

DATE:	MAY 1, 2003
NUMBER:	L
SUBJECT:	TABLE OF CONTENTS

SANITATION AND HYGIENE

- L.1 Laundry Schedule
- L.2 Sanitation and Hygiene Inspections
- L.3 Mattresses
- L.4 Housekeeping Plan
- L.5 Trash Removal
- L.6 Hazardous Waste Business Plan
- L.7 Razors
- L.9 Haircuts / Hair Care
- L.11 Personal Hygiene
- L.13 Pest and Vermin Control
- L.15 Control of Vermin on Inmates and in Inmate's Personal Clothing

DATE:	APRIL 8, 2016
NUMBER:	L.1
SUBJECT:	LAUNDRY SCHEDULE
RELATED SECTIONS:	J.3, J.4, M.25, Q.57

PURPOSE

To establish guidelines for laundry exchange, and define bedding and clothing allowed each inmate.

POLICY

Inmate bedding, linen and clothing shall be exchanged according to established facility schedules. Each facility will develop laundry procedures and a facility green sheet for the exchange of laundry.

PROCEDURE

I. LAUNDRY SCHEDULE

- A. Laundry hours may vary at each facility.
- B. Laundry pick-up/exchange may be made as needed.

II. STANDARD BEDDING

- A. The standard issue of bedding and linen shall include the below listed items. Exceptions may be made if special circumstances exist.
 - 1. One mattress
 - 2. One sheet
 - 3. One towel
 - 4. One blanket
- B. Sheets and towels shall be exchanged once a week. A JIMS laundry exchange log entry will be made to record each exchange. The type of exchange (e.g. "Linen") will be noted in the "description" field of JIMS. In the event an item is missing from the laundry exchange, the deputy of the affected area shall document which item was not exchanged in the note section of the log.
- C. One blanket shall be issued to each inmate. A second blanket may be issued beginning the week after Thanksgiving Day. Second blankets should be recovered the week following Memorial Day. (Exceptions to issuing and/or recovering may be made if special circumstances exist. Blankets shall be exchanged once a month, according to established facility schedules. A JIMS laundry exchange log entry will

be made to record the exchange. The type of exchange (e.g. "Blanket") will be noted in the "description" field of JIMS.

III. SECURITY BEDDING

- A. For safety and security purposes, cotton/wool blankets and sheets are prohibited from administrative segregation, psychiatric security, and enhanced observation housing units (refer to DSB P&P sections J.3, M.25, and J.4 respectively). Inmates housed in the affected units will receive security blankets.
- B. For inmates that are issued two security blankets, one shall be exchanged on a weekly basis and the other shall be exchanged once a month. Refer to the facility green sheets for security blanket exchange schedules.
- C. A JIMS laundry exchange log entry will be made to record each exchange. The type of exchange (e.g. "security blankets") will be noted in the "description" field of JIMS.

IV. CLOTHING EXCHANGE

Mainline inmates shall exchange clothes according to the following guidelines. (Exceptions may be made if special circumstances exist.) A JIMS "laundry exchange" log entry will be made to record each exchange. The type of exchange (e.g. "Blues," "Whites") will be noted in the "description" field of JIMS. In the event an item is missing from the laundry exchange, the deputy of the affected area shall document which item was not exchanged in the note section of the log.

- A. The standard issue of clothing shall include:
 - 1. One pair of footwear
 - 2. Outer garments defined as "Blues" (one blue shirt and one pair of blue pants)
 - 3. Under garments defined as "Whites" as noted below:
 - a. For males – One each, underwear, socks and white T-shirt
 - b. For females – One bra, one pair of socks and two pairs of panties
- B. Outer garments for mainline inmates shall be exchanged once a week.
- C. Socks, towels, undergarments, and T-shirts shall be exchanged twice a week. Inmate workers may exchange these items on a daily basis.
- D. Inmates may be permitted to wear other than standard issued clothing at the request of a physician.
- E. The notes section of the log shall record the inmate(s) receiving the exchange if specific inmates are receiving the exchange rather than an entire module.

V. REPAIR OF TORN CLOTHING

Clothing that may be salvaged by sewing or patching, shall be delivered to the seamstress at the Las Colinas Detention and Reentry Facility for repair.

