardous areas that present an imminent danger to the health or safety of staff or youth shall be reported to the Watch Commander immediately.

12.2.3.3 SUPERVISE WORK ACTIVITIES

All officers shall supervise all work activities related to sanitation and safety, which are performed by youth, especially when cleaning products or equipment are used. Do not allow youth unsupervised access to storage areas where cleaning products and equipment are stored.

12.2.3.4 CHEMICAL HAZARD PREVENTION

All officers shall prevent youth from having unsupervised access to cleaning compounds and chemicals, which are potentially hazardous or poisonous if misused or ingested.

12.2.3.5 BLEACH

Bleach shall not be used in any detention facility. The Facility Division Chief shall approve a general-purpose cleaning compound or bleach substitute to be used in all housing units/dorms (usually, this cleaner will be used in hand held spray bottles).

12.2.3.6 CONTROL OF SPRAY BOTTLES

Spray bottles containing liquid, general-purpose cleaners, shall be stored in an area inaccessible to youth. (The facilities currently use a dissolvable powder containing a bleach substitute.) Officers may give youth workers spray bottles containing an approved cleaning product when cleaning is in progress. An officer shall directly supervise any youth worker that is using a spray bottle for cleaning. Officers should avoid allowing youth to use spray bottles away from direct supervision (i.e., when youth are locked in their rooms, classroom or in utility rooms). Youth could use spray bottles containing a cleaning compound as an aerosol weapon against staff or other youth. Therefore, officers should use caution when supervising youth that have been given spray bottles for cleaning.

12.2.3.7 CONTROL OF TRASH BAGS

Plastic trash bags have been used as asphyxiation devices in youth suicide attempts. In order to prevent unsafe use, all plastic trash bags shall be stored in an area inaccessible to youth. Officers shall not give youth plastic trash bags to have in their rooms or use unsupervised in a utility room. Officers shall control the distribution and use of plastic trash bags throughout the facility.

12.2.3.8 BLOOD SPILLS

Every housing unit/dorm is required to have two blood-spill-kits on hand. If any blood is spilled in the unit/dorm, (e.g. nose-bleed, cut, etc.) the spill shall be cleaned up with the kit. Under no circumstances shall a youth be permitted to clean up another person's blood. Unit/Dorm officers shall supervise every step of the clean-up process and if the youth who spilled the blood is unable or unwilling to clean up the blood, then unit/dorm officers must clean the blood by following the instructions in the blood-spill-kit. It is important not to spray the antiseptic directly on the spill because it will aerosolize the blood.

12.2.3.9 OTHER SPILLS

Spills, either accidental or deliberate, of other bodily fluids (e.g. vomit, urine, feces, etc.) also require special care during clean-up to prevent the spread of disease. Under no circumstances shall a youth be permitted to clean up another person's bodily fluids. Unit/Dorm officers shall follow the below listed steps depending on the circumstances:

	Action
If Accidental	Ask youth to conduct the clean-up using approved spray cleaner or blood-spill-kit. Utilize latex gloves and disposable towels/rags. Follow Med-Iso procedures in Manual Section 11.5.2 for soiled clothing.
If Deliberate	Call the Watch Commander and ask to arrange for the contract cleaning service. Fill out an Incident Report and a Damage Report (\$275 for contract cleaner) to bill parents/guardian. In some instances, if unit/dorm officers are willing to conduct the clean-up, the Watch Commander shall arrange for appropriate protective clothing (e.g. paper jumpsuit, gloves, mask, etc.). If the youth who caused the contamination is willing (and will do the job correctly) unit officers may direct him/her to conduct the clean-up.
Fecal 'Smearing'	Always call the Watch Commander immediately to arrange for contract cleaning. Fill out an Incident Report and a Damage Report (\$275 for contract cleaner) to bill parents/guardian. Arrange for Disciplinary Removal if warranted (see Manual Section 5). The youth is not to remain in a smeared room for any longer than is absolutely necessary.

