

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

**CHAPTER 4- Housing
CUS-04-26
PAGE 1 OF 5**

DATE: 12-28-2017

JAIL CLEANING POLICY

POLICY

A schedule will be established to ensure effective housekeeping of the entire facility. A regular schedule of housekeeping will be performed to maintain an acceptable level of cleanliness throughout the facility pursuant to Minimum Jail Standards.

PROCEDURE

A. Informal inspections:

1. Pod deputies will inspect their housing areas during each shift. Any cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected, the deputy will notify their immediate supervisor and the appropriate action will be taken.
2. The Housing Sergeant will inspect all housing units and other areas under their control at least once per shift and report their findings to the Administrative Sergeant if needed. Cleanliness or maintenance problems will be brought to the attention of the pod deputy and appropriate action will be taken.
3. The Administrative Sergeant shall conduct at least weekly inspections of all pods and report the results of the inspection in writing.
4. As they carry out their assigned duties, Pod deputies will inspect the pods including, the interior of all cells being used to hold inmates, throughout each shift. Any cleanliness or maintenance problems will be immediately corrected. If the problem cannot be corrected, the deputy will notify the housing sergeant and maintenance so appropriate action will be taken.

B. Booking responsibilities:

1. At least once every shift, a booking deputy shall arrange for inmate workers to sweep and remove any garbage from each booking cell being used to hold inmates, unless the inmate population in booking does not permit such cleaning to be performed in a safe and secure manner. All holding cells for which cleaning are deferred due to security concerns shall be cleaned as soon thereafter as safety permits. Any deferral of cleaning of holding cells that carries over to the following shift shall be noted in the Housing Sergeant's shift briefing and shall be addressed in the oncoming shift.
2. At least once per shift, a booking deputy shall arrange for all floor and seating surfaces of each holding cell being used to hold arrestees to be wet mopped and for each toilet and sink to be sanitized, unless the inmate population in booking does not permit such cleaning to be performed

in a safe and secure manner. Any deferral of such a cleaning shall be noted in the Booking Sergeants and shall be addressed in the oncoming shift.

3. The Booking Sergeant will inspect all areas under his/her supervision at least once during each shift. Cleanliness or maintenance problems will be brought to the attention of the deputy responsible for the problem area or referred to the Administrative Sergeant for appropriate action.

4. Janitorial staff will inspect the public facility and administrative areas for cleanliness or maintenance problems. Problems will be corrected as soon as possible. Repair requests will be forwarded to Maintenance and the Administrative Sergeant.

5. The Administrative Sergeant will be the liaison between the facility and maintenance for vermin/pest control. Maintenance/DPW will ensure that vermin/pest control professionals are readily available to the facility.

6. Follow-up monthly inspections will be conducted by the facility Fire/Life Safety Deputy during the monthly Fire/Life Safety Sanitation facility-wide inspection.

C. Civilian Housekeeping responsibilities:

1. Janitorial staff is responsible for the cleanliness of all offices, lobbies, public and staff restrooms, hallways, classrooms, and any other areas pursuant to contractual agreement.

2. The following housekeeping schedules will be adhered to in all staff and visitor areas within the facility, by civilian staff.

3. Floors will be kept clean, dry, and free of hazardous substances at all times.

4. Daily Service: Office, lobby hallways, public visiting corridors and areas

- a) Empty waste baskets, remove trash
- b) Vacuum/buff floors
- c) Spot mop for spillage
- d) Vacuum carpets, stairs, and elevators
- e) Spot clean carpets
- f) Dust desks, file cabinets, and furniture
- g) Clean and disinfect drinking fountains
- h) Spot clean glass for fingerprints and smudges

5. Daily Service: Public restrooms, staff locker rooms Detention and Corrections

- a) Empty waste baskets, remove trash
- b) Refill all dispensers
- c) Clean and disinfect toilets, urinals and showers
- d) Spot clean walls and partitions
- e) Clean mirrors
- f) Empty waste baskets, remove trash
- g) Dust lockers, return air vents
- h) Mop floors
- i) Empty exterior cigarette urns

6. Weekly Service: Offices, lobbies, locker rooms

- a) Scrub and sanitize showers
- b) Replace plastic liners in waste baskets when applicable
- c) Clean doormats, thresholds, and entrance areas
- d) Spray and buff tile, damp mop stairs and elevators