DATE:	JANUARY 3, 2011
NUMBER:	L.2
SUBJECT:	SANITATION AND HYGIENE INSPECTIONS
RELATED SECTIONS:	I.21, L.4
IN COMPLIANCE WITH:	

PURPOSE

To establish a policy that will ensure regularly scheduled inspections to ensure the facility will be kept clean and sanitary.

POLICY

Each facility will schedule, on a regular basis, inspections for cleanliness and sanitation with a report submitted by the inspector to the facility commander.

PROCEDURE

- I. Each facility will have a weekly cleanliness and sanitation inspection conducted by a designated staff member. This staff member will inspect, have deficiencies corrected and report to the facility commander.
 - A. Each facility will have a plan outlined in a policy green sheet as to how this inspection will be conducted.
 - B. The plan should include incentives and sanctions based on a rating system outlined in the facility green sheet.
 - C. Hygiene inspection results will be logged into JIMS utilizing the Area Activity Inspection with the outcome documented in the description or notes field of the activity.
 - D. The results of the inspection sheet will be utilized to administer sanctions.
 - E. Hard copies of completed weekly inspections will be kept on file for a period of six months.
- II. Per Section 101045 of the Health and Safety Code each facility will have an annual health and sanitation inspection done by the County Health Inspector. The purpose of this annual inspection is to verify that each facility is clean and sanitary on a continuing basis.

DATE:	MARCH 2, 2009
NUMBER:	L.3
SUBJECT:	MATTRESSES
RELATED SECTIONS:	
IN COMPLIANCE WITH:	CCR TITLE 15, SEC. 1272

PURPOSE

To standardize the use, repair, and accountability of mattresses.

POLICY

One mattress per inmate will remain in the cell, or housing unit, at all times. Each facility may establish exceptions for security or health reasons.

PROCEDURES

- I. Housing deputies are responsible for keeping surplus mattresses from accumulating in the cells or housing unit. Deputies will remove and replace damaged mattresses and advise the Facility Stock Clerk, who will be responsible for ensuring that all damaged mattresses are taken to East Mesa Warehouse for replacement. Unwarranted damage to mattresses by inmates may result in disciplinary action.

- II. All mattresses shall be cleaned with chemical quaternary disinfectants that are health care facility approved before being placed back into use by inmates. If a mattress is contaminated and cannot be thoroughly cleaned and disinfected, it will be bagged in biohazard waste bags and discarded with other biohazard waste.

San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures

DATE:	MAY 28, 2015
NUMBER:	L.4
SUBJECT:	HOUSEKEEPING PLAN
RELATED SECTIONS:	L.2
IN COMPLIANCE WITH:	CCR TITLE 15 SEC. 1280

PURPOSE

To establish a policy that will ensure that a written housekeeping plan exists for each facility.

POLICY

Each facility will establish a written housekeeping plan for all areas of the physical plant of each facility.

PROCEDURE

- I. Each facility will have a plan, written on a policy green sheet, explaining how the daily cleaning and housekeeping activities will be organized and completed on a regular basis.
- II. At minimum, Medical Isolation cells shall be cleaned and disinfected using facility approved disinfectants or bleach solution after every use and every 24 hours when occupied.
- III. The housekeeping plan will include, but not be limited to: areas to be cleaned; who does the cleaning; who supervises the cleaners; how supplies and materials are ordered and distributed; what training is needed in the areas of safety, efficiency and cost effectiveness; and who does the post cleaning inspection.

DATE:	JANUARY 3, 2011
NUMBER:	L.5
SUBJECT:	TRASH REMOVAL
RELATED SECTIONS:	
IN COMPLIANCE WITH:	CAC TITLE 15, SEC. 1280

PURPOSE

To standardize the collection, removal and disposal of trash from detention facilities.

POLICY

Inmate Workers will be used to pick up and transport trash to the collection area for disposal. A deputy will supervise the collection and removal of "security trash."

