

 <p>DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE</p>	EFFECTIVE DATE:	April 26, 2016	Page 1 of 11	
	SUPERSEDES:	2920.8C January 14, 2014		
	OPI:	OPERATIONS		
	REVIEW DATE:	April 26, 2017		
	Approving Authority	Thomas Faust Director		
	SUBJECT:	ENVIRONMENTAL SAFETY AND SANITATION INSPECTIONS		
	NUMBER:	2920.8D		
Attachments:	Attachments A-D			

SUMMARY OF CHANGES:

Section	Change
§ 13 (d)	<i>Corrective Action Plan (CAP) was added.</i>
§ 16	<i>Abatement Corrective Action Plan was added.</i>
	<i>Changes made throughout the policy.</i>

APPROVED:



Thomas Faust, Director

4/26/2016

Date Signed

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1. **PURPOSE AND SCOPE.** To establish procedures for identifying and correcting maintenance and sanitation problems at the DC Department of Corrections (DOC) Central Detention Facility (CDF) and for documenting necessary independent environmental health and safety audits and inspections.

2. **POLICY**
 - a. It is DOC policy to ensure CDF complies with all applicable laws and regulations and there is at least annual inspection(s) and documentation by an independent, outside source that any past deficiencies noted in inspections have been corrected.

 - b. It is DOC policy to ensure that the CDF is clean, sanitary and environmentally safe, consistent with all applicable local regulations, standards and policy by requiring:
 - 1) A qualified DOC staff member to conduct weekly sanitation inspections of all facility areas;

 - 2) A DOC Safety/Sanitation Specialist to conduct monthly inspections; and

 - 3) Designated employees to conduct regular internal inspections of the facility.

3. **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, status as a intra-family offense, 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.

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4. **PROGRAM OBJECTIVES.** The expected results of this program are that:

- a. DOC and external safety, health and sanitation specialists shall conduct routine inspections of the CDF to identify and document deficiencies. DOC shall ensure adequate corrective action is taken in a timely manner.
- b. The Warden, Deputy Wardens, Program Managers and executive staff shall conduct inspections of the facility in order to evaluate conditions and ensure corrective action that reduces environmental, safety and fiduciary risks.
- c. When environmental and sanitation problems stem from inoperable equipment at the CDF, housing unit officers, supervisors and maintenance tradesmen shall enter the problems into the automated reporting system as outlined in PP 7500.2, "*Facilities Management*".
- d. Staff, who conduct prescribed inspections and managers responsible for corrective action shall ensure abatement of deficiencies in accordance with the Environmental Safety and Sanitation Program.

5. **DIRECTIVES AFFECTED**

a. **Directives Rescinded**

PS 2920.8C Environmental Safety and Sanitation Inspections
(1/14/14)

b. **Directives Referenced**

- 1) PP 2120.3 Food Service Program
- 2) PP 2830.1 Use of Government Vehicles – Fleet Management
- 3) PP 2920.1 Fire Safety Inspections and Abatement
- 4) PP 2920.2 Fire Service Impairment Program
- 5) PP 2920.3 Control of Hazardous and Non-Hazardous Chemicals
- 6) PP 2920.4 Inspections and Abatement Program
- 7) PP 2920.6 Housekeeping Plan

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8) PS 2920.7 Clothing and Linen Exchange

9) PP 7500.2 Facilities Management

6. AUTHORITY

- a. DC Code § 24-211.02. Powers; Promulgation of Rules
- b. 29 C.F.R. 1910, Occupational Safety and Health Standards

7. STANDARDS REFERENCED

- a. American Correctional Association (ACA), 4th Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-1A-01, 4-ALDF-1A-03, 4-ALDF-1A-07, and 4-ALDF-1A-08.

8. RESPONSIBILITIES

- a. **Environmental Safety and Sanitation Officer.** The Warden shall appoint an Environmental Safety and Sanitation Officer (hereafter the Environmental Safety Officer) to:
 - 1) Ensure day-to-day oversight for compliance with applicable safety and environmental health regulations, codes and standards.
 - 2) Conduct monthly facility inspections pursuant to this directive.
- b. Escort Department of Health (DOH) Inspector. The Food Services Contract Administrator shall, pursuant to PP 2120.3, "*Food Service Program*", inspect the food service areas each day for compliance with safe food handling and environmental safety and sanitation.
- c. The Health Services Administrator pursuant to the contractual agreement shall conduct visits and inspections to ensure contractor compliance with environmental and safety standards for health care.
- d. Duty Administrative Officers assigned on a weekly rotation shall conduct inspections of randomly selected areas of the CDF.

