

KERN COUNTY SHERIFF'S OFFICE

Detention Bureau Policies and Procedures

TITLE: FACILITY SANITATION **D-100**

EFFECTIVE DATE: 06-30-90 **REVISED:** 07-11-94

APPROVED BY: Detention Bureau Chief Deputy

REFERENCE: [Title 15, Section 1280, C.C.R.](#)

POLICY

All Detention Bureau Facilities will maintain strict sanitation practices that comply with local, state and federal sanitation codes, to ensure a healthy and sanitary living and work environment for inmates and staff.

Procedure A. Maintaining Sanitation Practices

The Division Commander will:

- ! Familiarize themselves with local, state and federal health and sanitation codes.
- ! Review the sanitation/housekeeping practices of their divisions at least monthly to ensure compliance with health and sanitation codes.
- ! Inspect, or cause to be inspected, all areas of their division at least weekly to ensure proper sanitation practices are being carried out by staff and inmates.
- ! Assist outside agencies responsible for inspecting each division to identify possible sanitation and health problems.
- ! Review all inspection reports by outside agencies, and implement a plan of action to correct all sanitation and health problems noted.
- ! Submit a written report to the Bureau Assistant Sheriff of all sanitation and health problems discovered by inspectors of outside agencies and the action taken, or planned, to correct these problems.

- ! Submit a copy of the action implemented to correct sanitation and health problems to the appropriate agency.
- ! Develop and implement a vermin control plan.

The Shift Supervisor will:

- ! Inspect all areas of the facility for cleanliness during their respective shifts.
- ! Ensure daily housekeeping practices are followed.
- ! Ensure all staff members keep their work site orderly and clean.
- ! Establish an inspection plan for the shift to make sure housekeeping procedures are followed.
- ! Take the necessary steps to ensure that problem areas are brought up to standard.

Procedure B. Housekeeping**Staff members will:**

- ! Issue necessary cleaning supplies to each housing area after every meal.
- ! Make sure no hazardous cleaning items, such as chlorine, ammonia and concentrated cleansers are issued to inmates without immediate staff supervision.
- ! Monitor the inmates to make sure each housing unit is cleaned properly.
- ! Make sure all inmates participate in the cleaning process.
- ! Inspect each housing unit upon completion of cleaning to ensure that:
 - a. All areas are swept and mopped.
 - b. Inmate bath areas are clean, sanitary and orderly.
 - c. No food, other than commissary items, remain inside the housing units.

- d. All waste receptacles are emptied.
 - e. Bedding shall not be placed on the floor of any jail facility for use by an inmate, without the express approval of the Facility Commander.
- ! Have inmates reclean areas not cleaned properly.

DIRECTIVE #1

Occupants of all housing units are responsible for maintaining their own bunks and living areas in a clean and sanitary condition. Because of health and fire safety concerns, failure to comply with this standard will result in action being taken by the disciplinary board.

Procedure C. Housekeeping - Common Areas**Staff members on each shift will:**

- ! Supply inmates with cleaning items when needed.
- ! Have inmates properly clean the following areas:
 - a. Hallways and stairwells
 - b. Multi-purpose rooms
 - c. Receiving and booking areas
 - d. Offices
 - e. Storage Rooms
- ! Place all cleaning supplies in the janitor's closet when cleaning has been completed.

Procedure D. Trash Disposal**The Shift Supervisor will:**

- ! Ensure that all trash is collected and disposed of on a regular basis.

Procedure E. Dilution of Cleaners

Staff members will:

- ! Ensure that cleaners are diluted, prior to use by an inmate, according to directions on container(s).

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: VERMIN AND PEST CONTROL **D-200**

EFFECTIVE DATE: 06-30-90 **REVISED:** 11-07-08

APPROVED BY: Detentions Bureau Chief Deputy

REFERENCE: Title 15, Section [1212](#) and Section [1264](#), C.C.R., DBPPM D-600

POLICY

Staff will take necessary measures to prevent the spread of vermin from one inmate's personal clothing to the personal clothing of another inmate.