PROCEDURE

I. TRASH COLLECTION

- A. Trash will be picked up and removed from the facility at designated times. Trash will be bagged in plastic bags and sealed. Bulky items such as boxes and carts should be bound in some manner to facilitate handling by inmate workers.
- B. Trash is classified as either "regular trash" or "security trash." Security trash consists of anything which might be used as a weapon (or in the manufacture of weapons), trash from the Medical area, trash from Administrative Offices which includes confidential paperwork, and any other trash a staff member deems inappropriate for an inmate worker to have access to. All other trash is classified as regular trash. Each facility may establish exceptions for related security reasons.
- C. Regular trash will be removed from the housing areas, Medical area, and offices at least twice a day. Kitchen trash will be placed on the kitchen dock or other designated area to facilitate storage and regular pick-ups for disposal.
- D. Security trash will be bagged separately from regular trash and kept separate. Security trash will be picked up at least once a day by a deputy. No inmate worker shall handle Security trash unless under the direct supervision of a deputy.
- E. Liquid wastes will be collected and stored at appropriate locations at each facility. The facility commander will ensure the liquid wastes are disposed of according to local, state, and federal laws and regulations.

II. TRASH RUNS

- A. Trash runs will be made in accordance with existing security procedures. Trash will be picked up by inmate workers classified to go outside of the facilities under the supervision of a deputy.

Regular trash will be combined with kitchen trash for disposal. Prior to removing kitchen trash, verify that the kitchen utensil inventory is complete. The actual time of trash pickup will be coordinated by the deputy or assigned employee supervising the Inmate Workers.

- B. A deputy will pick up "security trash" at least once each day. Security trash shall accumulate in areas not readily accessible to inmate workers.
- C. The deputy or deputies conducting the trash pickup will be responsible for the security trash until it is placed outside the facility and in a dumpster.
- D. The deputy conducting the trash run will coordinate his/her efforts with the Control Deputy to ensure necessary dock and exit routes are closed and locked while inmate workers are in trash disposal areas. The deputy will verify that no inmates are in or among the trash bags prior to exiting the facility. Trash compactors will also be checked for contraband. In the event facility security is lessened, an armed deputy will assist the trash run deputy to decrease escape attempts. Upon the disposal of all trash, workers may be searched.

DATE:	MAY 1, 2005
NUMBER:	L.6
SUBJECT:	HAZARDOUS WASTE BUSINESS PLAN
RELATED SECTIONS:	I.23, L.4

PURPOSE

To establish a policy that will ensure all hazardous materials are maintained, used, stored and disposed of in a manner which is safe and according to law.

POLICY

Each facility shall establish a green sheet policy that will provide guidelines for the maintenance, use, storage, disposal and training which is documented to show that all persons, both staff and inmates know how to use hazardous materials in a safe and appropriate manner. This policy shall be known as the hazardous waste business plan. Hazardous Materials may include, but are not limited to all forms of paints, solvents, cleaning compounds, adhesives and acids.

PROCEDURE

- I. Each facility shall designate a staff member to be the Hazardous Material Coordinator. It is the duty of this coordinator to develop and maintain training, application and records regarding the use and disposal of hazardous materials.
- II. Each facility shall have a hazardous waste business plan explained on a policy green sheet as to how this program will be conducted.
- III. The Facility Commander or designee shall cause an annual audit to be conducted on the use and application of hazardous materials including a review of training and records. The inspection is to verify that each facility is in compliance with the policy.

DATE:	AUGUST 17, 2016
NUMBER:	L.7
SUBJECT:	RAZORS
RELATED SECTIONS:	CCR TITLE 15 SEC. 1267

PURPOSE

To provide disposable razors to those inmates who wish to use them.

POLICY

Any inmate will have access to a razor on a daily basis except for health and/or safety reasons.

PROCEDURE

- I. Prior to razor distribution, deputies shall review the Jail Information Management System (JIMS) Web report, "Active Inmates with Selected Hazards: Razor Restriction." Any inmate represented on the report will not be offered a razor. Inmates restricted from razor usage may be offered an electric razor when safety and security concerns permit. Once reviewed, deputies shall make an entry in the JIMS Area Activity Log using the Event Type Razor Restriction List Reviewed.

A JIMS incident report (primary incident type-ISR) shall be written by deputies when documenting the placement of an inmate(s) on the Razor Restriction List. Sworn staff will articulate in the ISR the specific reasons and security risk concerns. The incident report will be approved by the watch commander or their designee.

On the first day of the month, the dayshift watch commander or designee will review the list of inmates with "Hazards: Razor Restriction" on the JIMS Web. The watch commander or designee will determine if an updated ISR will be needed to continue the razor restriction. If the razor restrictions are deemed no longer necessary, the watch commander or designee will ensure the "Hazards: Razor Restriction" descriptor is removed from the inmate's classification code and an ISR is written stating the razor restriction is no longer required.

