

MARIN COUNTY SHERIFF'S DEPARTMENT  
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

**CHAPTER 1 - ADMINISTRATIVE**  
CUS - 1 - 8  
PAGE 1 of 2

DATE  
8-3-94

---

**FACILITY SANITATION, SAFETY AND INSPECTION**

---

**POLICY**

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

**PROCEDURE**

All locks, windows, walls ventilator covers, access plates, doors, and other devices will be checked carefully to ensure they are fully operational. Facility floors will be kept clean, dry, and free of hazardous substances at all times.

Emergency keys are to be checked quarterly to ensure they are in working order. All defective equipment will be reported to the Admin. Lieutenant and replaced or repaired immediately.

Pod Deputies inspect their respective Pods during each shift. Any cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected, the Pod Deputy notifies the Hsg. Sergeant and the Maintenance Dept.

The Hsg. Sergeant will inspect all Pods and other areas under his/her control a minimum of once per shift. Cleanliness or maintenance problems will be brought to the attention of the Pod Deputy. Inmates will be afforded informal access to supervisory staff during these inspections.

Booking Deputies inspect the booking area during each shift. Any cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected the Bkg. Sergeant and Maintenance will be notified.

The Bkg. Sergeant will inspect all areas under his/her supervision a minimum of once each shift. Cleanliness and maintenance problems will be brought to the attention of the Deputy or staff member responsible. Maintenance will be notified of any necessary repairs.

The Laundry Supervisor inspects the laundry area during each shift. Cleanliness or maintenance problems are corrected as soon as possible. Maintenance is notified of any necessary repairs.

The Supervising Cook inspects the kitchen and staff dining area during each shift. Cleanliness or maintenance problems will be corrected as soon as possible. Maintenance will be notified of any necessary repairs.

The Ops. Lieutenant shall inspect the facility to ensure security, sanitation, and proper maintenance on a weekly basis. Problems are directed to the appropriate supervisor for correction. All Pods are rated on a point system by the Lieutenant during his/her weekly inspection. Points are awarded for degrees of cleanliness following the inspection. The Lieutenant advises the Hsg. Sergeant which Pods passed inspection and are entitled to extra weekend privileges.

Monthly and quarterly inspections will be done by Administrative staff. The Custody Bureau Commander will inspect the facility monthly. In his/her absence, the Admin. Lieutenant conducts the inspection and reports to the Captain. The Sheriff will inspect the facility quarterly. In his/her absence, the Undersheriff or designee will conduct the inspection and report to the Sheriff.

The facility will be inspected bi-annually by the State Board of Corrections. Areas to be inspected are the Division's Policy and Procedure Manual, health and sanitary conditions, security, and fire life safety. The facility will be inspected annually by the County Health Department. Water samples from both drinking and waste water will be tested annually by the Environmental Health Services to ensure the facility's water meets all applicable laws.

RELATED STANDARDS:

Penal Code Section 6030

Penal Code Section 6031

Health and Safety Code Section 459

Title 15, Article 14, Section 1280

DATE REVISED

None

By order of

DANIEL PAYNE

BUREAU COMMANDER