

JAIL BULLETIN

Number 93

January, 1993

The Jail Bulletin is a monthly feature of the Crime Commission Update. The Bulletin may be used as a supplement to your jail inservice training program if officers study the material and complete the attached "open book" quiz. The Bulletin and quiz may be reproduced for use by your staff. We welcome any jail training material you would like to contribute to the Bulletin.

FACILITY SANITATION PART I

A. Your Responsibilities

As a jail administrator, you are responsible for maintaining a sanitary facility. Although you do not clean the jail yourself, you are involved with:

1. Establishing methods and procedures for cleaning the jail;
2. Making schedules which determine the frequency of cleaning activities;
3. Supervising your staff to ensure implementation of procedures;
4. Developing and implementing an overall sanitation plan.

You must maintain a jail environment which does not subject inmates to unsanitary conditions. Many courts have held that keeping inmates in unsanitary jails constitutes cruel and unusual punishment.

1. Staff Responsibility

As a jail administrator, you must select a staff member to be responsible for sanitation and housekeeping practices at your jail. In some instances, a supervisory staff member can take on this responsibility; sometimes the jail manager is directly responsible for this.

Whoever is responsible should be aware of all available current information about jail sanitation. Such information should include the requirements of applicable state jail standards, national standards requirements, and the holding of courts in your region. (The checklist at the end of this section presents the requirements of national standards.) Nebraska Jail Standards require all jail facilities to be maintained in a clean and healthful condition (Chapter 11-003.01).

2. Staff Training

Your staff must be fully trained in sanitation plans and procedures which you develop. All staff must be able to implement their duties and to manage inmates who have sanitation responsibilities. There are many training resources available, including materials developed by the National Sheriffs' Association and the National Institute of Corrections.

3. Inmate Supervision

You should show inmates the importance of keeping the jail clean and sanitary. Establish a daily routine which includes inmate cleaning of their areas; supervise inmates in all of their activities.

Although inmates should help with jail sanitation, they should not be responsible for sanitation, nor should they ever be put in a position to assign work to other inmates.

Inmates who are assigned to special cleaning tasks should be thoroughly trained in the use of necessary equipment . Safety and care should be stressed, along with instruction on accomplishing tasks efficiently.

Praise inmates when their work is good. Show them that you recognize the value of their work and that you appreciate it.

Be fair and consistent when you assign jobs to inmates. When possible, rotate assignments so all inmates learn all tasks.

B. Inspections

Your best method for maintaining a sanitary facility is to conduct regular, and thorough inspections. Daily inspections should be made by your or your supervisory staff. The jail manager should inspect the facility at least weekly. The attention of staff and administrators to sanitation will show other staff and inmates that you are serious about keeping the jail clean. Nebraska Jail Standards (Chapter 10-003.01) require the facility administrator to provide for daily housekeeping duties and inspections thereof when the jail facility is occupied.

When inspecting the jail, pay close attention to the following areas, which require continuing cleaning efforts rather than scheduled cleaning:

1. Holding cells;
2. Intake shower areas;
3. Observation cells;
4. Detoxification cells;

5. Hospital rooms/infirmarary;
6. Food storage and preparation areas;
7. Garbage and trash disposal areas;
8. Housing unit showers.
9. Floors

Written reports should record the results of all inspections. Such reports will show that an inspection was conducted (in case you are involved in a court case) and will identify problems which need to be resolved.

Reports should be given to supervisory and/or administrative staff for review. If problems are identified, immediate action should be taken to correct the deficiency. When the problems are corrected, another inspection should be made to verify improvements, and another report should be written to document and confirm completion.

Not only should you regularly maintain your facility, but you should fully document your cleaning, maintenance and repair efforts. Without complete documentation, you cannot demonstrate your efforts to the courts at a later date.

C. Equipment and Supplies

Nebraska Jail Standards (Chapter 10-003) require that all jail facilities maintain acceptable levels of sanitation and provide inmates with proper hygienic materials and services. You should always have the supplies and equipment on hand which are needed to maintain a sanitary facility, including:

- Soaps and cleaning compounds
- Detergents and scouring powders
- Brooms
- Mops
- Brushes
- Cleaning cloths

Even if you have the proper supplies and equipment, you staff must supervise cleaning efforts to be sure that they are used correctly.

It is important to have garbage and trash receptacles which are watertight, and which have tight-fitting lids. These should be emptied and cleaned at least once daily. Garbage and trash should be disposed of in a manner which will not permit the transmission of disease, create a nuisance, or provide a breeding place for insects.