The County of Kern will maintain a contract with a licensed pest control professional to ensure regular inspection of the facilities for vermin or pests and when necessary, provide services to control the same.

The medical staff shall develop a written plan for the control and treatment of vermin-infested inmates.

DIRECTIVE #1

Female inmates that are pregnant or suspected of being pregnant will not be exposed to "rid" without the expressed consent of the Detentions Bureau Physician.

DIRECTIVE #2

Clothing and Linen that contains, or is believed to contain, vermin (Lice, Fleas, etc) will be processed according of the following procedures:

- Inmate Personal Clothing will be handled in accordance with section D-600, Procedure D, of this manual.
- Jail Clothing and Linen will be handled in accordance with section D-600, Procedure A, of this manual.

Procedure A: Facility Infestation

Staff will:

- Promptly report any vermin or pest infestation to the Shift Supervisor.

The Shift Supervisor will:

- Make arrangements to control the problem.

Procedure B: Inmate Infestation**Staff will:**

- Notify the Shift Supervisor if vermin are reported.

The Shift Supervisor will:

- Coordinate with medical staff to treat the infected inmate(s);

The Facility Physician or Nurse will:

- Determine if the inmate is infested with vermin and treat him/her accordingly.

Staff will:

- Process all exposed infested clothing and linen in accordance with section D-600, Procedure A, of this manual;
- Have the inmate shower with medically provided pediculicide;
- Provide fresh bedding, linen and clothing to the inmate.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: ISSUE OF PERSONAL CARE ITEMS

D-300

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
June 30, 1990	June 28, 2019	June 28, 2019	

APPROVED BY: Detentions Bureau Chief Deputy Tyson Davis

REFERENCE: Title 15, Section 1265, C.C.R.

POLICY

Personal hygiene items will be made available to all inmates. All inmates, who are indigent and unable to purchase personal care items through commissary, will be issued the following items as needed:

- Toothbrush
- Toothpaste
- Soap
- Disposable Razor
- Comb

These items are issued to the inmate for their personal use and are not to be shared.

DEFINITION:

For the purpose of this policy, the following definition will apply:

- **Feminine hygiene items:** Sanitary napkins and tampons.

Procedure A: Dispensing Feminine Hygiene Items

Female inmates shall be given access to their choice of sanitary napkins or tampons.

Staff assigned to female housing units will:

- Maintain a supply of both sanitary napkins and tampons;
- Supply each female inmate with their choice of sanitary napkins or tampons as requested;
- Monitor and regulate the dispensing of feminine hygiene items to ensure a sufficient quantity is on hand and no waste occurs. Inmates will only be allowed to possess (2) sanitary napkins or tampons at a time.

Procedure B: Dispensing Toilet Tissue

Toilet tissue will be provided to the housing units when cleaning supplies are issued.

Deputies assigned to supervise housing units will:

- Maintain a supply of toilet tissue;
- Supply each inmate with toilet tissue as needed;
- Monitor and regulate the dispensing of toilet tissue to ensure a sufficient quantity is on hand and no waste occurs;
- Each cell of each housing unit will be allowed a maximum of two rolls of toilet tissue per toilet at any time.

Any excess rolls of toilet tissue discovered during security checks or housing searches will be removed and returned to the housing unit supply.

KERN COUNTY SHERIFF'S DEPARTMENT

Detention Bureau Policies and Procedures

TITLE: ISSUANCE AND EXCHANGE OF INMATE CLOTHING AND LINEN **D-400**

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
07-11-1994	03-22-21	03-22-21	03-22-21

APPROVED BY: Detentions Bureau Chief Deputy James Morrison

REFERENCE: Title 15, Section 1262 and 1271, C.C.R.; Yeager vs. Smith;
DBPPM H-100

POLICY

Prior to housing inmates, staff responsible for the dress-out process will issue each inmate standardized inmate clothing and linens consisting of:

- Two pairs of pants;
- Two shirts;
- One thermal shirt;
- Two pairs of underwear;
- For female inmates, one bra;
- Two pairs of socks;
- One pair of shower shoes;
- One mattress;
- One bedroll consisting of a blanket, two sheets, and a towel.

