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SANITATION AND HYGIENE

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DATE:	NOVEMBER 20, 2018
NUMBER:	L.1
SUBJECT:	LAUNDRY SCHEDULE
RELATED SECTIONS:	J.3 , J.4 , M.25 , Q.57 , R.13

PURPOSE

To establish guidelines for laundry exchange, and define bedding and clothing allowed each inmate.

POLICY

Inmate bedding, linen and clothing shall be exchanged according to established facility schedules. Each facility will develop laundry procedures and a facility green sheet for the exchange of laundry.

PROCEDURE

I. LAUNDRY SCHEDULE

- A. Laundry hours may vary at each facility.
- B. Laundry pick-up/exchange may be made as needed.

II. STANDARD BEDDING

- A. The standard issue of bedding and linen shall include the below listed items. Exceptions may be made if special circumstances exist.
 - 1. One mattress
 - 2. One towel
 - 3. Two blankets
- B. Towels shall be exchanged once a week. A JIMS laundry exchange log entry will be made to record each exchange. The type of exchange (e.g. "Linen") will be noted in the "description" field of JIMS. In the event an item is missing from the laundry exchange, the deputy of the affected area shall document which item was not exchanged in the note section of the log.
- C. Two blankets shall be issued to each inmate. One of the blankets will be an alternative to a sheet. A third blanket may be issued beginning the week after Thanksgiving Day at the discretion of the Facility Commander. Third blankets should be recovered the week following Memorial Day. (Exceptions to issuing and/or recovering may be made if special circumstances exist.
- D. One blanket of the inmates choosing shall be exchanged on a bi-weekly basis. Refer to facility green sheets for blanket exchange schedules. A JIMS laundry exchange log

entry will be made to record the exchange. The type of exchange (e.g. "Blanket") will be noted in the "description" field of JIMS.

III. SECURITY BEDDING

- A. For safety and security purposes, cotton/wool blankets are prohibited for mainline male inmates in pre-arraignment (SDCJ and VDF only), administrative segregation to include inmates who are pending a disciplinary hearing or serving disciplinary separation, inmates in the Psychiatric Stabilization Unit (PSU/WPSU) and inmates in Enhanced Observation Housing units (refer to DSB P&P J.3, M.25, and J.4 respectively). Inmates housed in the aforementioned units will receive security blankets only.
- B. For inmates that are issued two security blankets, one security blanket of the inmates choosing shall be exchanged on a bi-weekly basis. Refer to the facility green sheets for security blanket exchange schedules.
- C. A JIMS laundry exchange log entry will be made to record each exchange. The type of exchange (e.g. "security blankets") will be noted in the "description" field of JIMS.

IV. CLOTHING EXCHANGE

Mainline inmates shall exchange clothes according to the following guidelines. (Exceptions may be made if special circumstances exist.) A JIMS "laundry exchange" log entry will be made to record each exchange. The type of exchange (e.g. "Blues," "Whites") will be noted in the "description" field of JIMS. In the event an item is missing from the laundry exchange, the deputy of the affected area shall document which item was not exchanged in the note section of the log.

- A. The standard issue of clothing shall include:
 - 1. One pair of footwear
 - 2. Outer garments defined as "Blues" (one blue shirt and one pair of blue pants)
 - 3. Under garments defined as "Whites" as noted below:
 - a. For males – One each, underwear, socks and white T-shirt
 - b. For females – One bra, one pair of socks and two pairs of panties
 - c. Transgender and Intersex inmates will be given jail issued clothing that matches with their gender identity (e.g. female undergarments for a transgender female inmate or male undergarments for a transgender male), upon request.
- B. Outer garments for mainline inmates shall be exchanged once a week.
- C. Socks, towels, undergarments, and T-shirts shall be exchanged twice a week. Inmate workers may exchange these items on a daily basis.

- D. Inmates may be permitted to wear other than standard issued clothing at the request of a physician.
- E. Inmates in Enhanced Observation Housing (EOH) for longer than 48 hours will have their green safety garments exchanged as needed based on sanitary conditions (Refer to DSB P&P J.4).
- D. The notes section of the log shall record the inmate(s) receiving the exchange if specific inmates are receiving the exchange rather than an entire module.

V. REPAIR OF TORN CLOTHING

Clothing that can be salvaged by sewing or patching, shall be delivered to the seamstress at the Las Colinas Detention and Reentry Facility for repair.