12.2.3.10 DISPOSAL OF BLOOD SPILLS OR BODILY FLUID CLEANING ARTICLES

All soiled articles such as paper towels or cleaning cloths used to clean up blood spill/bodily fluids (i.e. vomit, urine, feces, etc.) shall be placed in a red biohazard bag. A label provided by the medical clinic shall be affixed to the outside of the biohazard bag and then disposed of in the locked hazardous materials container.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Daily Unit/Dorm Housekeeping Activities <u>SECTION:</u> 12.3 <u>AUTHORITY:</u> Article 12; Section 1510, Title 15
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12.3 Daily Unit/Dorm Housekeeping Activities

Cleanliness of all areas of the facility is critical to maintain proper health and sanitation for youth, and maintaining cleanliness in the unit/dorm is not only for inspections (see Section 12.4 below). Each individual unit/dorm is required to perform daily housekeeping activities to maintain acceptable sanitation and safety standards. This section focuses on the housekeeping chores associated with the specific areas of a unit/dorm, and the particular items that shall be inspected daily for unsanitary and unsafe conditions in order to ensure clean and sanitary living conditions are maintained. Youth primarily perform the daily cleaning in the housing units/dorms. However, officers must organize and directly supervise these activities, and in some cases teach the youth how to properly clean and sanitize the living areas.

12.3.1 YOUTH RESTROOM

The youth restroom shall be inspected at least once per shift to ensure all fixtures are in good working condition and that there are no missing parts. Drains and sinks should operate efficiently. Plumbing leaks shall be reported immediately and repaired as soon as possible (use Maintenance Request Form in Appendix A, page A-52). Trashcans are to be emptied as often as necessary, and at least once per shift. Floors, shower mats, wall tiles and windows are required to be cleaned and kept free of residue, dirt, grime and mold. The youth restroom shall be cleaned a minimum of twice per shift. The unit/dorm Shift Leader shall be responsible for documenting each cleaning on the “Daily Shift Report” in accordance with Manual Section 5 (see sample blank form in Appendix A, page A-33).

12.3.2 UNIT/DORM HALLWAY/DAYROOM

Unit/Dorm hallways/Dayroom shall be swept and/or dust mopped and wet mopped daily at a time designated by each individual facility. Officers shall conduct ongoing inspections of the unit/dorm hallway/dayroom to ensure the hallway/dayroom is free of debris. All doors and windows shall be checked for grime and dirt build-up. All fire extinguishers shall be checked by Maintenance for operability and proper fire retardant supply at least monthly. The linen and utility rooms shall be kept neat, orderly, clean and free of unauthorized items. Unit/Dorm staff shall evaluate the plumbing fixtures in the utility room daily during the Mopcat inspection, checking for proper working order and potential safety hazards (i.e., loose fixtures, leaks, etc.).

12.3.3 YOUTH ROOMS/SLEEPING QUARTERS

Youth rooms/sleeping quarters shall be inspected regularly during each shift. The floors shall be swept and free of dust and litter each morning and as needed thereafter. Walls shall be evaluated for washing and/or painting needs daily by unit/dorm officers during daily inspections. Walls and floors shall be washed/mopped weekly (or as necessary). Windows shall be checked for stability and security. The bed must be made whenever the youth exits the room or bunk area. In addition, the floor and desks must be neat and clean. All trash shall be removed from the room/dorm. All dishes and food not eaten during a “dine-in” shall be removed after each meal. All officers are responsible for addressing dirty or trashy rooms as soon as the condition is discovered.

12.3.4 BASIC STANDARDS FOR INSPECTIONS OF YOUTH SLEEPING AREA

Basic standards for inspection of youth/bunks rooms shall be as follows:

- Beds must be made neatly every time the youth leaves his/her room/dorm.
- No food of any kind allowed in room/locker/bed without permission of staff.
- No contraband or extra gear allowed.
- Walls, windows, floor, door and ceiling of the room shall be clean and free of graffiti.
- The lights, intercom and air vents shall be clean and free of any coverings.
- Any clothing items not worn shall be neatly folded and stacked at the foot of the bed or placed folded in the locker.
- The desk area (if there is one) shall be neat; books stacked neatly (maximum of five books per person); no more than ten letters/cards per person (excess shall be sent to personal property in booking); no more than five pictures (excess shall be sent to personal property in booking); for those units/dorms where a folder is permitted, letters and pictures should be kept in the folder.

See Appendix B, page B-1 for copy of Unit/Dorm Rulebook.