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- e. The Fleet Program Manager shall in accordance with PM 2830.1, “*Use of Government Vehicles—Fleet Management*”, ensure that vehicles receive annual safety inspections by a qualified individual pursuant to local law, ensure safety repairs are readily completed and maintained in a manner that prevents environmental harm as mandated by local regulations.
- f. The Risk Manager and other DOC executives shall conduct visits and subsequent evaluations for risk exposure. Risk Exposure reviews include identification of the hazard; frequency, severity and level of seriousness for public and employee safety; steps needed to eliminate or reduce the risk; cost projections to rectify the condition and anticipated savings or productivity gains that may result from implementation.
- g. Managers and staff shall routinely conduct inspections, report deficiencies and take action as outlined in this directive to ensure satisfactory levels of sanitation.
- h. The OIC or designated staff shall conduct daily inspections of their assigned housing units as set forth in this directive.

9. DAILY INSPECTIONS OF THE FOOD SERVICES PROGRAM

- a. **DOC Culinary OIC.** Within one (1) hour of commencement of the shift, the Culinary OIC shall perform daily sanitation inspections.
- b. **DOC Food Service Contract Administrator**
 - 1) The Contract Administrator shall pursuant to PP 2120.3, “*Food Service Program*”, monitor DOC and contractor staff compliance with the environmental safety and sanitation program.
 - 2) The Contract Administrator shall monitor the contractor’s compliance with culinary equipment repair, replacement and contingency operations when equipment breakdowns result in, but are not limited to, menu changes, delayed meal service, and paper tray use.
 - 3) **Food Service Contract Administrator.** The contractor shall conduct and document daily inspections of the culinary and of all food service equipment pursuant to the contractual agreement and local laws.

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10. DAILY HOUSING UNIT INSPECTIONS

- a. **General Sanitation.** The unit OIC shall upon assumption of the housing unit visually inspect tiers, cells, showers, gyms/recreation areas, dayrooms, closets, the control bubble and any other general areas and ensure immediate corrective action for any of the following issues:
- 1) Cells – Inmate’s cells are not clean or are in disarray
 - 2) Torn mattresses
 - 3) Floors – dirty or there is a wax buildup
 - 4) Walls – dirty or has graffiti
 - 5) Trash cans – Filled with trash or require cleaning
 - 6) Vents – are covered with paper or other obstructions
 - 7) Exits – are not obstructed or exit lights out
 - 8) Vermin – Insects and other pests are seen or there is evidence such as rodent droppings
 - 9) Remove clothes lines
- b. **Environmental Safety.** The unit OIC or designated staff shall visually inspect and document findings of all of the following areas:
- 1) Cells (*Only on the #2 and #3 Shift*). The unit OIC or designated staff shall inspect each cell and shall ensure that the inmate(s) occupying each cell demonstrate(s) that the toilet, sink and lights are working and walls are free from graffiti and peeling paint.
 - 2) Cell Block Common Areas. The unit OIC or designated staff shall visually inspect showers, dayrooms, on-unit classrooms and recreation areas, chase closets and storage area supply closets, cell tiers, and the control bubble.
 - 3) Lighting. Staff shall monitor lighting to ensure all lights are working properly.

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- 4) Plumbing. Staff shall monitor toilets, sinks, showers and drains to ensure they are functioning properly and are free from leaks.
- 5) Doors. Staff shall monitor cell and all other doors in the housing unit to determine that they are operational and locks are functioning properly.

11. **MAINTENANCE.** When equipment and maintenance related deficiencies are reported by staff, facilities maintenance inputs the data into the DOC automated reporting system and a work order is generated.

12. HOUSING UNIT INSPECTIONS SUPERVISION AND MANAGEMENT

- a. During the course of each shift, Zone Supervisors shall visit each assigned housing unit to conduct a general visual inspection for cleanliness and ensure that adequate cleaning supplies are available and equipment and fixtures are operational.

13. WEEKLY FACILITY INSPECTIONS AND ABATEMENT

a. Food Service Program.

- 1) The Environmental Safety Officer and the Food Service Contract Administrator shall conduct and document weekly inspections of food service areas and equipment pursuant to PP 2120.3, "*Food Service Program*".
- 2) The Environmental Safety Officer and the Food Service Contract Administrator shall ensure appropriate corrective actions are taken.

b. Housing Units

- 1) The Warden and designated CDF senior managers shall conduct and shall document weekly and monthly inspections of housing units and cells on the Weekly Safety/Sanitation Inspection Report and CDF Weekly Cell Inspection Form (Attachment A and Attachment B).
- 2) The Warden shall ensure appropriate corrective actions are taken.

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c. General Facility Inspections.

