



# DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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# Program Manual

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Subject:	Environmental Safety and Sanitation Program

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1. **PURPOSE AND SCOPE.** The environmental safety and sanitation program provides requirements and procedures for daily housekeeping, preventive maintenance, inspections and corrective actions necessary to provide a safe work environment at the Central Detention Facility (CDF).
2. **POLICY.** It is the policy of the DC Department of Corrections (DCDC) to ensure that the CDF is clean, sanitary and environmentally safe, and that its facilities and equipment are maintained in good working order, consistent with applicable codes, standards and sound detention practices.
3. **APPLICABILITY.** This directive applies to all DOC employees, contract employees, volunteers and inmates assigned to the CDF.
4. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
  - b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to programs.
5. **PROGRAM OBJECTIVES.** The expected results of this program are that:
  - a. The CDF shall be maintained in a clean, orderly condition and in good repair.



- a. National Fire Protection Association, NFPA, National Fire Codes (NFC) and NFPA 101, the Life Safety Code.
  - b. American Correctional Association (ACA) 2<sup>nd</sup> Edition Standards for Administration of Correctional Agencies: 2-CO-4D-01.
  - c. American Correctional Association (ACA), 4<sup>TH</sup> Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-1A-01, 4-ALDF-1A-02, 4-ALDF-1A-04, 4-ALDF-1A-06, 4-ALDF-1A-07, 4-ALDF-IC-07, 4-ALDF-1C-11, 4-ALDF-1C-13, 4-ALDF-4A-15, 4-ALDF-4B-02, 4-ALDF-4B-04, 4-ALDF-4B-05, 4ALDF-4B-06 and 4-ALDF-5C-11.
9. **RESPONSIBILITIES.** Generally, all DCDC employees are responsible for ensuring that all areas of the facility are clean, safe and in full compliance with this and supportive directives.
- a. **The Warden** is responsible for the implementation of the environmental safety and sanitation program. The Warden shall ensure that the Deputy Warden for Operations and the Safety Officer, as well as all other managers and staff take necessary and appropriate actions to identify and correct sanitation, health and safety violations. The Warden shall ensure that there is documentation to substantiate that ongoing procedures are in place to prevent, identify and abate deficiencies.
  - b. **The Deputy Warden for Operations** shall:
    - 1) Manage the facility's environmental safety and sanitation program and ensure compliance with acceptable health and sanitation standards, and provide advice and assistance in rectifying any noncompliance.
    - 2) Ensure that all uniformed staff perform their responsibilities related to environmental safety and sanitation.
  - c. **Annual Independent Inspections.** The Safety Officer shall coordinate and maintain documentation of annual inspections conducted by agencies with similar responsibilities to the public. These inspections include but may not be limited to the DC Fire and Emergency Management Services (DCFEMS), DC Department of Health and a potable water specialist. Inspectors shall be given unfettered access to pertinent areas of the institution, and reports and recommendations shall be issued to the Warden and responsible agency executives.
  - d. **The Risk Assessment and Control Committee.** Chaired by the agency Risk Manager, the committee shall meet monthly to resolve issues including environmental safety and sanitation conditions and facilities maintenance. These issues may include deficiencies that were cited but not abated within the designated time frame, that require additional action and deficiencies that require resolution beyond the Committee's control.

The Committee may be composed of the Warden, the Safety Officer, the Fire Protection Specialist, Facilities Management Manager and a Union Representative. Deputy Wardens, the Chief Engineer, Program Managers, Officer Chiefs, Zone Lieutenants and the Environmental Lieutenant may be called upon when needed.

e. **The Safety Officer**

1) The Safety Officer and Environmental Safety and Sanitation specialists shall supervise environmental safety and pest control personnel to include uniformed staff who perform environmental safety activities within the facility. In addition, the ESS Office shall:

- a) Conduct regular inspections of sanitation levels throughout the facility, cite deficiencies and ensure appropriate corrective action is taken.
- b) Provide contract monitoring oversight for food service and pest management.
- c) Monitor overall compliance with the preventive maintenance and maintenance repair programs.
- d) Upon notice that corrective action has been taken, re-inspect selected areas to ensure the repair and/or abatement is adequate and consistent with the repair report.
- e) Provide sanitation and safety technical support to all staff and managers in accordance with this directive, and ensure staff and inmates receive appropriate orientation and refresher training in the performance of their duties relating to sanitation and environmental safety.

2) Corrective Action. The Safety Officer shall, in conjunction with the Warden ensure that corrective actions are taken to abate deficiencies cited by Independent Inspectors or through facility internal inspections.

f. **The Fire Protection Specialist.** The Fire Protection Specialist shall manage the facility's fire safety program in accordance with National Fire Protection Association, NFPA, National Fire Codes (NFC) and NFPA 101, the Life Safety Code, ACA Standards and PS 2920.1B, Fire Safety, ensuring that inspections are conducted and that deficiencies are abated within the time frame.

g. **The Facility Maintenance Manager** shall oversee the Facilities Management program. Pursuant to PM 7500.2B "Facilities Maintenance" the Facilities Maintenance Manager (i.e., the Chief Engineer) is responsible for the preventive maintenance program, repair and upkeep of the physical

plant, all facilities and equipment, and the coordination and supervision of civilian and inmate laborers and assignments.

h. **Uniformed Staff**

- 1) The **Environmental Supervisor** shall manage and/or supervise environmental officers and the inmate environmental work details and arrange schedules and other logistics for the major cleaning projects.
- 2) **Environmental Officers** shall supervise the inmate environmental squad workers.
- 3) **Zone Supervisors** shall manage day-to-day operations within CDF's four (4) zones. They shall randomly monitor Unit Officer's inspections.
- 4) **Unit Officer-in-Charge (OIC) and Cellblock Officers** shall conduct inspections and ensure cellblocks are clean and safe; monitor and supervise inmate's use of cleaning equipment and ensure equipment is maintained in a locked, secure area. The Unit OIC shall supervise the housing unit detail squad.
- 5) **Inmates.** Inmates shall be responsible for cleaning their cell and personal living space, including walls, floors, sink, toilet, windows and other property within the cell, room or living area.

10. **INSPECTIONS AND ABATEMENT.** Inspections shall be conducted pursuant to PS 2920.5 *Environmental Safety and Sanitation Inspections and Abatement.*

  
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