12.3.5 “DEEP CLEANING”

“Deep Cleaning” of youth rooms/sleeping quarters may become necessary on occasion (e.g. excessive graffiti, to prevent the spread of lice or scabies, etc.) In such a case everything must be taken out of the room and cleaned with disinfectant spray (i.e., general-purpose cleaning compound or bleach substitute). All linen and clothing cleaned as Med-Iso procedures require (see Section 11.5.2). All surfaces in the room thoroughly cleaned (bunk platforms, frames, windows, desk, walls, ceiling, corners, lockers, etc.) A unit/dorm officer must supervise the youth workers at all times they are with cleaning materials.

12.3.6 UNIT/GRF/JRF KITCHEN AREA

The Unit/GRF/JRF Kitchen shall be inspected each shift to ensure cleanliness and order. The counter tops shall be kept clean and free of unauthorized items. Cabinets are to be organized neatly and kept free of dust and/or dirt. All food items and supplies shall be neatly stacked and stored/sealed in plastic containers. The microwave shall be cleaned after each meal if used and at least once per shift. The Kitchen area shall be thoroughly cleaned after each meal and whenever needed.

12.3.7 STERILIZING MEAL TRAYS

Housing units do not have the capability to properly sterilize/sanitize their meal trays or cups. Therefore, all serving utensils, trays, cups, and pitchers used in the unit during meals are to be scraped off (e.g. using a rubber spatula) in the unit and then sent down to the kitchen for cleaning and sterilization. Upon return of the meal trays, they should be stacked in the kitchen area to air-dry, or dried with a clean towel and stored. Trays and cups should never be stored in such a manner that mildew can form.

12.3.8 REFRIGERATOR

The refrigerator shall be kept clean at all times, and free of all unauthorized items, such as glass containers and aluminum cans. Inspect all areas for evidence of rodent/vermin infestation. When necessary, and in no case less than weekly, the refrigerator shall be emptied completely, all old items thrown away, and all inside surfaces thoroughly cleaned.

12.3.9 DAYROOM

The dayroom shall be subject to daily inspections and housekeeping. Every morning and after meals, the floor shall be swept and mopped. Tables shall be cleaned after each meal and chairs cleaned as necessary. When the tables and chairs are not in use, they shall be neatly stacked.

12.3.10 UNIT/DORM TRASH

All housing units/dorms have at least one large trash-can (30 gallon size) for food waste and other trash. Units/Dorms also have smaller trash-cans (5 gallon size) for use in the youth bathroom, dayroom, unit control desk and staff bathroom. Each trash-can shall be lined with a plastic bag and emptied as needed (also see caution about control of trash bags in Section 12.2.3.7 above). The large trash-can containing excess/uneaten food items shall be double-bagged to minimize leaks. Trash-cans shall be emptied as needed and after each meal. The trash shall be taken outside to the trash collection area. The trash will be picked up by a contractor arranged for by the Facility Division Chief. (Also see Manual Section 12.4.2 below).

12.3.11 VENTS

Ventilation duct covers, inside youth rooms, unit/dorms and in common areas, shall be cleaned at least monthly. Cleaning shall be conducted more often as needed to ensure good air circulation, heating and cooling.

12.3.12 UNIT/DORM CONTROL DESK

The unit/dorm control desk should be regularly checked for unauthorized/dangerous items (i.e., scissors, excess pens and pencils, etc.), and that files and record books are properly organized. Emergency equipment should be secured and ready for possible use. If any youth is assigned to clean this area, an officer must directly supervise them.

12.3.13 STAFF CLOSET, CABINET, AND LOCKERS

There are numerous items in the staff closet, cabinet and lockers that are potentially dangerous if obtained by a youth (including OC Spray canisters). Therefore, youth must never be allowed access to the staff closet, cabinet or lockers. When cleaning and/or reorganizing is necessary, officers assigned to the unit/dorm must do it.

12.3.14 STAFF RESTROOM

The staff bathroom should be cleaned daily by youth workers under the direct supervision of a unit officer. The plumbing fixtures should be checked by officers after cleaning to ensure they are not leaking and that parts are not missing.

12.3.15 BOOKCASE

At the conclusion of each shift, (or whenever needed) the bookcase should be organized. All books should be removed at least once per week, and the bookcase dusted.

