

POLICY AND PROCEDURES

NUMBER: 704

SUBJECT: Safety and Sanitation Inspections

ACA STANDARDS: 4-ALDF-1A-01; 1A-07; 2A-06; 2A-13

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 12/98, 10/99, 5/01, 1/08,
3/12, 12/14



I. POLICY

The St. Louis County Department of Justice Services shall conduct and document routine safety and sanitation inspections to ensure the safety, health and well being of the staff and inmates and the proper maintenance of the facility.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' designated Administrator Inspection Team and all other staff are responsible for the following procedures.

III. DEFINITIONS

Housing Area Safety and Sanitation Inspection Form: A detailed form used to record the results of the daily or weekly inspections. (See Attachment 1)

Non-Housing Areas Safety and Sanitation Inspection Form: A detailed form used to record the results of the daily or weekly inspections. (See Attachment 2)

Unit Management Team: A designated team responsible for the daily operations of a housing floor composed of, but not limited to, the following employees: Unit Manager, Housing Unit Supervisors, Housing Unit Officers, Unit Control Officers and Case Managers.

IV. PROCEDURES

A. Daily Inspections

1. All staff members shall conduct daily safety and sanitation inspections of their assigned work area.
2. Housing Unit Officers shall perform daily safety and sanitation inspections of each cell, the dayroom and recreation area and shall have the final responsibility for housing unit cleanliness.
3. Watch Commanders and Housing Unit Supervisors shall conduct daily and periodic safety and sanitation inspections of their assigned areas.
4. Any safety or sanitation problems shall be reported immediately to the area supervisor and corrected as soon as possible.
5. Results of the Housing Unit Officer's daily housing area inspections shall be documented in the officer's Post Daily Activity Log.

B. Weekly Inspections

1. The Fire Safety and Sanitation Inspection team
 - a. The Fire Safety and Sanitation Inspection Team will be composed of any two (2) following staff members: Watch Commanders, Intake Service Center (ISC) Shift Supervisors, Transportation Supervisor, Unit Managers, Internal Affairs Officer, Training Manager or ISC Operations Supervisor.
 - b. There will be two (2) designated weekly Fire Safety and Sanitation Inspection Team members who will conduct a weekly safety and sanitation inspection in all housing and non-housing areas of the facility.

C. Administrator Inspections

- [1. The *Internal Affairs Officer* is responsible for assigning a team of Administrators and Managers to perform a safety and sanitation inspection of the facility *once a month.*]

- [2. *The Facility Administrator Inspection shall be conducted by one of the following staff members: Director, Superintendent of Security, Superintendent of Human Resources/Operations, or the Internal Affairs Officer. The Supervisor or Unit Manager of the area being inspected may also accompany the Administrator Inspector. This will enable the Supervisor or Unit Manager of the area to have first hand knowledge of safety and sanitation problems the inspector observed.]*
3. When conducting inspections in the housing units, the Administrator Inspector will include, but is not limited, to the following items in their inspections:

 - a. Ensure all light switches are working properly
 - b. Check the dryer vent
 - c. Check some sinks and toilets to ensure they are working properly and not leaking
 - d. Ensure all doors are locking correctly
 - e. Check for standing water in the shower area
 - f. Ensure the officer's work station is working properly.
- [4. A copy of the report will be given to the *Accreditation Manager and the Director. Any problems will be forwarded to the appropriate Superintendent/Unit Manager and the Superintendent/Unit Manager is expected to promptly address any problem areas.*]

D. Safety Officer Inspections

1. The Safety Officer will conduct at least one (1) monthly safety and sanitation inspection in all housing and non-housing areas, including the stairwells. This inspection will be comprehensive and thorough to ensure the facility is in compliance with the safety and sanitation standards.
2. Results of the monthly inspections shall be documented using the Housing Area Safety and Sanitation Inspection Forms. (See Attachment 1) and the Non-Housing Area Safety and Sanitation

Form (See Attachment 2). These inspection forms will be kept on file with the Safety Officer.

3. If there are any problems found during the inspection, the Safety Officer will inform the staff in the area and/or the area supervisor to ensure the problem is corrected as soon as possible. If the Safety Officer determines it is a major problem, he/she will schedule a re-inspection in approximately fourteen (14) days of the problem area.

E. Reporting

- [1. The results of the Facility Administrator Inspection shall be forwarded to the Director *and the Accreditation Manager*. The *Accreditation Manager* will also forward a copy of the inspection to the appropriate Unit Manager or Supervisor *when problems are identified.*]
2. The results of the weekly inspections shall be documented using the Housing Unit and Non-Housing Area Safety and Sanitation Inspection Forms. (See Attachments 1 and 2) These completed inspection forms will be forwarded to the Safety Officer for review and to be kept on file.
3. Any major safety or sanitation problems shall be reported immediately to the area supervisor and corrected as soon as possible. Minor problems which can be remedied immediately will be reported to the officer in the area and/or the area supervisor. Minor problems which cannot be remedied immediately will be reported to the Safety Officer. The Safety Officer will send a copy of the report to the Unit Manager and Office Specialist. The Unit Manager/designee will ensure a Work Order is sent to Public Works.
4. Depending on the results of the inspection, a more descriptive narrative may be needed to describe specific problems.
5. All reports with major problems shall be discussed with the Unit Manager of that particular housing unit floor or the Supervisor of the particular non-housing area.

F. Inspections Conducted by Qualified Independent Sources

1. Light levels will be 20 foot candle in personal grooming areas and at writing surfaces. Lighting throughout the facility is sufficient for the tasks performed. This inspection will be conducted at least once every three (3) years, by a qualified independent source.
2. Noise levels in housing units will not exceed 70 dBA (A Scale) in daytime and 45 dBA (A Scale) at night. This inspection will be conducted at least once every three (3) years, by a qualified independent source.
3. Ventilation system supplies 15 cubic feet per minute of circulated air per occupant with a minimum of five (5) cubic feet per minute of outside air. Cells and other rooms with toilets have no less than four (4) air changes per hour. This inspection will be conducted at least once every three (3) years, by a qualified independent source.
4. The facility's potable water is certified to be in compliance with jurisdictional laws and regulations, by a qualified independent source on an annual basis.