

WEBER COUNTY CORRECTIONAL FACILITY

Volume

SANITATION AND MAINTENANCE

Chapter

JI 03 - INSPECTIONS AND DOCUMENTATION

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Approved

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JI 03/01.00 **GENERAL**

JI 03/01.01 **Purpose**

The purpose of this chapter is to provide policy, rationale, and procedure for facility inspections and documentation.

JI 03/01.02 **Cross References**

JF 01 - Facility Security and Surveillance
JG 04 - Inmate Laundry Services
JJ 05 - Inmate Work Procedures
JK 01 - Prisoner Housing Unit

UJS I 01.04.00 - I 04.02.03

Inmate Worker Post Orders
Staff Post Orders
Inmate Hand Book

JI 03/01.03 **Definitions**

PMS	Preventative Maintenance Schedule
Preventive Maintenance	the scheduled maintenance to prevent the failure of a piece of equipment or system
Housing Unit	a group of cells or bunks sharing a common area
Inmate Work	WCCF-granted privilege allowing inmate assignment through the approved selection process
IJSW	Inmate Janitorial Service Worker
IRSW	Inmate Residential Service Worker
IWC	Inmate Work Coordinator
sanitation inspection	an inspection of the facility targeted toward the finding of areas or conditions in which poor sanitation conditions are present
outside agency	any agency other than WCSO or WCCF which is located within or outside of Weber County, and not under the jurisdiction of any court within Weber County
UJS	Utah Jail Standards
WCCF	Weber County Correctional Facility

WCS

Weber County Sheriff

JI 03/02.00 **FACILITY INSPECTIONS**

JI 03/02.01 **Policy**

It is the policy of the WCCF that:

- A. sanitation inspections should be completed on both a regular and irregular basis;
- B. inspections shall be documented; and
- C. the WCCF shall cooperate with and facilitate inspections by outside agencies, i.e., health department, fire department, Utah Sheriff's Association, etc.

JI 03/02.02 **Rationale**

- A. It is easier to maintain a high level of sanitation and maintenance than to try to recover from having allowed a facility to deteriorate. If shift supervisors and command-level jail officials demonstrate to staff that sanitation is a high priority by routinely making sanitation inspections and then acting on findings, it is more likely that staff will play an active role in the process as well and take pride in the sanitation and maintenance of the facility.
- B. Inspections by various agencies or entities are authorized by statute, contract, or other agreement. When inspections are lawfully authorized, jail officials are required to permit and facilitate the inspection process.
- C. It is a common practice in litigation regarding jail conditions for prisoners to make general allegations of unsanitary conditions, filth, poor maintenance, and general neglect of the facility. In defending such actions, WCCF should have the capability and preparation to offer, among other defenses to prisoners' claims, documentation of sanitation plan requirements and efforts to implement the jail's sanitation policy and procedures.
- D. Sanitation inspections are used to assure that the areas of the facility are in compliance with set standards, statutes, and regulations.

JI 03/02.03 **Procedure: Facility Sanitation Inspections**

A. **Housing Unit**

- 1. Housing unit sanitation inspections shall be completed by a visual and physical inspection process. Inspectors should personally observe each area being inspected.
- 2. Housing areas to be inspected should include:

- a. all sections (pods) within the units;
 - b. all individual cells within the sections;
 - c. all showers/wash rooms/ rest rooms within the sections;
 - d. all day rooms within the sections;
 - e. all corridors in and surrounding the sections.
3. The frequency of Housing Unit Sanitation Inspections should be completed as follows:
- a. The Housing Unit Officer should complete a sanitation inspection of the housing units at least daily;
 - b. The Operations Sergeant should complete a spot inspection of two selected housing units or more daily;
 - c. The WCCF Commander/designee should complete an inspection of the facility at least one (1) time per week.
4. Telephones and televisions are to remain turned off until after the housing unit sanitation inspection has been completed and the housing unit receives a satisfactory/passing score.
5. If for some exigent circumstance, the housing unit officer cannot complete the inspection of a cell block, and by no fault of the housing area, the telephone and television should be made available, if not otherwise restricted.

B. Areas Other Than Housing Units

1. Sanitation inspections should be completed by a visual and physical inspection process.
2. Areas to be inspected should include:
 - a. programs/multi-purpose rooms;
 - b. Pre-Booking, Intake, Property Storage areas;
 - c. video court rooms;
 - d. holding and interview areas;
 - e. kitchen/food service areas;

- f. laundry service areas;
 - g. administration areas;
 - h. areas of public access;
 - i. shower, wash room, and lavatory areas; and
 - j. corridors.
3. The frequency of these area Sanitation Inspections should be completed as follows:
- a. The Operations Sergeant should complete an inspection of the facility at least one time per shift;
 - b. The Operations Lieutenant should complete an inspection of the facility at least once per week;
 - c. The WCCF Commander/designee should complete an inspection of the facility at least once per week.

JI 03/02.04 **Procedure: Inspections from Outside Agencies**

- A. Outside governmental agencies often times have a legitimate obligation to inspect the facility. These outside agencies will typically include, but are not limited to:
 - 1. State/County Health Departments;
 - 2. Fire Department;
 - 3. Utah Sheriff's Association Jail Inspection Team;
 - 4. Utah Department of Corrections; and
 - 5. Federal Marshals Office.
- B. The WCCF should cooperate with and facilitate inspections by other agencies as defined in this section.
- C. The identity of persons inspecting the facility should be obtained and verified.
- D. The purpose of this inspection should be verified.
- E. Legitimate, authorized inspectors should be allowed sufficient access to the

facility as to complete intended inspection.

- F. Inspectors from outside agencies shall be accompanied by a WCCF staff member during the inspection.
- G. Inspectors from outside agencies are expected provide the WCCF with written documentation of inspection findings.

JI 02/02.05 **Procedure: Inspection Documentation**

- A. Sanitation inspections which occur in the housing unit by the housing unit officer should be documented. A copy of these reports shall be forwarded to the WCCF Commander through proper chain of authority.
- B. All inspections completed by WCCF staff members shall be documented.
- C. Inspection reports shall contain necessary and required information such as:
 - 1. date and time inspection was conducted;
 - 2. name of person(s) conducting inspection;
 - 3. type of inspection conducted;
 - 4. problems noted and actions necessary to resolve any deficiencies.
- D. Completed inspection reports generated by WCCF and those submitted to WCCF by outside agencies, shall comply with Weber County, State of Utah, and Federal guidelines for such records.