12.3.16 RECREATION AREA/QUAD

The unit/dorm recreation area/Quad should be swept weekly to remove trash, sand, rocks, etc. This is both a safety and cleanliness issue and should not be 'left for the next shift'. Unit/Dorm Supervisors shall ensure that it is part of the unit/dorm program.

12.3.17 “DISINFECTING” MATTRESSES, PILLOWS AND RECREATION MATS

All mattresses and pillows shall be disinfected before re-issuing to other youth. In addition, recreation mats shall be disinfected after each use by the following procedure:

1. Select hospital strength disinfectant solution designated by your facility.
2. Use gloves.
3. Spray cleaner directly and liberally on mattresses, pillows and recreation mats.
4. Spray cleaner on front and back of mattresses, pillows and mats.
5. Prop-up mattresses, pillows and mats and allow cleaner to sit for a minimum of ten (10) minutes.
6. Air-dry or wipe cleaner off after ten (10) minutes with paper towel and discard in regular trash.
7. Wash hands.
8. When performing health and sanitation tasks, officers are required to supervise youth if they are using cleaning solvents and equipment. Instruction on product use by youth shall be provided by staff.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Institutional Services (IS) Conducted Inspections <u>SECTION:</u> 12.4 <u>AUTHORITY:</u> Article 12; Section 1510, Title 15
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12.4 Institutional Services (IS) Conducted Inspections

12.4.1 OUTSIDE AND RECREATION/QUAD AREA

The unit/dorm's recreation/quad shall be inspected daily for litter, dangerous objects and overall cleanliness. The unit/dorm's trash area shall be checked daily, to ensure that garbage bags are intact and litter is not strewn about. Any evidence that trash bags have been torn open (i.e., from squirrels, birds, etc.) should be reported to the Watch Commander immediately.

12.4.2 TRASH COLLECTION AREA

Each facility is responsible for designating a trash collection area for the unit/dorms. The trash collection area shall have several large covered trash-cans (minimum 30 gallon size with attached lids.) All trash from the units/dorms shall be placed inside these trash-cans (still in the plastic bags from the units/dorms.) The trash will be collected by a contractor arranged for by the Division Chief.

12.4.3 LITTLE "E" WEEKLY FACILITY INSPECTIONS

The Facility Division Chief/designee (with the exception of CB and JRF) shall conduct a weekly facility/building sanitation and safety inspection known as the Little "E". This inspection is designed to assist the individual units in maintaining sanitary and safety standards. (See Appendix A, page A-98 for Building Inspection Form).

12.4.4 SANITATION AND HAZARD CORRECTIONS

Following the inspection of each unit during the Little "E", the Facility Division Chief/designee will present each Unit Supervisor with a list of areas to be cleaned or repaired prior to the next scheduled inspection. Unit Supervisors shall have their respective unit staff correct the deficiencies, as noted on the Building Inspection Form.

12.4.5 JRF/CB Daily Dorm Inspection:

Excluding weekends and holidays, the JRF Watch Commander or their designee shall conduct a daily facility/building sanitation and safety inspection. This inspection is designed to assist the individual dorms in maintaining sanitary and safety standards.

12.4.6 BIG "E" MONTHLY FACILITY INSPECTIONS

A second routine facility inspection (with the exception of CB and JRF) is required on a monthly basis and is known as the Big "E". This inspection is held on the first Saturday of each month, and is a cleanliness inspection as well as an organized competition between the units to determine which unit has achieved the highest level of sanitation and safety. Prizes and awards are available for the winning unit that achieves the highest level of excellence. (Monthly Big E inspection Form - See Appendix A, page A-99). Failure of any unit to meet a minimum cleanliness score of 85 shall result in the unit repeating the Big "E" cleaning program and inspection the following Saturday.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Tobacco-Free Environment <u>SECTION:</u> 12.5 <u>AUTHORITY:</u> Article 12; Section 1511, Title 15
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12.5 Tobacco-Free Environment

12.5.1 OVERVIEW

State laws prohibit minors from smoking. Additionally, County Ordinance (San Diego County Code of Regulatory Ordinances, Title 3, Division 2, Chapter 8.6) and Probation Department Operations Policy Manual, Section 910 prohibit smoking in any County/Probation facility. Therefore, officers shall ensure that youth in detention facilities do not have access to tobacco or smoking materials, nor the opportunity to smoke if they do obtain access (e.g. through visitor contact or “finding” the smoking materials.)