DATE:	JULY 3, 2018
NUMBER:	L.2
SUBJECT:	SANITATION AND HYGIENE INSPECTIONS
RELATED SECTIONS:	L.4
IN COMPLIANCE WITH:	California Code, Health and Safety Code - HSC § 101045

PURPOSE

To establish a policy of regularly scheduled inspections to ensure the facility will be kept clean and sanitary.

POLICY

Each facility will schedule, on a regular basis, hygiene inspections with reports submitted by the inspectors to the facility commander.

PROCEDURE

- I. Each facility will have a weekly hygiene inspection conducted by designated staff members. These staff members will inspect and have deficiencies corrected and reported to the facility commander.
 - A. Each facility will have a plan outlined in a policy green sheet as to how this inspection will be conducted.
 - B. The plan should include incentives and sanctions based on a rating system outlined in the facility green sheet.
 - C. Hygiene inspection results will be logged into JIMS utilizing the area activity and inspection dropdown, with the outcome documented in the description or notes field.
 - D. The results of the hygiene inspection will be used to administer sanctions if needed.
 - E. Hard copies of completed weekly inspections will be kept on file for a period of six months.

- II. Per Section California Code, Health and Safety Code - HSC §101045, each facility will have an annual health and sanitation inspection done by the county health officer. The purpose of this annual inspection is to verify each facility is clean and sanitary on a continual basis.

DATE:	JULY 3, 2018
NUMBER:	L.3
SUBJECT:	INMATE MATTRESSES
RELATED SECTIONS:	
IN COMPLIANCE WITH:	BSCC ARTICLE 14 §1272. Mattresses

PURPOSE

To standardize the use, repair, and accountability of inmate mattresses.

POLICY

One mattress per inmate will remain in the cell, or housing unit, at all times. Each facility may establish exceptions for security or health reasons.

PROCEDURES

- I. Housing deputies are responsible for keeping surplus mattresses from accumulating in the cells or housing unit. Deputies will remove and replace damaged mattresses and will advise the facility stock clerk, who will ensure all damaged mattresses are taken to the East Mesa warehouse for replacement. Inmates who purposely damage mattresses are subject to disciplinary action.

- II. All mattresses shall be cleaned with chemical disinfectants that are healthcare facility approved before being issued to inmates. If a mattress is contaminated and cannot be thoroughly cleaned and disinfected, it will be bagged in biohazard waste bags and discarded with other biohazard waste.

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DATE:	JULY 3, 2018
NUMBER:	L.4
SUBJECT:	HOUSEKEEPING PLAN
RELATED SECTIONS:	L.2
IN COMPLIANCE WITH:	BSCC TITLE 15, ARTICLE 15. §1280. Facility Sanitation, Safety, and Maintenance.

PURPOSE

To establish a policy to ensure a written housekeeping plan exists for each facility.

POLICY

Each facility will establish a written housekeeping plan for all areas of the facility.

PROCEDURE

- I. Each facility will have a plan, written on a policy green sheet, explaining the daily cleaning and housekeeping activities that will occur on a regular basis.
- II. At a minimum, medical isolation cells shall be cleaned and disinfected using facility approved disinfectants and/or a 10 to 1 bleach solution after every use and every 24 hours when occupied.
- III. The housekeeping plan will include, but not be limited to: areas to be cleaned; those responsible for the cleaning; who supervises the cleaners; how supplies and materials are ordered and distributed; what training is needed in the areas of safety, efficiency and cost effectiveness; and who does the post cleaning inspection.

DATE:	AUGUST 1, 2018
NUMBER:	L.5
SUBJECT:	TRASH REMOVAL
RELATED SECTIONS:	
IN COMPLIANCE WITH:	CAC TITLE 15, SEC. 1280

PURPOSE

To standardize the collection, removal, and disposal of trash from detention facilities.

POLICY

A deputy will supervise inmate workers who will pick up and transport all trash to the collection area for disposal. This includes the removal of security trash.