- 1) Program Managers and Office Chiefs at the CDF shall conduct and document monthly inspections on the Monthly Cellblock Inspection Report of offices and general areas that are under their responsibility and document findings to the Deputy Warden for Operations (Attachment C).
- 2) General areas include but are not limited to the: Maintenance Shop, Supply Warehouse, Loading Dock, Canteen, Staff Entrance, Command Center, Inmate Reception Center (IRC), Clothing Issue, Laundry, Recreation Yard, Administrative Suite, OIT, Records Office, Mail Room, Chapel, Law Library, Academic Classrooms, Visiting Halls, Training Academy, ODR, Staff Lounge, Classification and Chaplain/Volunteer Offices, Pool Room, the Medical Unit and common areas in inmate housing units.
- 3) Inspections shall include but not be limited to checks of:
 - a) Cleanliness and orderliness of offices and storage areas.
 - b) Safety compliance in offices (ex: electrical cords, combustible material storage, unobstructed vents, floor safety, other safety hazards, first aid kits).
 - c) Fire extinguisher inspection checks and equipment placement.
 - d) Lights, exit signs, plumbing.
 - e) Chemical control, storage, inventory and SDS compliance.
 - f) Trash/garbage schedule compliance and pest control.
 - g) Reporting malfunctioning equipment or safety hazards.
 - h) Elevators, corridors, and stairwells.
- 4) Program Managers shall ensure appropriate corrective actions are taken.

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d. **Corrective Action Plan (CAP)**

- 1) The program manager or affected department shall take immediate corrective action such as submitting a work order to maintenance.
- 2) When immediate corrective action is not possible, the Environmental Safety Officer, Fire Safety Specialist, Contract Administrator, Correctional Program Managers/Office Chiefs, Correctional Program Officer or other senior managers will generate a CAP and forward a copy to the Facilities Maintenance Manager and the Deputy Warden for Operations.
- 3) The affected manager shall forward successfully closed out CAPs to the Environmental Safety Officer and Deputy Warden for Operations and the Audit and Compliance Manager.

14. **MONTHLY INSPECTIONS**

a. Sanitation

- 1) The Environmental Safety Officer or designee shall conduct a comprehensive and thorough monthly inspection to ensure that the facility complies with applicable environmental safety and sanitation standards and regulatory codes (Attachment C).
- 2) Each program manager or designee shall be present when the Environmental Safety Officer performs inspections of areas such as the medical unit, the warehouse, storage rooms, shops, canteen, food services, etc. It is expected that joint inspections shall result in collaborative resolution of problems and deficiencies.
- 3) The Environmental Safety Officer shall document whether there is compliance with prevention, identification and abatement activities.

b. Pest Control

- 1) The Deputy Warden for Operations shall ensure a qualified person conducts monthly vermin and pest control inspections and can either document that pest control treatments are effective or recommend appropriate abatement.
- 2) The Environmental Safety Officer or designee shall monitor pest control and file a weekly report, noting any findings and remedial action.

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- c. Hazardous Materials. The Risk Manager and Fire/Safety Specialist shall, pursuant to PP 2920.3, *“Control of Hazardous and Non-Hazardous Chemicals”*, conduct and document the annual hazards assessment, to include associated risks and appropriate response assessment for compliance with the use and maintenance of potentially hazardous areas, storage, and use of hazardous materials, equipment installation and use, and other safety-related issues.
- d. The Fire/Safety Specialist or designee shall conduct monthly inspections of portable eyewash stations to ensure performance compliance with the manufacturer’s specifications. If a fixed eyewash station is used, the Fire/Safety Specialist shall test water quality and test water flow for a minimum of fifteen (15) minutes.
- e. The Facilities Maintenance manager shall ensure preventative maintenance, routine and emergency inspections, repairs and other appropriate corrective action are completed and documented in accordance with PP 7500.2, *“Facilities Maintenance”*.

15. LOCAL INSPECTIONS.

- a. Department of Health
 - 1) The Department of Health (DOH) will conduct at least annual inspections for environmental safety and sanitation compliance at the CDF.
 - 2) The DOH Food Protection Branch conducts an annual inspection of the food services operation to include issues regarding the health and safety of food service workers and those inmates and staff who use the food service program.
 - 3) Upon receipt of the DOH report of findings, the Deputy Director for Operations shall ensure corrective actions are documented pursuant to PP 2920.4 *‘Inspections and Abatement Program’*. Plans shall be completed within fifteen (15) days of receipt of the inspection report and corrective action obtained within ten (10) additional days.
- b. Water Supply. Facilities Management shall ensure that the facility’s potable water source and supply is annually certified by an independent outside source as compliant with applicable laws and regulations.