12.5.2 AGE OF YOUTH NOT A FACTOR

In some cases, an individual who is of legal age to smoke may be detained in a juvenile detention facility. This is not a factor because according to California law: no youth is allowed to smoke in any juvenile detention facility, related work detail, or other program.

12.5.3 SECOND-HAND SMOKE

Youth shall not be exposed to second-hand smoke while detained. Therefore, any officer who wishes to smoke or use smoke-free tobacco on duty may only do so during an authorized break, and only in an authorized smoking area that is outside and at least 50 feet away from the housing units, and a minimum of 20 feet away from any door or operable window.

Officers who smoke shall not put out cigarettes on the walls of the facility and shall not leave cigarettes or cigarette butts where a youth can obtain access to them. Cigarette butts must be disposed of in an approved container and are never to be left as litter on the grounds of the facility. Officers may not smoke in the presence of any youth.

12.5.4 SMOKE-FREE TOBACCO

Institutional Services (IS) policy prohibits the use of smoke-free tobacco products in any office, facility, area or vehicle controlled by IS. IS officers and employees shall not use smoke-free tobacco products (e.g. chewing tobacco, dip, snuff, etc.) when conducting County or Probation Department business, or when on duty and in contact with members of the public, or when in contact with probation clients or youth. Use of smoke-free tobacco products shall only be permitted during an authorized break, and only in authorized areas that have been approved for the use of smoke-free tobacco products.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Control and Disposal of Toxic and Hazardous Materials <u>SECTION:</u> 12.6 <u>AUTHORITY:</u> Article 12; Sections 1510-1511, Title 15; Sections 25141, 25141.5, 25316, 24342, and 25343, Health and Safety Code
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12.6 Control and Disposal of Toxic and Hazardous Materials

Many materials used in the facilities are potentially dangerous if improperly used, stored or disposed of. To prevent accidents involving toxic/hazardous materials, staff must become knowledgeable about these materials. Additionally, no officer may bring any cleaning materials into any detention facility unless written permission is received from the Facility Watch Commander. The control and disposal of toxic/hazardous materials is the responsibility of all Institutional Services (IS) personnel, and therefore, this section focuses on the safety procedures involved for the use, storage and disposal of these products.

12.6.1 CATEGORIES

Most Hazardous Materials may be categorized by property as follows:

Property	Description
Flash Point	The minimum temperature at which a liquid will give off sufficient vapors to form an ignitable mixture with the air near the surface of the liquid (or within the vessel used).
Flammable Liquid	A substance with a flash point below 100°F; classified by flash point as a Class I liquid.
Combustible Liquid	A substance with a flash point at above 100°F; classified by flash point as a Class II or class III liquid
Toxic Material	A substance that, through chemical reaction or mixture, can produce possible injury or harm to the body by entry through the skin, digestive tract, or respiratory tract; the toxicity is dependent on the quantity absorbed and the rate, method, and site of absorption.
Caustic Material	A substance capable of destroying or eating away another substance (e.g. human flesh) by chemical reaction.

Note: It is possible that a substance may possess more than one of the above properties; therefore the safety requirements for all applicable properties should be considered.

12.6.2 COMMON FLAMMABLE, TOXIC AND CAUSTIC SUBSTANCES

The list that follows is designed to aid officers in identification and is not a complete list. (See Health and Safety Code Sections 25141, 25141.5 and 25316 for additional information.)

Common Flammable Substances:1. Class I Liquids:

Gasoline	Ethyl Alcohol
Benzene (Petroleum)	Ether
Xylene (Xylol)	Toludi (Toluene)
Contact Cement (Flammable)	Methyl Ethyl Ether
Acetone	Methyl Ethyl Ketone
Hexane	Naphtha Y, M, and P
Lacquer	Denatured Alcohol
Lacquer Thinner	

2. Class II Liquids:

Diesel Fuel	Cleaning Solvents
Motor Oil	Mineral Spirits
Kerosene	Agitene

3. Class III Liquids:

Paints (Oil Base)	Neatsfoot Oil
Linseed Oil	Sunray Conditioner
Mineral Oil	Guardian Fluid

Common Toxic Substances:

Ammonia	Defoliant
Chlorine	Herbicides
Antifreeze	Pesticides
Duplicating Fluids	Rodenticides (Rat Poison)
Methyl Alcohol (Wood Alcohol or Methanol)	

Common Caustic Substances:

Lye	Sulfuric Acid
Muriatic Acid	Tannic Acid
Caustic Soda	

12.6.3 REGULATION OF HAZARDOUS MATERIALS

Legislative action by state and county governmental bodies has established severe restrictions and civil/criminal penalties for violation of hazardous materials regulations. The regulations may be reviewed in San Diego County Code of Regulatory Ordinances Title 6, Division 8, Chapter 8; California Code of Regulations Title 27, entitled Environmental Protection; and California Health and Safety Code Section 25100 et. seq.

12.6.4 REGULATION AND CONTROL OF HAZARDOUS MATERIAL

The regulation and control of all hazardous materials in detention facilities shall be the responsibility of the Facility Division Chief who shall provide for routine safety inspections, authorizing use of such materials and inventory control.

12.6.5 USE, STORAGE AND DISPOSAL GUIDELINES

All officers are required to ensure proper use, storage and disposal of all hazardous materials utilized or contained in units/dorms and work areas.

12.6.6 CLEANING AGENTS

When performing health and sanitation tasks, officers are required to supervise youth if they are using cleaning solvents and equipment. Instruction on product use by youth shall be provided by staff. Staff and youth are to use gloves when handling cleaning agents. The proper solution ratios are to be followed as stated on the containers of cleaning agents. Youth are not to be allowed to handle cleaners/detergents that contain any form of ammonium chloride. Staff is to apply this detergent; however, youth are allowed to wipe it up. They must be wearing gloves when doing so.

12.6.7 SAFETY MEASURES FOR HAZARDOUS LIQUIDS

Whenever a toxic/hazardous liquid is used, all officers shall ensure the following safety measures are enforced:

12.6.7.1 STORAGE

All substances, which are harmful or poisonous if swallowed, shall be stored in a locked storeroom or cabinet, which is designated for such storage by the Facility Division Chief. These substances shall be issued only in the amount necessary for immediate use, and the container shall be immediately put away and locked up after use. The use of these substances by youth must be closely supervised by staff at all times.

12.6.7.2 ID TAGS ON CONTAINERS

All tags and labels on containers must contain:

- 1) The name and substance in the container (commonly known names are preferred);
- 2) If the substance has been compounded, diluted or otherwise altered, the final character of the substance must be shown;
- 3) If the product is poisonous, especially if swallowed, this must be indicated. Emergency safety measures must also be noted;
- 4) All substances shall remain in their properly labeled container.

12.6.7.3 SEPARATE FROM FOOD

All food products must be stored separately from toxic or hazardous materials.

12.6.7.4 CONTAINERS

All empty containers shall be discarded properly, or returned to the Supply Clerk when empty. Empty containers are not to be refilled with other substances.

12.6.7.5 FLAMMABLE AND COMBUSTIBLE LIQUIDS

Any liquid or aerosol that is required to be labeled "Flammable" or "Combustible" under the Federal Hazardous Substances Labeling Act must be stored and used according to label recommendations and in a way that does not endanger life and/or property.

12.6.7.6 STORAGE

All flammable and combustible liquids should be stored in accordance with National Fire Protection Association (NFPA) Code No. 30. Lighting fixtures and electrical equipment in flammable liquid storage rooms must conform to the National Electrical Code requirements for installation in hazardous locations.

Storage rooms must meet the following specifications:

- 1) Be of fire-resistant construction and properly secured.
- 2) Have self-closing fire doors at all openings.
- 3) Have either a 4-inch sill or a 4-inch depressed floor (inside storage room only).
- 4) Have a ventilation system - either mechanical or gravity flow within 12 inches of the floor - that provides at least six air changes per hour within the room.

12.6.7.7 STORAGE CABINETS

Each Storage cabinet must be:

- 1) Properly constructed and securely locked.
- 2) Conspicuously labeled "Flammable - Keep Fire Away."
- 3) Used to store no more than 60 gallons of Class I or Class II liquids or 120 gallons of Class III liquids.