PROCEDURE

I. TRASH COLLECTION

- A. Trash will be picked up and removed from the facility at designated times. Trash will be bagged in plastic bags and sealed. Bulky items such as cardboard boxes should be broken down flat and bound in some manner to facilitate handling by inmate workers.
- B. Trash is classified as either regular trash or security trash. Security trash consists of anything that could be used as a weapon or manufactured into a weapon, trash from the medical area, trash from administrative offices which includes confidential paperwork, and any other trash staff deems inappropriate for inmate workers to have access to. All other trash is classified as regular trash. Each facility may establish exceptions for related security reasons.
- C. Regular trash will be removed from the housing areas, medical areas, and offices at least twice a day. Kitchen trash will be placed in an area to facilitate storage and regular pick-ups for disposal.
- D. Security trash will be bagged separately from regular trash and kept separate. A deputy will pick up security trash at least once a day. Inmate workers can handle security trash only if closely supervised by a deputy.
- E. Liquid waste will be collected and stored at appropriate locations at each facility. The facility commander will ensure liquid waste is disposed of according to local, state, and federal laws and regulations.

II. TRASH RUNS

- A. Trash collection and disposal will be made in accordance with existing security procedures. Only inmate workers classified to be outside of the facility and under supervision of a deputy will collect and dispose of the trash. Regular trash will be combined with kitchen trash for disposal. Prior to removing kitchen trash, sworn staff will verify with the kitchen staff that all kitchen utensils are accounted for and their inventory is complete. The actual time of trash pickup will be arranged by the deputy supervising the inmate workers.
- B. A deputy will collect security trash at least once each day. Security trash receptacles shall be in areas not readily accessible to inmate workers.
- C. The deputy conducting the trash collection will be responsible for the security trash until it is placed outside the facility in a dumpster.
- D. The deputy conducting the trash disposal will coordinate his/her efforts with the control deputy to ensure necessary dock and exit routes are closed and locked while inmate workers are in trash disposal areas. The deputy will verify that no inmates are in or amongst the trash prior to exiting the facility. The deputy will collect and retain all inmate worker badges before exiting the facility. Once the deputy and inmate workers are secured back inside the facility, the deputy will return the badges to the respective inmate workers.
- E. Deputies will routinely check the trash compactor for contraband. Upon disposal of all trash, inmate workers may be searched for contraband.

DATE:	AUGUST 1, 2018
NUMBER:	L.6
SUBJECT:	HAZARDOUS WASTE BUSINESS PLAN
RELATED SECTIONS:	HSC Division 20, Chapter 6.95 - DSB P&P L.23 , L.4

PURPOSE

To establish a policy to ensure all hazardous materials are stored, used, and disposed of in a manner which is safe and in accordance with applicable state and federal laws.

POLICY

Each facility shall establish a green sheet policy that will provide guidelines for the storage, use, and disposal of hazardous materials. In addition, the green sheet shall establish documented training to show staff and inmate workers know how to store, use, and dispose of hazardous materials in a safe and appropriate manner. This policy shall be known as the Hazardous Waste Business Plan. Hazardous materials may include, but are not limited to paints, solvents, cleaning compounds, adhesives and acids.

PROCEDURE

- I. Each facility shall designate a staff member to be the hazardous material coordinator. It is the duty of this coordinator to develop and maintain training, application and records regarding the storage, use and disposal of hazardous materials.
- II. Each facility shall indicate in a green sheet how the Hazardous Waste Business Plan will be conducted.
- III. The facility commander or designee shall conduct an annual review to ensure training records and the storage, use and disposal of hazardous materials are in compliance with policy, state and federal laws.

DATE:	OCTOBER 12, 2018
NUMBER:	L.7
SUBJECT:	RAZORS
RELATED SECTIONS:	CCR TITLE 15 SEC. 1267

PURPOSE

To provide disposable razors to those inmates who wish to use them.

POLICY

All inmates will have access to a razor on a daily basis except those inmates who have a razor restriction for health and/or safety reasons.

PROCEDURE

- I. Prior to razor distribution, deputies shall review the Jail Information Management System (JIMS) Web report, "Active Inmates with Selected Hazards: Razor Restriction." Any inmate represented on this report will not be offered a razor. Inmate's with a red "M" next to their name indicates a Medical Instruction placed by medical/psychiatric staff. These inmates may be offered an electric razor (clipper shave) in lieu of a razor during scheduled barber days. Once the razor restriction report is reviewed, deputies shall make an entry in the JIMS area activity log using the event type, Razor Restriction Review.

A JIMS incident report (primary incident type-RZR) shall be written by deputies when documenting the placement of an inmate on the razor restriction list for security purposes. Sworn staff will articulate in the ISR the specific safety and security risk concerns. The incident report will be approved by the watch commander or their designee.