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16. **ABATEMENT CORRECTIVE ACTION PLAN.** Upon receipt of a cited deficiency the Warden or designee, the affected Safety Officer and responsible managers shall develop a corrective action plan, implement procedures to address the problem(s) and document actions taken pursuant to PP 2920.4, *“Inspections and Abatement Program”*.

17. DOCUMENTATION

- a. The Environmental Safety Officer shall maintain documentation of DOH inspections and corrective action plans and abatement.
- b. The Facility Maintenance Manager shall maintain documentation of inspections, abatement and certification in the following areas:
 - 1) Certification of the institution’s water supply by an independent qualified person that ensures compliance with all applicable local laws and regulations.
 - 2) Water and sewage systems approved by local and state health departments and operated in continual compliance with local regulations.
 - 3) Inspection and testing of water and sewage systems and the food preparation areas conducted by an independent qualified person.
- c. The Fire/Safety Specialist shall maintain documentation of inspections, abatement and certification in the following areas:
 - 1) Compliance with all applicable fire safety codes.
 - 2) Certification by a qualified inspector that travel distances to exits are in compliance with the National Fire Safety Code and that defective or inoperable fire equipment has been repaired or replaced.

Attachments

Attachment A	CDF Weekly Safety/Sanitation Inspection Report
Attachment B	CDF Daily Environmental Inspection Report
Attachment C	CDF Monthly Cellblock Inspection Report
Attachment D	CDF Monthly Common Areas Inspection Report



CENTRAL DETENTION FACILITY MONTHLY CELLBLOCK INSPECTION SHEET

Priority One Problem = P1

Date _____ Cellblock _____ Shift # _____
 Officer/ Inspector _____ Priority one reported to (Name of individual) _____

Time Priority One Reported _____

Cell	Toilet			Sink				Electrical			Ventilation			Door	Cleanliness			Neatness		Cell Insp. Sheet		
	Clog P1	Can't Flush P1	Leak	Clog P-1	No Water P-1	High \ Low Pressure	Leak	No Hot/ Cold Water	No Light P-1	Wires Exposed/ Broken Switch P-1	Light Cover Damaged O Missing	Poor Air Flow P-1	Too Cold	Too Hot	Broken P-1	Sink Toilet Dirty	Walls Dirty Graffiti	Floors Dirty	Messy Bed/ Desk	Vent Covered	Mattress Or cover	
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MEASUREMENT			CELL #		CELL #		CELL #		CELL #		CELL #		CELL #		CELL #		CELL #		CELL #		CELL #	
			Acceptable		Unacceptable P-1		Acceptable		Unacceptable P-1		Acceptable		Unacceptable P-1		Acceptable		Unacceptable P-1		Acceptable		Unacceptable P-1	
TEMPERATURE																						
HUMIDITY																						
CO2																						
ICFM																						



CENTRAL DETENTION FACILITY MONTHLY CELLBLOCK INSPECTION SHEET

Priority One Problem = P1

Date _____ Cellblock _____ Shift # _____
 Officer/ Inspector _____

Time Priority One Reported _____
 Priority one reported to (Name of individual) _____

Cell	Toilet			Sink				Electrical			Ventilation			Door	Cleanliness			Neatness		Cell Insp. Sheet			
	Clog	Can't Flush	Leak	Clog	No Water	High \ Low Pressure	Leak	No Hot/ Cold Water	No Light	Wires Exposed/ Broken Switch	Light Cover Damaged Or Missing	Poor Air Flow	Too Cold	Too Hot	Broken	Sink Toilet Dirty	Walls Dirty Graffiti	Floors Dirty	Messy Bed/ Desk	Vent Covered	Mattress Or cover		
	P1	P1		P-1	P-1				P-1	P-1		P-1			P-1								
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MEASUREMENT				CELL #				CELL #				CELL #				CELL #				CELL #			
				Acceptable		Unacceptable P-1		Acceptable		Unacceptable P-1		Acceptable		Unacceptable P-1		Acceptable		Unacceptable P-1		Acceptable		Unacceptable P-1	
TEMPERATURE																							
HUMIDITY																							
CO2																							
ICFM																							



CENTRAL DETENTION FACILITY MONTHLY CELLBLOCK INSPECTION SHEET

Date: _____ Cellblock: _____

Officer/Inspector: _____ Shift: # _____

Tier	Showers						Mop Closets				Chase Closets		Dayroom	Phone	Gym
	No Hot Or No Cold Water	Drain Backup	Broken/low pressure	Leak	Torn or missing curtain	Dirty	Leak	No hot or cold water	No vacuum breaker	Dirty	Leak	Dirty	Dirty	Out of order	Dirty
UL															
LL															
UR															
LR															

Inspection Conducted by: _____ Date: _____