12.6.7.8 PROPER SUPERVISION

Storage rooms and cabinets must be properly secured and supervised by an authorized officer any time they are in use. Doors and cabinets shall be placed so that they do not obstruct access to exits, stairways and other areas normally used for evacuation in the event of fire or other emergency.

12.6.7.9 PROPER CONTAINERS

All portable containers for flammable and combustible liquids other than the original shipping containers must be approved safety cans listed or labeled by a nationally recognized testing laboratory. Containers shall bear legible labels identifying the contents.

12.6.7.10 EXCESS LIQUIDS:

All excess liquids should remain in their original container in the storage room or cabinet.

12.6.7.11 USE

The use of any flammable or combustible liquid must conform with the provisions and precaution listed in the manufacturer's Material Safety Data Sheet.

Flammable and combustible liquids can be dispensed only by an authorized staff member. The only acceptable methods for drawing from or transferring these liquids into containers within a building are:

- 1). Through a closed piping system;
- 2). From safety cans;
- 3). By a device drawing through the top; or
- 4). By gravity through an approved self-closing system.

An approved grounding and bonding system must be used when liquids are dispensed from drums.

Only liquids with a flash point at or above 100°F (i.e., Stoddard solvents, kerosene, etc.) can be used for cleaning. Such operations must be performed in an approved parts cleaner or dip-tank fitted with a fusible link lid with a 160°F melting-temperature link.

Under no circumstances can flammable liquids be used for cleaning.

12.6.7.12 DISPOSAL

Excess flammable or combustible liquids must be disposed of properly. The Material Safety Data Sheet for each substance prescribes the proper method of disposal and related precautions. Responsibility for disposing of all flammable or combustible liquids in the facility will rest with the Maintenance Department. Officers are required to turn in any excess flammable liquid directly to the Maintenance Department.

Questions or concerns regarding proper disposal should be directed to the County Department of Environmental Health, Hazardous Materials Division.

12.6.7.13 PENALTY

Disposal of hazardous materials (intentional and accidental spills) is regulated legally. Criminal and civil penalties can result in time in jail and/or the imposition of fines ranging between \$5,000 to \$50,000 for persons who knowingly dispose of hazardous waste in an unauthorized manner. (See Section 24342 and 25343 of the Health and Safety Code). Information regarding proper handling and disposition of hazardous materials may be obtained from the County Department of Environmental Health, Hazardous Materials Division.

12.6.8 SAFETY MEASURES FOR TOXIC AND CAUSTIC SUBSTANCES

Every effort should be made to keep toxic and caustic substances out of the housing units/dorms. Whenever a toxic or caustic substance is used, all officers shall ensure the following safety measures are enforced:

12.6.8.1 STORAGE

All toxic and caustic materials are to be stored in their original containers in a secure area designated by the Facility Division Chief for such storage. The manufacturer's label must be kept intact on the container.

12.6.8.2 USE

Toxic and caustic substances can be drawn and used only by a staff member. The Material Safety Data Sheet for each substance details the necessary provisions and precautions for its use. These substances shall be issued only in the amount necessary for immediate use, and the container shall be immediately put away and locked up after use. Unused portions are to be returned to the original container in the storage area or, if appropriate, stored in the storage area in a suitable, clearly labeled container.

12.6.8.3 DISPOSAL

See disposal guidelines for Flammable and Combustible Liquids, above.

12.6.9 SAFETY MEASURES FOR POISONOUS SUBSTANCES

Every effort should be made to keep poisons out of the housing units/dorms. Poisonous substances or chemicals are those that pose a very high (Class I) caustic hazard due to their toxicity. Examples include (but are not limited to); methyl alcohol; sulfuric acid; muriatic acid; caustic soda; ant poison; squirrel bait; tannic acid; and bleach. In the event it is necessary to introduce a poison into a housing unit/dorm, the following guidelines shall be followed.

12.6.9.1 USE AND STORAGE

The use of any product containing methyl alcohol or bleach must be handled only by staff. Under no circumstances shall officers permit a youth direct access of methyl alcohol or bleach.

12.6.9.2 METHYL ALCOHOL

Methyl alcohol is a flammable poisonous liquid commonly used in industrial applications (shellac thinner, paint solvent, duplicating fluid, solvents for leather cements and dyes, flushing fluid for hydraulic brake systems, etc.). Drinking methyl alcohol can cause death, brain damage or permanent blindness.