Additionally, specific circumstances may warrant the substitution or addition of specific types of clothing:

- Upon request, a female "class member", as defined by Section H-100 of this manual, will be issued a pair of thermal pants in addition to the clothing described above.
- Transgender or intersex inmates will be issued gender specific undergarments as approved by the Gender Identity Committee as provided in Section P-410 of this manual. Such approval will be documented in the inmate's JMS record.
- The section manager may approve the temporary issuance of specific clothing or footwear as needed for specialized functions (for example, boots and jackets for outside work crews).

- The provision of clothing and/or bedding for inmates on suicide watch or in the safety cell will be in accordance with the relevant sections of this manual (reference Sections C-100 and C-200).

When recommended by medical staff, the shift supervisor may approve an inmate to wear specific clothing, footwear, or to use specific linen. Such approval will be documented in the inmate's medical record. Medical staff will enter the approval for such items into the inmate's JMS record.

Inmate Clothing Color

Issued clothing will be of the color designated for the facility in which the inmate is housed, with the following exceptions:

- Inmates incarcerated under a federal contract will be issued a **light blue shirt and dark blue pants**.
- Inmates housed in the Admission, Evaluation, and Stabilization Centers (AES) will be issued **light green shirts and pants**.
- Inmates identified by medical staff as being pregnant will be issued a **pink shirt** and pants of the color designated for the facility in which the inmate is housed.

Note: Penal Code Section 4023.8(h) strictly prohibits the use of a TASER, Oleoresin Capsicum (pepper spray), or exposures to other chemical weapons on an incarcerated pregnant female. Sheriff's Office policy extends this prohibition to include the Electronic Immobilization Shield (or Stun Shield). The issuance of a pink shirt to pregnant inmates is to clearly identify them to staff during a situation in which the use of force may be required.

Note: If it becomes necessary to change the designated color(s) of clothing for a facility or for the exceptions listed above, the section manager authorizing the change will ensure that a training bulletin is distributed informing staff of the change.

Exchange of Clothing and Linen

Inmates will be allowed to exchange their dirty clothing and linen for clean clothing and linen on a regular schedule in compliance with Title 15 guidelines. In addition, "Yeager class members" will be allowed to exchange their underwear on an as needed basis if their medical condition requires it.

At a minimum, inmates will be allowed to exchange their dirty clothing and linen based on the following guidelines:

Undergarments and socks	Twice per week
Outer garments	Once per week
Sheets and towels	Once per week
Blankets	Once every 3 months

Each facility will develop and implement a written schedule in accordance with this policy.

facility by the Inmate Services Section.

- Ensure the item being placed in the bag is dry enough to not dissolve the bag on contact. If item is wet, wrap it inside a dry laundry item such as a sheet prior to placing it inside the bag. Seal the bag with the pink tie attached to the top of the bag;
- Place the water-soluble bag inside a yellow hazardous material bag and tie the bag's opening in a knot. Then seal the yellow bag with tape above the knot;
- Place the yellow hazardous material bag in a clear plastic bag and tie the bag's opening in a knot. Then seal the clear bag with tape above the knot;
- Place the triple-bagged item in a dirty laundry cart to be delivered to the laundry facility to be laundered.

Procedure B: Red Hazardous Material Bag – Contents and Handling

The following items will be placed in a red hazardous material bag as detailed in this procedure:

- Jail clothing, linen, or other items that are saturated with blood, urine, or other bodily substance.

DIRECTIVE B-1

Red bags containing hazardous material shall only be transported within a detentions facility in designated biohazard transport carts in accordance with the process below. The transport carts are intended for transportation within the facility and will not be used for storage purposes.

Process such items as follows:

- Place the contaminated item in a red hazardous waste bag and tie the bag's opening in a knot. Then seal the bag with tape above the knot;
- Place the red hazardous waste bag in a clear plastic bag and tie the bag's opening in a knot. Then seal the bag with tape above the knot;
- Locate the designated biohazard transport cart and bring it to the biohazard clean-up site.

