SUMMARY OF CHANGES:

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APPROVED:

Quincy L. Booth, Director

Date Signed

1/8/2020
1. **PURPOSE AND SCOPE.** To establish procedures for identifying and correcting maintenance and sanitation issues at the District of Columbia Department of Corrections (DOC) and for documenting necessary independent environmental health and safety audits and inspections.

2. **POLICY**
   a. It is DOC policy to ensure its facilities comply with all applicable laws and regulations.
   b. It is DOC policy to ensure that facilities are clean, sanitary and environmentally safe, consistent with all applicable local regulations, standards and policy by requiring:
      1) Weekly sanitation inspection of all areas in DOC’s Central Detention Facility (CDF), Correctional Treatment Facility (CTF), Central Cellblock (CCB) and the Center for Professional Development and Learning (CPDL).
      2) That the DOC Fire Protection Specialist conduct weekly and monthly inspections of fire equipment and alarm systems; and
      3) Environmental Officers conduct regular internal inspections of the CDF and CTF.
   c. It is the policy of the DOC to ensure that its staff is in compliance with environmental procedures at the Reeves Building which is maintained by the Department of General Services.
   d. The Community Corrections Centers (CCC) environmental and sanitation procedures are maintained through contractual agreement.

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.

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

   a. External inspections of the CDF and CTF are conducted to identify and abate 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. DOC staff shall report findings of environmental and sanitation issues stemming from inoperable equipment; and

   d. DOC staff who conducts inspections is responsible for ensuring a plan of action is completed in accordance with this directive.

5. **DIRECTIVES AFFECTED**

   a. **Directives Rescinded**

      PS 2920.8D Environmental Safety and Sanitation Inspections (4/26/16)

   b. **Directives Referenced**

      1) PP 2120.3 Food Service Program

      2) PP 2920.1 Fire Safety Inspections and Abatement

      3) PP 2920.2 Fire Service Impairment Program

      4) PP 2920.3 Control of Hazardous and Non-Hazardous Chemicals

      5) PP 2920.4 Inspections and Abatement Program

      6) PP 2920.6 Housekeeping Plan

      7) PS 2920.7 Clothing and Linen Exchange
6. **AUTHORITY**

a. DC Code § 24-211.02. Powers; Promulgation of Rules

b. 29 C.F.R. 1910, United States Department of Labor, 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 Officer.** The Warden shall appoint an Environmental 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. **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. **The Risk Manager** 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. The Risk Manager shall receive all environmental and sanitation issues reported from the Reeves Building, CCB and the CPDL.

e. **Office Managers or designated** staff shall routinely conduct inspections, report deficiencies and take action as outlined in this directive to ensure satisfactory levels of sanitation.

f. **The Officer in Charge (OIC) or designated staff** shall conduct daily inspections of their assigned housing units as set forth in this directive.

g. **Maintenance** shall enter maintenance issues into the automated reporting system as outlined in PP 7500.2, “Facilities Management” and work orders shall be generated.

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 shall:**

   1) Pursuant to PP 2120.3, “Food Service Program”, monitor DOC and contractor staff’s compliance with the agency’s environmental safety and sanitation program.

   2) 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) Conduct and document daily inspections of the culinary and of all food service equipment pursuant to the contractual agreement and local laws.

10. **DAILY HOUSING UNIT INSPECTIONS**

a. **General Sanitation.** The unit OIC (#2 and #3 Shifts) shall upon assumption of the housing unit complete a Daily Cell Block Inspection Form (Attachment A) by visually inspecting tiers, showers, gyms/recreation areas, dayrooms, closest, office space, the control module and any other general areas and
ensure immediate corrective action for any of the following issues:

1) Unkept Cells;
2) Torn mattresses;
3) Dirty Floors – (i.e. wax buildup);
4) Dirty Walls – (i.e. graffiti);
5) Filled/dirty trash cans;
6) Covered Vents;
7) Obstructed exits and exits lights;
8) Vermin – (Insects and other pests or is evidence of vermin, such as rodent droppings);
9) Unauthorized clothe lines;
10) Covered windows and lights; and
11) Unsecured/damaged bunks.

b. **Housing Unit Common Areas.** The unit OIC (#1 Shift) shall upon assumption of the housing unit complete (page 5 and 6 only) of the Daily Cell Block Inspection form (Attachment A) by visually inspection tiers, showers, gyms/recreation areas, dayrooms, closets, office space, the control module and any other general areas and ensure immediate corrective action for any of the following issues:

c. **Environmental Safety.** The unit OIC or designated staff shall visually inspect and document findings on the Daily Cell Block Inspection Forms (Attachment A) of the following:

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, on each shift shall visually inspect showers, dayrooms, on-unit classrooms and recreation areas, chase closets and storage area supply closets, cell tiers, and the control module.

3) **Lighting.** Staff shall monitor lighting to ensure all lights are working properly;

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.

6) Unit OICs shall submit the Daily Cell Block Inspection sheet to command center, no later than 12 p.m. on the #2 shift, and 6 p.m. on the #3 shift;

7) Command Center staff shall email Daily Cell Block inspection sheets with deficiencies to DOC.deficiencies@dc.gov.