Inmates on razor restriction due to security reasons ("Razor Restriction" in their Hazards & Instructions) may request to the watch commander to be removed from the razor restriction list.

An inmate on the razor restriction list for mental health concerns ("No Razor" in their Medical Instructions) desiring to use a razor must submit an Inmate Request Form to schedule an appointment with a qualified mental health provider (QMHP). During the appointment, if the QMHP determines the inmate is not suicidal or self-injurious, the razor restriction shall be removed. If the QMHP deems the inmate to have an elevated risk for self-harm, the razor restriction will remain in place. If the inmate submits a second Inmate Request Form asking for the razor restriction to be lifted, a QMHP will conduct a 30 day review and make a determination to lift the restriction or keep it in place.

- II. Housing deputies will follow facility green sheets and distribute new razors to inmates who request them. A JIMS log entry will be made using the area activity drop-down menu to document the number of razors distributed and the number of razors collected. Housing deputies will ensure the razorblade is present before the inmate disposes of it in provided containers. When full, the entire container will be discarded per procedures outlined in facility green sheets.

- III. Each facility may implement controlled razor access to certain housing areas. Examples are psychiatric stabilization units, safety cells, medical wards, disciplinary lockdown areas, etc.
- IV. An inmate may possess only one razor at a time. An inmate found in possession of more than one razor may be disciplined, to include a loss of 4019 P.C. credits.

Additionally, an inmate may be charged with 4502 P.C. for the possession, manufacture, or attempted manufacture of a weapon which may or may not include a razorblade.

- V. If a razor is lost or not returned, a supervisor shall be notified immediately and every effort shall be made to locate the missing razor to include searches of housing units and inmate cells. If the razor is not found, an incident report shall be written and posted to alert staff.

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DATE:	AUGUST 1, 2018
NUMBER:	L.9
SUBJECT:	HAIRCUTS/HAIR CARE
RELATED SECTIONS: IN COMPLIANCE WITH:	CCR § 1267 Hair Care Services § 3062 Inmate Grooming Standards

PURPOSE

To provide a system by which inmates incarcerated in San Diego County detention facilities are able to obtain haircuts.

POLICY

Inmates shall have access to a barber while incarcerated. The barber and equipment will be available on a regularly scheduled basis.

PROCEDURE

- I. A designated inmate barber, if available, shall perform inmate haircuts. The barber will cut hair in accordance with a schedule posted in each housing module. Each facility will develop a green sheet to determine specific barber procedures.
- II. Deputies will make a JIMS log entry indicating the module of inmates who received haircuts.
- III. A deputy shall inventory and inspect the barber tools prior to the barber taking possession of the equipment. Particular attention should be given to the equipment, upon its return, for damaged or missing parts.
- IV. Equipment shall be disinfected, after each use, by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations.
- V. Inmates who apply to become inmate workers may be rejected if they refuse to cut their hair within the grooming standards. Likewise, an inmate worker may be removed from a particular job or status if he/she fails to continue grooming standards per Title 15, section 3062, Division 3, Section 3062, California Code of Regulations. Using these sections as guides, the inmate worker deputy shall make the final determination for inmate grooming standards.

DATE:	NOVEMBER 20, 2018
NUMBER:	L.11
SUBJECT:	PERSONAL HYGIENE
RELATED SECTIONS:	P.3, R.13,
IN COMPLIANCE WITH:	TITLE 15, SEC (s). 1265, 1266, PREA

PURPOSE

To ensure hygiene items and facilities necessary to the maintenance of personal hygiene are available to all inmates.

POLICY

Any inmate to be held longer than twenty-four (24) hours shall be supplied with those items necessary for the maintenance of adequate personal hygiene. Indigent inmates will be issued a welfare pack. Any inmate, who has less than two dollars (\$2.00) on their account and has not had two dollars (\$2.00) during the previous week, is considered indigent. Non-indigent inmates may purchase needed items from Commissary. Upon assignment to a housing unit an inmate will be allowed a shower and additional showers at least every 48 hours thereafter. Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.

PROCEDURE

I. HYGIENE KIT

- A. Each inmate who is to be held beyond twenty-four (24) hours will be issued a hygiene kit at the time of transfer to a housing unit. These hygiene kits will include a comb, toothbrush, toothpaste, shampoo and 2 bars of soap. Female inmates will be provided with sanitary napkins.
- B. Hygiene kit items are paid for out of the departmental budget, not from Inmate Welfare funds. They are inventoried and maintained as part of the Sheriff's Commissary inventory.