- Place the double-bagged hazardous material in the biohazard transport cart. Transport the item via the cart outside the facility to the facility biohazard storage area.
- Remove the double-bagged hazardous material from the transport cart and place it in the facility biohazard storage container and lock it.
- Return the empty transport cart to the facility.

Procedure C: White Inmate Clothing Bag – Contents and Handling

The following items will be placed in a white inmate clothing bag (onion sack) as detailed in this procedure:

- Inmate's personal clothing that is infested with vermin (e.g. lice, fleas).
- Inmate's personal clothing that is contaminated with blood or human body waste/fluids.

Process such items as follows:

- Place the infested item in a clear plastic bag and tie the bag's opening in a knot. Then seal the bag with tape above the knot;
- Place the sealed clear plastic bag into a second clear plastic bag and tie the bag's opening in a knot. Then seal the bag with tape above the knot;
- Place the double-bagged item in a WHITE inmate clothing bag (onion sack);
- Attach the appropriate tag to the bag to identify the type of infestation or contamination;
- Attach this bag to the inmate's RED clothing bag (onion sack);
- When the inmate is released from custody, remove the sealed, double-bagged item from the WHITE inmate clothing bag, return the sealed bag to the inmate, **but do not allow them to open the sealed bag inside the Facility;**
- If necessary, provide the inmate with alternative clothing such as paper clothing.

DIRECTIVE C-1

White inmate clothing bags (onion sacks) will only be used for storage and identification of inmate personal clothing that is infested with vermin, or contaminated with blood or human body waste/fluids.

Procedure D: Mattresses

If a mattress becomes contaminated with human body waste or fluids, decontaminate it as follows:

- Wash the mattress with the germicidal disinfectant cleaner provided by the Lerdo Warehouse;
- Clean the mattress with soap and water;
- Reissue the mattress.

Procedure E: Hazardous Waste Collection and Disposal

Staff assigned to collect hazardous waste from facility biohazard storage areas will:

- Collect all red hazardous waste bags and sharps containers from each Lerdo Facility and the Central Receiving Facility daily;
- Take the bags and sharps containers to the outside receiving area of Max-Med and place them in the designated biohazard disposal area;
- Adhere to the following procedures, as set forth by the contracted disposal company;
 - Each biohazard container must be labeled on all four sides and lid with “biohazard” stickers;
 - Each biohazard container must also have one white “Regulated Medical Waste Generator” label on the side, near the handle. This label contains the Sheriff’s Office contact information and a bar code;
 - Each Biohazard waste container will be lined with a durable biohazard bag. This bag will be tied in a knot or taped closed. The bag will be completely enclosed under the containers’ lid. These bags will be ordered

from the Lerdo Warehouse as needed;

- Containers and lids must be clean to meet regulatory requirements;
- Only properly labeled, rigid biohazard waste containers with lids will be used to collect and transport biohazard waste;
- Red bag waste will not be placed on the floor or on top of containers;
- Biohazard waste containers will not be overfilled;
- In the event of spillage or protrusion from a biohazard bag or container, the leakage will be immediately contained, and the contaminated area will be cleaned and disinfected per sections J and K of the Kern County Sheriff's Office Exposure Control Plan.
- Biohazard waste with an odor will be removed immediately;
- The gated biohazard disposal area will remain locked at all times when not being accessed for disposal or pick up purposes;
- Sharps containers will be considered full when they are $\frac{3}{4}$ filled. Sharps containers will not be filled above the marked full line. The lid will be locked or taped shut prior to transport;
- Each sealed sharps container will be placed inside a provided biohazard box with red bag liner. The biohazard box will be sealed with tape.

DIRECTIVE E-1

After pick up is complete and as they are exiting the Lerdo grounds, the driver for the contracted disposal company will stop at the Lerdo Main Gate to obtain a signature from one of the Deputies stationed there.