

Housing Unit Operation

508.1 POLICY

The inmate housing areas will be maintained in a clean and orderly manner.

Specific services will be provided to the extent possible, on a regular and timely basis consistent with the provisions of Title 15 and the needs of the institution.

It is the responsibility of all employees to assist in ensuring that inmates follow all rules given to them as a part of the intake process.

508.2 MOD CONTROL

The mod control room will be off-limits to inmates at all times except when painting or cleaning under a supervised program.

Visitor access to the mod control room will be limited to prearranged tours and other instances authorized by the Watch Commander or higher authority.

The rear security door of the mod control room will be opened only for security staff.

Inspections of the inmate living areas for cleanliness and rule compliance will be a shared responsibility of:

- The mod control deputy.
- The housing unit deputies.
- The Watch Commander, on at least a monthly basis.
- The Facility Manager, on a quarterly basis.
- The Undersheriff on an annual basis.

The prowler officers will also share responsibility to solve inmate problems in the housing area before referral to a more formal process.

The inmate grievance procedure will be considered as a second step for problems which the officers are unable to resolve.

Inmates will not be allowed in the visiting area or on the back stairs unless transacting necessary business or going to or coming from a visit.

Due to the sensitive nature of the mod control position, the mod control deputy will remain on post until properly relieved.

During the day shift watch, it is the responsibility of the mod control deputy to make the initial check of all reported alarms and relay the status to Central Control.

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It is the responsibility of the day shift Watch Commander to insure the timely delivery of inmate mail.

For ADA Work Requests refer to Policy 216: Maintenance Engineering.

508.3 LOCK DOWN

In housing areas where an inmate is in lock down status, a cell check record will be completed by the assigned mod control deputy. The cell check record will reflect, but not be limited to, the following information:

- The amount of hours or days the inmate is to be locked down.
- Shower and recreation time.
- Attorney visits.
- Probation or Parole visits.
- Any court movements.
- Movements to the medical unit.

The cell check record will be attached to the inmates booking sheet and retained.

Lock down inmates who can be mixed with the population of their pods may be allowed shower and recreation time during the normal business day.

The inmates who present unique safety or discipline problems and who cannot be allowed to mix, will be allowed shower and recreation time which may, at the discretion of the officer assigned to that area, be after the evening lock down.

Facility lock down times, as established by the institution, will be the responsibility of the officer assigned to each living area.

Lock down time may be extended by the Watch Commander for worker pods.

Day room lights are to be left on 24 hours a day.

508.4 SHOWERS

Inmates in a non-lock down status will be allowed unrestricted access to the showers on a daily basis during their day room usage time.

508.5 ACCESS TO DAYROOM WRITING SURFACE

In order to provide a reasonable accommodation for inmates housed in a dormitory cell to have access to a writing surface, the following procedure shall be followed. This accommodation is in addition to the inmates' normal out of cell time schedule.

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- (a) The inmate must be housed in an ADA Dormitory cell.
- (b) The inmate can ask any correctional deputy for access to the dayroom writing surface.
- (c) These accommodations shall only be made between the hours of 0600 hours and 2200 hours, and shall not interfere with meal services, medication distribution, or during any period determined by the deputy to be safety concern such as a facility lockdown or other emergency.
- (d) Accommodations shall not interfere with the out of cell time schedule of those inmates on administrative separation.
- (e) Inmates that are found to be abusing this accommodation shall be returned to their cell for the day. For example, an inmate using this time to shower, use the phone, watch television, or video visit would be considered to be abusing the accommodation.
 - (a) A log entry shall be made in Spillman for any abuse of this accommodation. (Log Entry Type = "Abuse of Writing Surface Accommm")
 - (b) Watching television, showering, using the phone, and using the video visitation will not prohibit the inmate from being eligible for future writing surface accommodations.

508.6 INMATE PROVISIONS

Dispensing of the following items is a responsibility of the housing unit deputies:

- Miscellaneous forms.
- Hand soap.
- Toilet paper.
- Feminine napkins, tampons, panty liners
- Hair cutting equipment.
- Pod/cell cleaning tools.
- Other designated items.

508.6.1 ITEM PICK-UP

The housing unit deputies on each shift will have the responsibility to pick up the following items:

- Outgoing Mail.
- Other related items for distribution.

