

SAN BERNARDINO COUNTY PROBATION DEPARTMENT PROCEDURE

FACILITY SANITATION, SAFETY, AND MAINTENANCE

Title 15, Section 1510; Title 24, Section 1230.1.21; NCCCHC

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To establish guidelines for the maintenance of an acceptable level of cleanliness, repair, safety, and equipment checks throughout Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

Definitions:

Facility Safety Administrative Tour: A walkthrough inspection of the facility to identify and correct unsanitary or unsafe conditions or work practices as required by applicable laws, ordinances, and regulations.

Safety Data Sheet (SDS): A document that contains information for the use of various substances and products (chemicals, chemical compounds, and chemical mixtures) that may include instructions for the safe use, spill-handling procedures, and potential hazards associated with that particular product.

Responsibilities:

I. Probation Corrections Officer (PCO):

- A. Conduct a visual inspection of the assigned area of responsibility each shift and report any unsanitary or unsafe conditions to a supervisor.
- B. Complete maintenance requests for unsanitary/unsafe conditions and/or needed repairs and submit the request to Central Control.
- C. Maintain a unit Maintenance Request binder and verify each request was given to Central Control each shift.
- D. Perform or supervise the performance of health and safety tasks (e.g. daily/weekly/monthly cleaning assignments, equipment checks, etc.) as directed by the area supervisor and document the completion.
- E. Structure youth regarding safety procedures, health/sanitation hazards, and the use of cleaning products and equipment.
- F. Supervise youth who are using approved chemicals, materials, or equipment.
- G. Account for all chemicals, materials, and/or equipment after youth is finished with its use.
- H. Use chemicals per the product label and Safety Data Sheet (SDS), which may include the use of personal protection equipment.
- I. Ensure daily cleanup, which includes but is not limited to the following:
 1. Morning cleanup:
 - a. Sweep and mop youth rooms.
 - b. Wipe down doors and walls in youth rooms including ledges.
 - c. Sweep and mop halls, dayroom, and youth restroom areas.
 - d. Collection and disposal of trash and sanitization of trash receptacles.
 - e. Wipe down benches, tables, and furniture.
 2. Evening cleanup:
 - a. Sweep hallways and dayroom area.
 - b. Collection and disposal of trash and sanitization of trash receptacles.

- c. Wipe down tables, benches and furniture.
 - d. Mop and clean youth restrooms.
 - J. Weekly Saturday Cleanup:
 - 1. Ensure all areas of the unit are cleaned thoroughly. Pay special attention to areas not cleaned during the daily cleanup, including but not limited to:
 - a. Window screens
 - b. Bars and ledges
 - c. Toilet bowls and urinals
 - d. Sinks and fixtures
 - e. Shower tiles and grout
 - f. Baseboard
 - g. Windows and door handles
 - h. Drains
 - i. Drinking fountains
 - j. Staff desk
 - k. Storage areas and utility rooms
 - K. Ensure restraint devices are in good repair and sanitized after each use.
- II. Central Control:
 - A. Process submitted/completed Maintenance Requests:
 - 1. Submit maintenance requests via the Facilities Management Service Request (ARCHIBUS) website.
 - 2. Contact a supervisor for approval if a maintenance request needs to be addressed immediately (emergency). If approved, call Facilities Management.
 - 3. If a maintenance request is for a cleanup that requires calling a contracted professional service company (e.g. blood, feces, etc.), inform Facilities Management via phone and submit a maintenance request through the Facility Management Service Request (ARCHIBUS) website.
 - 4. Print a copy of the maintenance request and place it in a Maintenance Request binder.
 - 5. Follow up with Facilities Management weekly to ensure each request is addressed.
- III. Probation Corrections Supervisor I (PCSI):
 - A. Ensure daily sanitation and safety inspections of their assigned area(s).
 - B. Assign staff to daily, weekly, and monthly cleaning assignments and post a written list of assignments in the work area.
 - C. Request maintenance as necessary and follow-up to ensure repairs are completed.
 - D. Review/approve emergency maintenance requests as needed.
 - E. Review Unit Maintenance Request binders weekly for maintenance updates.
 - F. Ensure staff are formally trained in sanitation and safety.
- IV. Facility Safety Officer(s):
 - A. Maintain a facility Maintenance Request binder.
 - 1. Verify each request was sent to Facilities Management.
 - 2. Follow up weekly with Facilities Management/website to ensure maintenance requests have been addressed.
 - 3. Note the date, action taken, and any significant problems encountered with the repair.
 - B. Maintain a list of equipment, cleaning compounds, chemicals, and related materials used in the area of responsibility, as well as instructions for the use and procedures for controlling and safeguarding these materials.
 - 1. Review the binder of Safety Data Sheets (SDS) at least every six (6) months to determine if the information is current and update as needed.

2. Maintain a record of the review.
 - C. Maintain written processes for the safe supervised use of hazardous materials and equipment by youth. These may include secure storage, poison control phone numbers, supervision and structure, hazard awareness, and appropriate use of materials/equipment.
 - D. Complete a monthly Facility Safety Administrative Tour Report (found in ProbTools).
 - E. Conduct facility inspections and maintain written records of inspections, procedures, and actions taken to correct deficiencies.
- V. Watch Commander (WC):
- A. Ensure Facilities Management is contacted in the event of a maintenance emergency after hours, on holidays, or on the weekend.
- VI. Division Directors (DDI/II):
- A. Ensure regular visual sanitation and safety inspections are conducted and documented on the Facility Safety Administrative Tour Report and deficiencies are corrected.
 - B. Designate duties and responsibilities necessary to implement an orderly plan for providing appropriate facility sanitation and safety to staff as appropriate.
 - C. Delegate a supervisor to each area of the facility to ensure safety inspections are completed and the area is receiving proper maintenance/sanitation.
 - D. Request capital improvements that will result in improved safety and sanitation of JDACs or TFs as necessary.
- VII. Probation Maintenance Supervisor:
- A. Collaborate with facility safety officer(s)/designees and Facilities Management regarding building maintenance as needed.

Guidelines:

- A. Facility sanitation and safety are the responsibility of all staff members.
- B. Health and safety/security supersedes all other aspects of JDACs and TFs concerns.
- C. Medical care housing facility areas, as described in Title 24, Section 13-201(c) 6, will be cleaned and sanitized according to the policies and procedures established by the health administrator.
- D. Janitorial equipment rooms on each living unit and in the booking area shall be lockable, have a mop sink, and sufficient area for the storage of cleaning apparatus, implements, equipment, and chemicals.

Inspections:

Refer to the Policy and Procedure Inspection Matrix

Foundation:

Minimum Standards for Juvenile Facilities, Title 15, 1510; Title 24, 1230.1.21, 13-201(c) 6
National Commission on Correctional Health Care (NCCHC)
Welfare and Institutions Code, Sections 209, 210, and 885.

References:

Injury and Illness Prevention Procedure

Issued by:



Tracy Reece, Chief Probation Officer

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