II. WELFARE PACKS

- A. Welfare packs will be supplied to indigent inmates as defined above. Inmate welfare packs will be delivered on Commissary day.
- B. On the scheduled Commissary delivery day, Commissary staff will run the "Inmate Welfare Pack" report on JIMS. Commissary staff will determine the indigent inmates by module. The exact amount of welfare packs needed, per module, will be delivered during normal Commissary delivery times. The list of names of inmates to receive the welfare packs will be attached to the outside of the bag. Deputies are responsible for distributing the welfare packs to inmates identified on the list.

C. A Welfare Pack consists of the following:

- Two (2) stamped envelopes
- One (1) deodorant
- One (1) pocket comb
- One (1) tube of toothpaste
- One (1) toothbrush
- One (1) bar of soap
- One (1) soft pencil
- One (1) shampoo

The cost of welfare packs is paid for out of Inmate Welfare funds.

DATE:	AUGUST 1, 2018
NUMBER:	L.13
SUBJECT:	PEST AND VERMIN CONTROL
RELATED SECTIONS:	

PURPOSE

To ensure each facility is free from unwanted pests and vermin.

POLICY

Working with the County of San Diego Department of Agriculture, Weights and Measures, Pest Detection Program, each facility will have a written plan for the control of pests and vermin.

PROCEDURE

Each facility's written plan will include monthly inspections by staff to locate and identify areas of infestation. If located, staff should identify the conditions to include the presence of insects, rodents, or other vermin. This information should be communicated to the County of San Diego Department of Agriculture, Weights and Measures, Pest Detection Program, and a request for eradication should be made. Once scheduled, a technician will arrive and determine the best method for eliminating the nuisance.

DATE:	AUGUST 1, 2018
NUMBER:	L.15
SUBJECT:	CONTROL OF PARASITES ON INMATES AND IN THEIR PERSONAL CLOTHING
RELATED SECTIONS: IN COMPLIANCE WITH:	TITLE 15, SECTION § 1264

PURPOSE

To ensure all inmates and their personal clothing is free of parasites.

POLICY

Any inmate who is infested with parasites shall be given the opportunity to bathe and clean him or herself. The inmate shall be referred to medical staff for proper treatment. The inmate's personal clothing will be placed in a plastic bag and sealed for 14 days or washed in hot water and dried in a hot dryer.

PROCEDURE

I. INMATE INFESTED WITH PARASITES

When deputies suspect an inmate is infested with parasites, the deputy will notify the medical staff. The medical staff will determine the nature of the parasites and direct the staff to begin proper treatment of clothing and bedding.

II. ISOLATION OF INMATE PERSONAL CLOTHING

- A. When a deputy suspects an inmate's personal clothing is infested with parasites, the clothing will be isolated.
- B. The deputy will ask the inmate for permission to have the clothing laundered. After permission is obtained, the deputy will place the clothing in a clear plastic bag, seal the bag, and mark the inmate's name, booking number, nature of the infestation and any other necessary information. A second clear plastic bag will enclose the first bag.
- C. If the inmate gives permission to have the clothes washed, the deputy will send the clothing to the laundry supervisor or designee with a request to wash the clothing. After washing, the clothes will be returned to the inmate or placed in the property storage area.
- D. If the inmate denies permission to have the clothes washed, the deputy will send the clothes to the clothing storage area.
 - 1. The clothes bag will be clearly dated and marked. The clothes will remain sealed in the plastic bag.

2. Upon release, the inmate will be given the sealed bag of infested clothing.
3. Inmates will be dressed in their personal clothing worn when booked into the jail or clothing provided by inmate welfare.

III. CLEANING OF PARASITIC INFESTED PERSONAL CLOTHING

- A. The laundry supervisor or designee is responsible for laundering the clothing. Consideration will be given to, but not limited to, nature of infestation, clothing material, and available resources such as hot water, laundry soap and a washing machine with a small load capacity.
 1. Launder clothing in hot water (at least 131 degrees Fahrenheit) for 20 minutes to destroy the parasites.
 2. Infested clothing should be laundered separately.
- B. If the laundry supervisor or designee determines the infested clothing cannot be successfully laundered, the laundry supervisor will have the clothing resealed and returned to the property storage area.
- C. If the clothing is laundered, the laundry supervisor will return the clothing to the property storage area or to the inmate, whichever is appropriate.