Cleaning gear and related items will be placed into each pod and picked up on a daily basis.

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508.7 MEALS

The mod control deputy is required, when requested, to provide an accurate count to the kitchen.

Inmate housing area meals will be supervised by the housing unit deputies who are responsible for verifying the count of eating utensils placed into and removed from each housing area.

508.8 CELL INTEGRITY

The following policy is designed to be pro-active in dealing with the ongoing problem of vandalism and destruction of jail property (i.e. housing units).

The housing unit deputy will perform a cell inspection prior to the assigned inmate being placed in or removed from any cell. The housing unit deputy and the inmate will inspect the assigned room for damages and the housing unit deputy will verify and note damage. When the inmate moves to another area, the room condition will again be checked for damage.

Whenever an inmate is released, the housing unit deputy and the inmate will check the room for damages against the Cell Inspection Check List.

If there are no damages, the housing unit deputy will close the room door and ensure that it is locked.

In the cells where double occupants are housed, both inmates will have responsibility for keeping the room undamaged.

Inmates who vandalize or damage their cells will be given disciplinary sanctions as necessary and in some cases, charged criminally.

Medical cells shall be cleaned daily.

Medical cells shall be cleaned and sanitized between uses or additionally as necessary.

Rooms with infectious waste shall be locked down unoccupied for 24 hours before being cleared and sanitized between uses.

508.9 SPECIALIZED HOUSING AREAS

Specialized housing areas are maintained for:

Administrative Separation / Detoxification / Medical safety usage.

These areas are to ensure the protection of inmates and staff.

Careful control will be used to prevent arbitrary and indiscriminate placement of inmates in these areas.

508.9.1 UTILIZATION

Placement in a specialized housing area will require the classification officer or Watch Commanders approval.

Inmate placement in a lock down or medical safety cell will also require a jail incident report.

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Medical or safety cell placement shall additionally require ongoing medical staff review.

For the policy on mobility-disabled inmates retention of HCA/DME/AD refer to Policy 503 Safety and Sobering Cells

Intermittent direct supervision shall be provided at least twice every thirty (30) minutes with no more than 15 minutes between each check, for the following specialized housing areas:

- Booking level cells (when used in a medical capacity).
- Sobering/observation cell.
- Medical/Booking safety cell.

These records are to be attached to the inmates booking file and retained.

Inmates in specialized housing areas will be provided living conditions and privileges approximately those available to the general population.

Usually available items may be withheld to ensure the individuals safety, as well as that of staff and other inmates.

A jail incident report will be written and submitted to the Watch Commander for approval where circumstances warrant the removal of any items.

Inmates housed in specialized areas will receive the same meals as those served to the general population. Inmates housed in safety cells shall be provided with liquids on a regular basis or as requested.

Inmates housed in specialized areas will only be reassigned by the Watch Commander or classification deputy, with input from medical staff when appropriate.

508.10 CLEANING POLICY

508.10.1 CLEANING SUPPLIES

- The Correctional Plant Manager shall ensure that an appropriate amount of sanitation items are available for distribution.
- Sanitation supplies will be distributed to the levels by the Correctional Plant Manager or designee
- Custody Staff will ensure cleaning equipment is used in the proper manner. Correctional deputies will make this part of their daily inspections.
- Cleaning equipment such as brooms, mops, toilet brushes will be exchanged by the Correctional deputies daily.
- Supervision of the requisition of supplies will be provided by the Correctional Plant Manager to ensure proper amounts of items are ordered and excess of materials and equipment is avoided.

508.11 HOUSEKEEPING - HOUSING UNIT DEPUTY RESPONSIBILITIES

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508.11.1 INSPECTIONS

Correctional deputies shall conduct daily sanitation inspections to ensure that:

- All housing unit and work areas are clean and orderly.
- Trash is not thrown anywhere except in the trash containers provided in each unit.
- Inmates do not leave towels, blankets, clothing, or any personal belongings in the common area.
- Lighting, heating, and ventilation equipment are working and repair requests are timely submitted.
- All plumbing equipment, including toilets and showers are working and repair requests are timely submitted.
- Fire or health hazards are appropriately corrected.
- Locking mechanisms operate without restrictions.
- The floors are clean, dry and free of substances that could pose safety hazards.
- There is an adequate supply of cleaning supplies and equipment.