- II. Inmates will be provided new razors via request to the housing deputy, per facility green sheets. A JIMS log entry will be made using the Area Activity drop-down menu to document the quantity of Razors Distributed and Razors Collected. The inmate will dispose of used razors by discarding them into the provided containers after a deputy has inspected it to ensure the razor blade is present. The entire container, when full, will be disposed of per facility procedures.
- III. Each facility may designate certain housing areas that have controlled razor access. Examples are: Psychiatric security units, safety cells, medical ward, disciplinary lockdown, etc.
- IV. An inmate may possess only one razor at a time. Any inmate found in possession of more than one razor, an altered razor or a weapon containing a razor blade may be disciplined for a major violation. This may include loss of 4019 P.C. credits, if sentenced.

Additionally, the inmate may be charged with 4502 P.C. for the possession, manufacture, or attempted manufacture of a weapon.

- V. The facility commander or his designee may suspend this requirement if the inmate is considered to be a danger to themselves or others.
- VI. If a razor is lost or not returned, a supervisor shall be notified. Every effort shall be made to locate the razor, including housing unit and cell searches. An incident report shall also be prepared and posted to alert staff of the potential weapon.

San Diego County Sheriff's Department Detention Services Bureau – Manual of Policies and Procedures

DATE: DECEMBER 11, 2014
NUMBER: L.9
SUBJECT: HAIRCUTS/HAIR CARE
RELATED SECTIONS:
IN COMPLIANCE WITH: CCR TITLE 15 SEC. 1267

PURPOSE

To provide a system by which inmates incarcerated in San Diego County detention facilities are able to obtain haircuts.

POLICY

Inmates shall have access to a barber while incarcerated. The barber and equipment will be available on a regularly scheduled basis.

PROCEDURE

- I. A designated inmate barber, if available, shall perform inmate haircuts. The barber will cut hair in accordance with a schedule posted in each housing module. Only inmates who sign up for haircuts will be permitted to receive haircuts. Exceptions would include court orders, medical requirements, and special permission granted by the Watch Commander.
- II. A JIMS log entry will be made to record the event.
- III. A deputy shall inventory and inspect the barber tools prior to the barber taking possession of the equipment. Particular attention should be given to the equipment, upon its return, for damaged or missing parts.
- IV. Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.
- V. Inmates who apply to become inmate workers may be rejected if they are not willing to keep their hair neatly cut. Likewise, an inmate worker may be removed from a particular job or status, if he/she fails to meet grooming standards. The Inmate Worker Deputy shall make the final determination for inmate grooming standards.

DATE:	DECEMBER 3, 2012
NUMBER:	L.11
SUBJECT:	PERSONAL HYGIENE
RELATED SECTIONS:	
IN COMPLIANCE WITH:	TITLE 15, SEC (s). 1265, 1266, DSB P&P P.3

PURPOSE

To ensure hygiene items and facilities necessary to the maintenance of personal hygiene are available to all inmates.

POLICY

Any inmate to be held longer than twenty-four (24) hours shall be supplied with those items necessary for the maintenance of adequate personal hygiene. Indigent inmates will be issued a welfare pack. Any inmate, who has less than two dollars (\$2.00) on their account and has not had two dollars (\$2.00) during the previous week, is considered indigent. Non-indigent inmates may purchase needed items from Commissary. Upon assignment to a housing unit an inmate will be allowed a shower and additional showers at least every 48 hours thereafter.

PROCEDURE

I. Hygiene Kit

- A. Each inmate who is to be held beyond twenty-four (24) hours will be issued a hygiene kit at the time of transfer to a housing unit. These hygiene kits will include a comb, toothbrush, toothpaste, shampoo and 2 bars of soap. Female inmates will be provided with sanitary napkins.
- B. Hygiene kit items are paid for out of the departmental budget, not from Inmate Welfare funds. They are inventoried and maintained as part of the Sheriff's Commissary inventory.

