

SUBJECT: Inspections-Sanitation, Safety and Security

NUMBER: RF-730-18

APPLICABLE TO: Residential Services Employees

APPROVED: _____ /s/ signature on original

Sam Abed, Secretary

DATE: _____ 1/22/18

I. POLICY

Each Department of Juvenile Services (DJS) facility shall comply with applicable federal, state, and local sanitation and health codes. Routine inspections shall be conducted to ensure a safe and secure environment for youth, employees and public safety. Any deficiencies discovered are corrected in a timely manner.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §§9-203, -204, and -227
- B. American Correctional Association (ACA) Standards, 3-JDF-3A-10 thru 3-JDF-3A-11, 3-JCF-4B-01 thru 3-JCF-4B-02, 4-JCF-1A-07, 4-JCF-2A-11 through 4-JCF-2A-14

III. DIRECTIVES/POLICIES RESCINDED

- A. Housekeeping and Sanitation Inspection Policy, RF-07-05 (Residential Facilities)
- B. Safety and Security Inspections Policy, RF-04-07

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
<p>Old policy, Safety and Security Inspections Policy, RF-04-07, rescinded.</p> <p>New policy combined with Housekeeping and Sanitation Inspection policy.</p> <p>Procedures revised:</p> <ul style="list-style-type: none"> • Deleted all procedures on Food Services inspections and moved those to Food Service Operations policy; • Deleted procedures on removal of vermin and pests, waste disposal system and moved those procedures to Maintenance policy; deleted regular cleaning and appropriate maintenance where space is leased; • Deleted External Inspections section and moved that to Maintenance policy; Deleted Appendix 2- Food Service Inspection; • Added Sections C, D, E to comply with ACA standards; • Updated the daily inspection report (Appendix 1); and • Updated the weekly inspection report (Appendix 2). 	1/22/18
<p>Added language from Directive OP-02-16</p> <ul style="list-style-type: none"> • Staff are responsible for diluting cleaning supplies before usage by youth. • The distribution of cleaning equipment such as brooms, mops, buckets and dust pans are the responsibility of staff. Youth must be under direct supervision when using cleaning equipment. All cleaning equipment must be maintained in a secure area when not in use. 	1/31/18
<p>Revised the following:</p> <ul style="list-style-type: none"> • Updated definitions. • Added to Sections B, C, E and updated the Daily and Weekly Sanitation and Security Inspection Reports. 	11/8/18
<p>Added new Janitorial Inspection Sheet (excel)</p>	10/16/20

PROCEDURES

SUBJECT: Inspections-Sanitation, Safety and Security

NUMBER: RF-730-18

APPLICABLE TO: Residential Services Employees

APPROVED: _____



Wallis Norman,
Deputy Secretary of Residential Operations

REVISION DATE: 10/16/2020

I. PURPOSE

To provide guidelines for inspections of the facility for sanitation and to ensure that security devices are operational.

II. DEFINITIONS

Supervisory Staff means DJS employees in the classifications of Resident Advisor Supervisor, Group Life Manager I and Group Life Manager II.

Sanitation Inspection means critical examination of all internal and external areas to ensure the highest level of cleanliness.

Security Devices means locks, gates, doors, fences, screens, ceilings, floors, walls, windows, mechanical restraints, two-way radios and barriers used to confine and control detained individuals. Also included are electronic monitoring equipment, cameras, fence detection systems, security alarm systems, security lights, generators, and other equipment used to maintain facility security.

Security Inspection means a critical examination of all security devices.

III. PROCEDURES

A. Housekeeping and Sanitation

1. Each facility shall have a written housekeeping plan that provides:
 - a) a schedule for daily and other periodic cleaning and housekeeping of living units and common areas;
 - b) a description of any special instructions, equipment or supplies needed to carry out the schedule, and
 - c) provisions for contracted services, as appropriate.