508.11.2 HOUSING UNIT DETAIL CLEANING

1) Inmates in their housing units shall clean all cellblock common areas to include but not be limited to:

- Pod entrance;
- Floors (tiers and other common areas, areas as assigned);
- Walls in the common area will be kept clean and free of writing;
- Showers;
- Collecting food trays;
- Ready trash for dumping;
- Correctional deputies shall ensure that high-traffic, high-use areas of the pods, including the showers, shower floors, entry ways and day rooms, are cleaned on a constant basis.
- Any other condition that the correctional deputy feels needs to be corrected in order to maintain good sanitary conditions can be assigned.

508.11.3 CELL ENTRANCE AND EXIT INSPECTIONS

- No inmate shall be assigned to a cell before a correctional deputy and the inmate inspect the cell, and no inmate shall be released from a cell without an exit inspection of the cell conducted by the correctional deputy.

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- Correctional deputies shall monitor cell conditions on a daily basis and inspect the cell before inmate moves.

508.11.4 HOUSEKEEPING - INMATES/INDIVIDUAL CELLS

- A. Each inmate and every correctional deputy shall be responsible for ensuring that housing units are clean.
- B. Each correctional deputy shall ensure that each inmate has the following supplies to clean his/her cell daily.
 - A spray bottle containing an authorized cleaning solution
 - Broom
 - Mop
 - Mop Bucket
 - Bucket with authorized cleaning solution for toilet use only
 - Toilet brush
 - Cleaning cloths
- C. Each inmate shall be responsible for the following in his/her cell:
 - Clean and sanitize toilet/sink unit.
 - Clean and sanitize the desk and neatly arrange every item.
 - Sweep and clean the floor, removing dirt from floor corners.
 - Ensure that all walls are clean and free of graffiti, pictures, calendars photos and toothpaste (inmates generally attempt to use toothpaste as an adhesive to hang papers on the walls).
 - Hazardous and combustible materials such as boxes, newspapers and magazines will not be allowed to accumulate within the cells.
 - Refrain from placing paper and other objects inside of and over lights and light covers.
 - Refrain from placing paper and other objects inside and over the air vents.
 - Use bed linen and towels for their intended purpose only.
 - Clean bed platforms and rails as needed.
 - Neatly store all personal belongings.
 - Inmates shall not be allowed to store any perishable foods or other items which entice vermin or produce unsanitary conditions in their living units.
- D. Sanctions. Any inmate failing to adhere to the above rules and regulations shall be subject to disciplinary which may result in loss of Commissary, visiting, recreation and/or lockdown time.

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508.12 FOOD TRAYS

- Mod Deputies shall submit an accurate count of inmates to the Kitchen so that a correct number of meals are delivered.
- Correctional deputies shall ensure that *no* food trays are left in the housing unit for inmates who are not present at the time the meal arrives.
- Correctional deputies shall count incoming trays, cups, and utensils to ensure that a sufficient number are delivered to the housing unit.
- Correctional deputies shall count trays upon completion of meal service to ensure that the same amount of trays, cups, and utensils have been returned.

508.13 TRASH AND WASTE REMOVAL

Trash and garbage collection procedures shall be as follows:

- A. Correctional Officers shall ensure his/her level is clear of all trash from his/her areas pursuant to the below schedule for trash and garbage removal.
- B. Inmate interior workers are responsible for the orderly removal of garbage from each Level after each meal.
- C. Collection of trash and garbage shall begin on the third floor, and then continue down the second and first floors including Medical and Booking.
- D. Disposal. Trash and garbage shall be removed as follows:
 - 6:30 am- Correctional deputies shall begin removing trash and garbage from the breakfast meal.
 - 1:30 pm- - Correctional deputies shall begin removing trash and garbage from the lunch meal.
 - 6:00 pm- Correctional deputies shall begin removing trash and garbage from the dinner meal.
 - 10:30 pm- - Correctional deputies shall remove all remaining trash from each floor.
- E. Trashcan Cleaning, - Correctional deputies shall ensure that interior inmate workers wash all trashcans at least once a week.