II. WELFARE PACKS

- A. Welfare packs will be supplied to indigent inmates as defined above. Inmate welfare packs will be delivered on Commissary day.
- B. On the scheduled Commissary delivery day, Commissary staff will run the "Inmate Welfare Pack" report on JIMS. Commissary staff will determine the indigent inmates by module. The exact amount of welfare packs needed, per module, will be delivered during normal Commissary delivery times. The list of names of inmates to receive the welfare packs will be attached to the outside of the bag. Deputies are responsible for distributing the welfare packs to inmates identified on the list.
- C. A Welfare Pack consists of the following:
 - Two (2) stamped envelopes
 - One (1) deodorant
 - One (1) pocket comb

- One (1) tube of toothpaste
- One (1) toothbrush
- One (1) bar of soap
- One (1) soft pencil
- One (1) shampoo

The cost of welfare packs is paid for out of Inmate Welfare funds. Indigent inmates may request a postcard through counseling staff. Counseling staff will provide a postcard to requesting inmates who meet eligibility requirements.

DATE:	JULY 1, 2007
NUMBER:	L.13
SUBJECT:	PEST AND VERMIN CONTROL
RELATED SECTIONS:	

PURPOSE

To ensure each facility is free from unwanted pests and vermin.

POLICY

Each facility will have a written plan for the control of vermin and pests.

PROCEDURE

- I. This plan will include monthly inspections by staff appropriately trained to perform this function (Integrated Pest Management Coordinators). Any identified conditions including the presence of insects, rodents, or vermin should be eradicated under the direction of technicians from the Department of Agriculture and Pest Management Office.

- II. For building exterior rat control, contact the County Integrated Pest Management Office.

DATE:	MAY 8, 2013
NUMBER:	L.15
SUBJECT:	CONTROL OF VERMIN ON INMATES AND IN INMATES PERSONAL CLOTHING
RELATED SECTIONS: IN COMPLIANCE WITH:	TITLE 15, SEC. 1264

PURPOSE

To ensure that all inmates and inmate personal clothing is free from pediculosis (lice) or scabies.

POLICY

Any inmate who is infested with pediculosis (lice) or scabies shall be given the opportunity to bathe and clean him or herself. The inmate shall be referred to medical staff for proper treatment. The inmate's personal clothing will be placed in a plastic bag and sealed for 14 days or washed in HOT water and dried in a HOT dryer.

PROCEDURE

I. INMATE INFESTED WITH PEDICULOSIS (LICE) OR SCABIES

When any deputy suspects that an inmate is vermin infested, the deputy will notify the medical staff. The medical staff will determine the nature of the vermin and direct the staff to begin proper treatment of clothing and bedding.

II. ISOLATION OF INMATE PERSONAL CLOTHING

- A. When any deputy suspects that an inmate's personal clothing is vermin infested, the clothing will be isolated.
- B. The deputy will ask the inmate for permission to have the clothing laundered. After permission is obtained, the deputy will place the clothing in a clear plastic bag, seal the bag, and mark the inmate's name, number, nature of the infestation and any other necessary information. A second clear plastic bag will enclose the first bag.
- C. If the inmate gives permission to have the clothes washed, then the deputy will send the clothing to the laundry supervisor or designee with a request to wash the clothing. After washing, the clothes will be returned to the inmate or placed in the property storage area.
- D. If the inmate denies permission to have the clothes washed, then the deputy will send the clothes to the clothing storage area.
 - 1. The clothes bag will be conspicuously dated and marked. The clothes are to remain sealed in the plastic bag.

2. Upon release, the inmate will be given the sealed bag of vermin infested clothing.
3. Inmates will be dressed in their personal clothing worn when booked into the jail or clothing provided by Inmate Welfare..

III. CLEANING OF VERMIN INFESTED PERSONAL CLOTHING

- A. The laundry supervisor or designee is responsible to supervise the laundering of the clothing. Consideration will be given to, but not limited to, nature of infestation, clothing material, and available resources such as hot water, laundry soap and a washing machine with a small load capacity.
 1. Launder clothing in hot water (131 F) for 20 minutes to destroy nits and lice.
 2. Infested clothing should be laundered by themselves.
- B. If in the opinion of the laundry supervisor or designee the personal clothing cannot be successfully laundered, then the laundry supervisor will have the clothing resealed and returned to the property storage area.
- C. If the clothing is laundered, then the laundry supervisor will have the clothing returned to the property storage area or to the inmate, whichever is appropriate.