Immediate medical attention is imperative whenever methyl alcohol poisoning is suspected.

12.6.10 SAFETY MEASURES FOR OTHER TOXIC SUBSTANCES

Every effort should be made to keep these substances out of the housing units/dorms. In the event it is necessary to introduce a substance into a housing unit/dorm, the following guidelines shall be followed.

12.6.10.1 ANTIFREEZE

Permanent antifreeze containing ethylene glycol should be securely stored in a locked area and dispensed only by authorized staff.

12.6.10.2 PRINTER CLEANER

Printer cleaner containing carbon tetrachloride or trichloroethane should be dispensed and used in small quantities and only by authorized staff.

12.6.10.3 CONTROL OF CLEANING SOLVENTS

The use of cleaning solvents containing carbon tetrachloride or tetrachloride or trichloroethylene must be strictly controlled. These solvents may be used only by authorized staff.

12.6.10.4 GLUES

All types of glue may contain hazardous chemicals and should receive close attention at every stage of handling. Nontoxic products should be used when possible. Toxic glues must be stored under lock and used under close supervision.

12.6.10.5 DYES AND CEMENTS

The use of dyes and cements for leather requires close supervision. Nonflammable types should be used whenever possible.

12.6.10.6 ALCOHOLS

Ethyl alcohol, isopropyl alcohol, and other antiseptic products should be stored and used only in the medical department. The use of alcohols must be closely supervised. Whenever possible, alcohols should be diluted and issued only in small quantities so as to prevent any injurious or lethal accumulation.

12.6.10.7 PESTICIDES

Pesticides contain many types of poisons. The Supervisor with responsibility for the facility's safety program shall be responsible for purchasing, storing and dispensing any pesticide (if not provided by the agency dispensing the pesticide). Any pesticides that are stored in the facility shall be stored under lock and youth shall not be allowed access. Note: Only chemicals approved by the County Department of Agriculture shall be used. DDT and 1080 (sodium fluoroacetate) are among those chemicals absolutely prohibited. All pesticide spraying will be conducted by the County Department of Agriculture and/or a properly licensed private pesticide company.

12.6.10.8 NOTIFICATION PRIOR TO USE OF PESTICIDES

When the Facility Division Chief (or designee) decides to deploy pesticides to abate a pest problem (for either insect or vertebrate pests), written notification shall be made to all areas in the facility (housing units/dorms, clinic, kitchen, etc.) In accordance with California Code of Regulations Title 6, Division 3, Chapter 2 (Pesticides and Pest Control Operations), and Food and Agriculture Code Sections 15201-15340 (Pest Control), the notification shall contain the time and date of the application; the type of material to be deployed; the location of the application; and when staff and youth may safely enter the area. The notification shall be posted in all affected areas.

12.6.10.9 HERBICIDES

Herbicides must be stored under lock. Any IS staff member who applies herbicides must have a current state license as a certified Private Applicator. Herbicide spraying will normally be conducted by the County Department of Agriculture and/or a properly licensed private company. Proper clothing and protective gear must be used when applying herbicides.

12.6.10.10 NOTIFICATION PRIOR TO USE OF HERBICIDES

When the Facility Division Chief (or designee) decides to deploy herbicides to abate weeds or other vegetation (either in unit/dorm quads or recreation areas), written notification shall be made to all areas in the facility (housing units/dorms, clinic, kitchen, etc.) In accordance with California Code of Regulations, the notification shall contain the time and date of the application; the type of material to be deployed; the location of the application; and when staff and youth may safely enter the area. The notification shall be posted in all affected areas.

12.6.10.11 LYES

Lyes must be used only in dye solutions and only under the direct supervision of staff.

12.6.10.12 EMERGENCY AGENCIES

In the event of a hazardous material emergency, the following agencies, as appropriate, shall be contacted:

Sheriff/Police/Fire Department - dial 911

Hazardous Materials Management - (619) 338-2222 (Ext. 2)

In the event of an accidental poisoning, staff shall immediately contact the following agency:

Poison Control Center - (800) 876-4766

For optimum safety, the above referenced emergency numbers shall be posted in each facility unit/dorm, and all work areas, for quick accessibility.