2. Adequate cleaning supplies shall be maintained at the facility and made available to the living units.
3. Each living unit will have a daily cleaning schedule. Youth shall be assigned task based on a rotating schedule. At admission, staff will be responsible for instructing youth on proper cleaning and other general housekeeping responsibilities in the facility.
4. Staff are responsible for diluting cleaning supplies before usage by youth. Youth are prohibited from handling undiluted, and harmful cleaning supplies.
5. The distribution of cleaning equipment such as brooms, mops, buckets and dust pans are the responsibility of staff. Youth must be under direct supervision when using cleaning equipment. All cleaning equipment must be maintained in a secure area when not in use.
6. All bottles used to store cleaning supplies must be clearly labeled.
7. Material Safety Data Sheets (MSDS) for each cleaning supply stored and used on the unit shall be retained in a labeled yellow binder on the unit.

B. Sanitation, Safety and Security Inspections

1. Daily Inspections

- a. Supervisory staff must conduct **daily** sanitation, safety and security inspections *of the living units occupied by youth*. Inspections shall be documented using the **Supervisor Daily Sanitation and Security Inspection Report (Appendix 1)**. Corrective action shall be **immediately** taken, as appropriate, and documented to address deficiencies and to ensure facility safety and security. When completed the **Supervisor Daily Sanitation and Security Inspection Report** shall be forwarded to the Assistant Superintendent for Operations or designee for review and filing.
- b. The electronic fence detection system shall be checked daily in accordance with the *Perimeter Security Policy and Procedure*.
- c. Control Center staff shall complete a camera systems security check on each shift daily. The checks shall be documented in the Control Center logbook as well as corrective action taken to address any deficiencies.
- d. Janitorial staff must complete the **Facility Daily Janitorial Checklist (Appendix 2)** to document the cleaning of the facility and, when completed, send the Checklist to the Assistant Superintendent for Operations or designee for review and filing.

2. **Weekly Inspections:** Supervisory staff shall conduct weekly inspections *of areas unoccupied by youth and of security equipment*. Inspections shall be documented using the **Weekly Sanitation and Security Inspection Report (Appendix 3)**. Corrective action shall be immediately taken, as appropriate, and documented to address deficiencies and to ensure facility safety and security. The completed

Weekly Sanitation and Security Inspection Report shall be immediately forwarded to the Assistant Superintendent of Operations or designee for review.

3. The Superintendent or designee shall ensure that the completed Weekly Fire Safety and Emergency Power System Inspections report is received from the Maintenance Department in accordance with the *Facility Environment Policy and Procedure*.
4. The Superintendent shall coordinate with the Food Service Supervisor to ensure that sanitation inspections of the food service department are completed in accordance with federal, state and local regulations.

C. Security Equipment and Storage

1. Security items to include handcuffs, waist chains, security black boxes, leg restraints, radios, and cut-down tools shall be inventoried and stored in a secure area, but readily accessible outside the living unit and activity areas.
2. An inventory of all security equipment shall be established and maintained. The **daily** issuance and return of security equipment shall be documented.

D. Administrative Inspection

1. The Superintendent, Assistant Superintendent and designated department heads will conduct **weekly** visits to the facility's living units and activity areas to encourage informal contact with staff and youth, and to observe living and working conditions.
2. The visits should be documented in the unit log book in red ink.

E. Inspection Repairs

1. All deficiencies shall be corrected in a timely manner. Deficiencies that are a threat to facility security must be addressed immediately.
2. Requests for repairs to address deficiencies noted on inspection reports must be documented through the Traceability Made Easy (TME) maintenance work order system.
3. All requests to surplus state property must be documented on the Project Request Form sent to DJS Property through email to DJSPropertyHotline@Maryland.Gov in accordance with the guidelines of the *Facility Environment Policy and Procedure*.

IV. RESPONSIBILITY

Superintendents are responsible for implementation and compliance with this procedure.

V. INTERPRETATION

The Deputy Secretary for Operations shall be responsible for interpreting and granting any exceptions to these procedures.

