

Facility Sanitation, Safety and Maintenance

1031.1 PURPOSE AND SCOPE

The purpose is to establish and implement written policy and procedures for the maintenance of an acceptable level of cleanliness, repair and safety throughout juvenile facilities. This policy applies to all juvenile facility staff.

1031.2 AUTHORITY AND REFERENCES

- Board of State and Community Corrections Title 15 § 1510;
- Juvenile Facility Services Policy; Safety Equipment Control;
- Riverside County Probation Department Policy; Vehicle Operations;

1031.3 POLICY

All juvenile facilities shall maintain an acceptable level of cleanliness, repair and safety standards. All facilities shall provide for a regular schedule of housekeeping tasks, equipment maintenance, including restraint devices, and physical plant maintenance and inspections to identify and correct unsanitary or unsafe conditions or work practices in a timely manner. The use of chemicals shall be done in accordance to the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).

1031.4 SANITATION AND SAFETY INSPECTION PLAN

Facility sanitation and safety shall be the responsibility of all juvenile facility staff; health and safety shall supersede all other aspects of facility concern. Any concerns with the sanitation or the safety of the facility identified by any staff shall be immediately reported to the Duty Officer (DO) or any supervising probation officer (SPO).

All safety equipment, including restraint devices, shall be maintained by the designated supervising probation officer (SPO) responsible for safety equipment. Refer to Juvenile Facility Services Policy; Safety Equipment Control.

All juvenile facilities shall be responsible for ensuring regular, visual sanitation and safety inspections are conducted daily.

All safety and health rules and regulations shall be strictly adhered to by all juvenile facility staff. Refer to the Riverside County Safety Manual (RC Safety Manual).

1031.4.1 STAFF RESPONSIBILITIES

Staff are responsible for:

- (a) Keeping all areas free of safety hazards, using equipment safely, following safety procedures and knowing the operation of safety systems (i.e., fire alarms, etc.).
- (b) Daily upkeep of buildings and equipment and shall report to the DO/SPO any safety concerns.

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- (c) Their own safety, the safety of other staff, and the safety of youth.
- (d) Supervising youth at all times, who are using approved chemicals, materials, and equipment.
- (e) Using safety equipment provided for specific jobs without exception.
- (f) Communicating the need for safety equipment to the DO/SPO.
- (g) Reporting all accidents, no matter how minor, to the DO/SPO immediately. A written report shall be submitted by staff prior to the end of their shift.
- (h) Securing adequate instructions before attempting to operate any equipment.
- (i) Not permitting youth to operate equipment unless specifically authorized by facility manager(s), and only after receiving instructions on the proper operation of the equipment, and utilizing all necessary safety equipment.

1031.4.2 DO/SPO RESPONSIBILITIES

A DO/SPO shall conduct a daily visual inspection of the facility to assess sanitation and safety. After the inspection, the DO/SPO shall do the following:

- (a) Document the visual inspection on the Duty Log, noting any deficiencies or noting the facility to be clean and safe.
- (b) Take immediate remedial action to address any serious sanitation or safety issue and/or report the situation to the facility manager.

1031.4.3 FACILITY MANAGER RESPONSIBILITIES

- (a) Ensure all of the deficiencies noted by the DO/SPO are corrected or that corrective action has been initiated.
- (b) Maintain all written records of formal facility inspections (Fire Marshal, Public Health, Environmental Health) and respond to any deficiencies noted.

1031.5 DAMAGE ASSESSMENT

All living areas shall be visually inspected each shift by staff to assess damage, breaches of security, and unauthorized materials. Damage to any part of the structure (i.e., windows, wall, paint) including graffiti, shall be documented in an incident report in the Juvenile and Adult Management System (JAMS), the unit daily log, and reported to the DO/SPO for documentation in the duty log.

All indications of damage shall be reported immediately to the DO/SPO so repairs may be made and an investigation can be conducted to determine the individual(s) responsible for the damage.

Any damage to county property or the property of others, caused by the youth, either as a result of negligence or negative behavior, shall be subject to discipline and/or prosecution.

1031.6 SANITATION AND SAFETY INSPECTION

Staff shall be responsible for daily sanitation and safety inspections of the areas to which they are assigned. Daily, weekly, and monthly cleaning assignments shall be implemented.

Riverside County Probation Department

Policy Manual

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Staff shall request maintenance repairs as necessary via a maintenance repair request. The designated DO/SPO shall follow up on all requests to ensure repairs are completed in a timely manner.

Each facility shall maintain a manual for the safe supervised use of hazardous materials and equipment used by the youth.

1031.7 MAINTENANCE STAFF RESPONSIBILITIES

Maintenance operations in juvenile facilities shall be conducted by maintenance staff.

Maintenance staff shall be responsible for the upkeep, and repair of facility grounds, including all items and equipment attached to the buildings.

Maintenance staff shall be responsible for the installation, upkeep, and repair of all equipment and machinery.

Non-emergency maintenance requests are standard written requests for repair or alteration which shall restore or promote the longevity of the facility's property, buildings or equipment. Maintenance requests shall be completed and submitted to maintenance staff in a timely manner to ensure a safe and secure setting for the youth and staff.

Emergency maintenance requests shall be submitted for any situation which requires immediate attention in order to eliminate an existing or potential hazard to health or safety.

- (a) These types of requests shall be immediately reported verbally to the DO/SPO who shall then be responsible for contacting maintenance personnel.
- (b) A maintenance request shall then be completed and submitted to maintenance staff.

Facility manager(s) shall maintain a request log and verify that all requests submitted to maintenance staff are corrected in a timely manner. This log shall also note the date of action taken and any significant problems encountered with the repair.

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