8) Appropriate discipline(s) shall abate deficiencies; and

9) Staff shall email equipment and maintenance related deficiencies to DOC.deficiencies@dc.gov. Maintenance staff shall input maintenance related data into the DOC automated reporting system and generate a work order.

11. **HOUSING UNIT INSPECTIONS SUPERVISION AND MANAGEMENT.** During the course of each shift, Zone Supervisors shall visit each assigned housing unit to conduct visual inspection for cleanliness and ensure that adequate cleaning supplies are available and equipment and that fixtures are operational.

12. **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 designated Supervisor (#2 and #3 shift only) shall conduct and document weekly inspections of the housing units and cells on the Supervisor’s Weekly Cell Block Inspection Form (Attachment B).

2) The designated Supervisor (#1 shift only) shall conduct a comprehensive and thorough weekly inspection of the housing unit common areas to ensure compliance with applicable environmental safety and sanitation standards and regulatory codes and document the inspection on the Supervisor Weekly Common Area Inspection Sheet (Attachment D).

3) The Warden shall ensure appropriate corrective actions are taken.

c. Office and Common Area Inspections

1) Department Managers shall conduct and document weekly inspections of offices and common areas that are under their responsibility. Inspections shall be documented on the Weekly Safety/Sanitation Inspection Report (Attachment C). Findings shall be emailed to DOC.deficiencies@dc.gov.

2) Office and Common areas include but are not limited to the: Maintenance Shop, Supply Warehouse, Loading Dock, Commissary, Staff Entrance, Command Center, Inmate Reception Center (IRC), Clothing Issue, Laundry, Recreation Yard, Gymnasium, Barbershop, Cosmetology, Administrative Suite, Office of Information Technology, Inmate Records Office, Mail Room, Chapel, Law Library, Academic Classrooms, Visiting Halls, Warden’s Suites, Training Academy, Officer’s Dining Room, Staff Lounge, Classification and Chaplain/Volunteer Offices, Pool Room, Infirmary (Level 82) and the Medical Suites.

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 (e.g. 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) Fire Protection Specialist, Maintenance, Environmental and the Risk Manager shall ensure all emails sent to DOC.deficiencies@dc.gov.

13. MONTHLY INSPECTIONS

a. Sanitation

1) The Environmental Officer and Fire Protection Specialist shall conduct a comprehensive and thorough monthly inspection to ensure that the facility complies with applicable environmental safety and sanitation standards and regulatory codes and document the inspection on the Monthly Environment Inspection Report (Attachment E).

2) Each program manager or designee shall be present when the Environmental Officer performs inspections of areas such as the medical unit, the warehouse, storage rooms, shops, commissary, food services, etc. It is expected that joint inspections shall result in collaborative resolution of problems and deficiencies.

3) The Environmental 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.

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 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”.

e. General Facility Inspection. The Deputy Warden of Operations or designee shall conduct and document a Monthly Environmental inspection on the Monthly Environment Inspection Report (Attachment E). The Warden or designee shall ensure appropriate corrective actions are taken on any items requiring abatement.

14. LOCAL INSPECTIONS.

a. Department of Health

1) The Department of Health (DOH) conducts three environmental safety and sanitation compliance inspections for the entire CDF and CTF dialysis unit.

2) The DOH inspects the culinary and Officer’s Dining Rooms at both facilities utilizing the Food Section of HCFD Inspection Report, three times a year at the CDF, and once a year at the CTF. Inspection of the food services operation 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 Audit and Compliance
Manager shall ensure corrective action plan is prepared pursuant PP 2920.4 ‘Inspections and Abatement Program’ and a copy forwarded to the Risk Manager. A Corrective Action Plan (CAP) (Attachment F) shall be submitted to the DOH upon approval of the Director within ten (10) business days of receipt of the inspection report.

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.

15. **CORRECTIVE ACTION PLAN (CAP)**
   a. The Department Manager or affected department shall take immediate corrective action such as reporting issues to maintenance, Fire Protection Specialist and or Environmental Officer.

   b. When immediate corrective action is not possible, the Environmental Officer, Fire Protection Specialist, Contract Administrator, and managers shall forward a copy of deficiencies to the appropriate department for abatement.

   c. The Audit and Compliance Manager shall maintain documentation of DOH inspections, and corrective action plans.

   d. 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.

       4) Maintenance shall ensure Engineering services receive copies of the above-mention reports.

   e. The Fire Protection Specialist shall maintain documentation of both internal and external inspections, and corrective action plans.
DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

POLICY AND PROCEDURE

EFFECTIVE DATE: January 8, 2020

SUPERSEDES: 2920.8D
April 26, 2016

REVIEW DATE: January 8, 2021

SUBJECT: ENVIRONMENTAL SAFETY AND SANITATION INSPECTIONS

NUMBER: 2920.8E

Attachments: Attachments A-F

Attachments

Attachment A Daily Cell Block Inspection Sheet
Attachment B Supervisor Weekly Cell Block Inspection Sheet
Attachment C Weekly Safety/Sanitation Inspection Report
Attachment D Supervisor Weekly Common Area Inspection Sheet
Attachment E Monthly Environment Inspection Report
Attachment F Corrective Action Plan

DOC/PP 2920.8E1/8/20