Toilets, washbasins, floors, tables and other equipment in cell areas should be cleaned daily.

In the kitchen, you must keep all items and surfaces which come into contact with food (counters, utensils, tables, shelves, etc.) clean, in good repair and free of breaks, corrosion, open seams, cracks and chopped places.

Finally, brushes, dishmops, dishcloths, and other aids used in dishwashing operations should be clean and should be used for no other purposes.

D. Laundry

1. Inmate Clothing

Inmate personal clothing which is stored during incarceration must be inspected prior to storage. If there is any evidence of infestation, the clothes should be cleaned and disinfected.

If an item of inmate personal property poses a definite hazard to the health and safety of the institution, you may destroy it. You should record the reasons for its destruction and issue a receipt to the inmate stating the reasons and showing the name of the person who made the decision.

Clothing which you issue to inmates, or personal clothing which you allow them to take into the jail, should be laundered at least three times weekly. Clothing should be properly fitted and in good repair.

Inmates should be provided with clean bedding and linens at the time of their admission. A clean mattress, heavy washable mattress cover, towel(s), blanket(s) and two clean sheets should be issued. All of these items should be laundered before issue as required by Nebraska Jail Standards Chapter 10-003.04 through 003.04E.

Linens should be exchanged and laundered at least weekly. Bedding in unoccupied cells should be removed and stored. Worn bedding should be replaced.

You may decide to provide laundry services within your jail, or through an arrangement with another agency or professional service. Your decision should be based on overall costs, quality of service, availability of equipment and staff considerations.

This issue of Jail Bulletin was prepared by Dan Evans, Acting Senior Field Representative, Jail Standards Division, Nebraska Crime Commission. This material is adapted from Small Jail Resource Manual provided by the National Institute of Corrections, Rod Miller, Ralph Nichols. Authors.

DEPARTMENT OF CORRECTION QUARTERLY INSPECTION

INSTITUTION _____

INSPECTED BY _____

BUILDING/SECTION _____

DATE _____

Inspected Area	Satisfactory		Comments
	YES	NO	
Walls			
Floors			
Ceilings			
Windows			
Screens			
Doors/Frames			
Stairs/hallways			
Toilets/sinks/urinals			
Showers/water fountain			
Furnishings			
Equipment			
Storage Area's			
Cell's			
Mop's/Buckets			
Mop Closets			
Cleaning Supplies			

CORRECTIVE ACTION REQUIRED:

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SYSTEMS	SATISFACTORY		COMMENTS
	YES	NO	
Heating			
Air Condition			
Ventilation			
Exhaust			
Hot Water			
Cold Water			
Bedding Linens			
Mattress			
Lighting			
Electrical			
Sprinkler System			
Fire Equipment			
Fire Door's			
Fire Exits (Marking)			
Hazardous Chemicals			
Trash Removal			
Pest Control			
Ground/Weeds/Grass/ Sidewalks			
Corrective Active Required			

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QUIZ

Nebraska Jail Standards require that jail staff receive eighteen (18) hours of inservice training each year. The Jail Bulletin may be used to supplement inservice training if an officer studies the bulletin, completes the quiz, and this process is documented by the jail administrator for review during annual jail inspections.

JANUARY, 1993

NUMBER 93

SUBJECT:

NAME _____

DATE _____

1. Nebraska Jail Standards specifically require that inmates be provided with proper hygienic material for cleaning routines.

True _____ False _____

2. List at least three pieces of jail equipment that should be cleaned daily.
 - a.
 - b.
 - c.

3. Inmates involved in cleaning tasks should be trained in the use of equipment, safety and efficiency.

True _____ False _____

4. Name at least three areas which should receive close attention when sanitation inspections are conducted.
 - a.
 - b.
 - c.

5. It is not really necessary to document the completion of sanitation and housekeeping routines.

True _____ False _____

6. Clothing issued to inmates should be collected and laundered at least:
(Circle One)
 - a. Once Weekly
 - b. Once a Month
 - c. Twice a Month
 - d. Three Times a Week

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True False _____

2. List at least three pieces of jail equipment that should be cleaned daily.

- a. Trash Receptacles
- b. Toilets
- c. Wash Basins

3. Inmates involved in cleaning tasks should be trained in the use of equipment, safety and efficiency.

True False _____

4. Name at least three areas which should receive close attention when sanitation inspections are conducted.

- a. Holding Cells
- b. Housing Unit Showers
- c. Observation Cells

5. It is not really necessary to document the completion of sanitation and housekeeping routines.

True _____ False

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