VI. LOCAL OPERATING PROCEDURES REQUIRED

Yes

VII. DIRECTIVES/POLICIES REFERENCED

Perimeter Security Policy and Procedure

Facility Environment Policy and Procedure

VIII. APPENDICES

1. Supervisor Daily Sanitation and Security Inspection Report

2. Facility Daily Janitorial Checklist

3. Weekly Sanitation and Security Inspection Report



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Inspections- Sanitation, Safety and Security
NUMBER: RF-730-18
APPLICABLE TO: Residential Services Employees
REVISED: October 16, 2020

I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ELECTRONICALLY, SIGNED COPY TO YOUR SUPERVISOR FOR PLACEMENT IN YOUR PERSONNEL FILE.

SUPERVISOR DAILY SANITATION AND SECURITY INSPECTION REPORT

For all occupied youth areas

Facility Name: _____

Living Unit: _____

Time: _____ Date: _____

Supervisor: _____

Living Unit	Acceptable	Unacceptable	Repairs Needed Indicate location	Corrective Action Taken
Lights-Operable				
Lanterns- Operable				
Doors-Secure				
Door Frames-Secure				
Door Hinges-Secure				
Door Locks-Secure				
Windows-Free of graffiti, secure				
Window Screens-Free of holes, debris, secure visibility not obstructed				
Door Observation Windows- Free of graffiti				
Sinks-Free of stains, debris and odor				
Showers-Free of stains, debris and odor				
Mirrors-Free of stains, debris and odor				
Toilets-Free of stains, debris and odor				
Urinals-Free of stains, debris and odor				
Walls-Free of graffiti, holes, cracks				
Floor-Free of debris, wax build up and stains				
Ceiling-Secure and free of debris				
Furniture-Free of graffiti, tears, broken or loose parts				
Dryer Vent-Free of lint				
Janitorial Closet-Secure, organized				
Guard Tour Wand and Booklet				
Trash Cans-Empty Daily				

Date: _____

Reviewed by: _____

Shift Commander

Comments: _____

FACILITY DAILY JANITORIAL CHECKLIST

Facility Name /Building #: _____

Date: _____

Time entered: _____

Daily Cleaning	Completed	Not Completed
Clean and disinfect all high touch areas		
Microfiber dust mop all floor surfaces		
Microfiber wet mop all floor surfaces		
Vauum all carpeted surfaces		
Clean and disinfect walls and partitions to include brightwork		
Clean and disinfect inside and outside of sinks, toilets, and urinals		
Clean all mirrored surfaces		
Pick up all trash, empty trash receptacles, replace liners, and put trash in dumpsters		
Clean and disinfect all walls for fingerprint, marks, and grafitti		
Place all floor runners, rugs, and mats in a uniform position		
Clean around all door ledges		
Place all floor runners, rugs, and mats in a uniform position		
Wipe clean all cove base for streaks and water marks		
Check all bathroom dispensers for adequate supply, change if necessary		
Check inside all trashcans, and dispensers and clean if necessary		
Wipe clean all countertops, desks, and conference tables of fingerprints and dust		
Microfiber dust mop under all floor runners, rug, and mats in all rooms		
Microfiber wet mop under all floor runners, rug, and mats in all rooms		
Wipe clean all dust and windows on display cases		

Comments: _____

RA Employee Name (Printed): _____

RA Employee Signature: _____

Shift Commander: _____

WEEKLY SANITATION AND SECURITY INSPECTION REPORT
For all unoccupied youth areas

FACILITY NAME: _____	DATE AND TIME: _____
INSPECTED BY: _____	

Instructions: Write in conditions for each area that is inspected weekly by staff, *e.g.*, good, secure, operational

LOCATION	SANITATION	DOORS/LOCKS	CEILINGS	WALLS	FLOORS	WINDOWS	CORRECTIVE ACTION TAKEN
Administration Area							
Dining Hall							
Laundry Area							
Education Area							
Medical/Dental Area							
Recreation Area – Indoor Gym							
Recreation Area – Outside							
Control Center							

WEEKLY SANITATION AND SECURITY INSPECTION REPORT

SECURITY EQUIPMENT INSPECTIONS

Inspected Item	Number Inspected	Operable		Corrective Action
		Yes	No	
Waist Chains				
Black Box				
Handcuffs				
Leg Restraints				
Radios				
Cut Down Tools				

Reviewed by: _____
 Assistant Superintendent of Operations/Designee

Date: _____