7. General: As deemed necessary by Administrative Sergeant

- a) Dust door ledges, partitions, and moldings
- b) Spot clean doors, walls, and door frames
- c) Vacuum, dust, and clean Venetian blinds
- d) Damp wipe waste baskets
- e) Clean all interior windows
- f) Shampoo/steam clean carpet
- g) Wash windows
- h) Clean air vents

8. Semi-Annual:

- a) Clean all light fixtures and luminaries
- b) Shampoo/steam clean all carpets

9. Annual: Strip and wax tile (pursuant to contract or established GSA/BMD procedures).

D. Sanitation of cells and rooms: Each inmate is required to maintain sanitary living area conditions:

1. Each inmate shall be responsible for the cleanliness of his/her cell or living area including walls, floors, sink, toilet, windows, and other property within the cell, room, or living area.
2. Cleaning materials and articles for cleaning shall be provided by the pod deputy, to each inmate. The inmate is responsible for the proper care and usage of these articles.
3. Before leaving the cell area, each inmate shall sweep and mop the floor of their living areas, and deposit the trash in the trash can.
4. No curtains, screen, paper, cellophane, cardboard or clothing, etc., shall be hung in the cell or on room doors.
5. The deputy shall issue the inmate a verbal warning or a disciplinary report in cases of continued noncompliance with cell cleaning.

E. Inmate workers are responsible for the cleanliness of the common area in each pod, multi-purpose rooms, showers, yards, and stairwells.

1. The following housekeeping schedules will be adhered to in all pods/living areas daily by inmate

Workers:

- a. Clean all table tops in common area.
- b. Clean mop closet and mop floors.
- c. Ensure that all trash is staged for pick up by 2300 hours.
- d. Vacuum carpets in all common areas.

- e. Sweep and mop the inmate side of the visiting room, multi-purpose rooms, courtyards, and corridors leading to sally ports.
- f. Spot clean all windows where needed.
- g. Wipe down telephones.
- h. Dust all TV's, bookcases, and other furniture.
- i. Clean and disinfect inmate showers. (Pay special attention to vents and mold build up)
- j. Clean marks from doors and walls.

2. Additional cleaning before and after meals:

- a. Any juice or coffee spills will be wiped up.
- b. All food ports and tables where eating will occur will be wiped off.
- c. After meals have been served, the tables and food ports will be cleaned before recreation and social activities resume.
- d. Any spills on the carpet will be cleaned immediately.

3. Other housing unit rooms (visiting, storage, showers, etc.)

- a. The storage rooms will be straightened dusted and mopped as directed by the pod deputy.
- b. The inmate side of the non-contact visiting rooms will be dusted, windows cleaned and the floor mopped and buffed after visiting.

4. Common area: Pod deputies are responsible for supervising the inmate workers and ensuring cleaning assignments are accomplished in a timely and satisfactory manner.

- a. Spot clean soiled spots on carpet.
- b. Dust or wipe down all recreation equipment and furniture.
- c. Clean all table tops and wipe down pedestals.
- d. Clean all windows accessible from inside the pod.
- e. Clean outside of windows from yard.
- f. Straighten books in bookshelves and dust.
- g. Dust window sills, over doors, stairs, and railings.

5. Court Floor holding cells:

- a. Inmates will be used to clean all court holding cells.
- b. A log will be kept in the housing sergeant's office called "Holding Cell Cleaning log". Deputies will check this log weekly preferably on the weekend. If it needs to be completed they will select two inmates and take them down the hallway to clean the court holding cells. The sergeant will check this log weekly to ensure it is being completed.
- c. Court holding cells cleanliness will be the same as the cell cleanliness standards above. Special attention should be paid on toilet cleanliness and disinfected, vent cleaning, and all floor and sitting areas mopped and cleaned.

6. All necessary cleaning material (cleaner/disinfectant, cleanser, brooms, mops, etc.) will be stored in a locked closet in each housing unit. These are to be issued to each pod and used by inmates to clean their living areas daily, under the supervision of the housing deputy.

RELATED STANDARDS

Title 15

REVISIONS

None

By order of

**JAMIE SCARDINA
BUREAU COMMANDER**