



DONNY YOUNGBLOOD
Sheriff-Coroner

1350 Norris Road, Bakersfield, California 93308-2231
Telephone (661) 391-7500

Kern County

SHERIFF

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TRAINING BULLETIN

DATE: March 6, 2023

**Detentions Bureau Manual Policy Update:
D-100 Facility Sanitation and D-600 Infested/Contaminated Clothing and Bedding**

The changes listed below were made to the Detentions Bureau Policy and Procedure Manual and will be effective as of March 6, 2023.

Policies are available in the official version of the Detentions Bureau Manual, which is located on the "Detentions Bureau" page of the SharePoint website. In accordance with DBPPM A-200 "Maintaining Bureau Policies", any printed copies of the manual will be maintained and updated from this source. The official Detentions Bureau Policy and Procedure Manual may be accessed by clicking on the link below:

<http://sharepoint/Detention/DetentionsBureauManual/default.aspx>

Please note: This update bulletin provides only a summation of the revisions to the listed policies. **Please review the full policies** to ensure that you are familiar with the changes.

Section D-100 – Facility Sanitation has been revised:

Procedure E: Dilution of Cleaners – has been moved to Procedure F;

- Ensure incarcerated persons do not have access to excessive amounts of cleaner.

Added - Procedure E: Chow Trays

- During chow clean up, deputies will ensure that all chow trays are removed from each unit. Deputies will count the number of trays taken into each unit and removed from each unit.

Section D-600 – Infested/Contaminated Clothing and Bedding has been revised:

DIRECTIVE #3

After pick-up of the biohazardous waste is complete and prior to exiting the Lerdo grounds, the driver for the contracted disposal company will contact the Inmate Services Section sergeant or designee and obtain a signature.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: FACILITY SANITATION

D-100

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
June 30,1990	03-06-23	03-06-23	03-06-23

APPROVED BY: Detentions Bureau Chief Deputy Erik Levig

REFERENCE: Title 15, Section 1280

POLICY

All Detention Bureau Facilities will maintain strict sanitation practices that comply with local, state, and federal sanitation codes to ensure a healthy and sanitary living and work environment for incarcerated people and staff.

Procedure A: Maintaining Sanitation Practices

The facility manager will:

- Familiarize themselves with local, state, and federal health and sanitation codes;
- Review their facilities' sanitation/housekeeping practices at least monthly to ensure compliance with health and sanitation codes;
- Inspect, or cause to be inspected, all areas of their facility at least weekly to ensure proper sanitation practices are being carried out by staff and incarcerated people;
- Assist outside agencies responsible for inspecting each facility to identify possible sanitation and health problems;
- Review all inspection reports by outside agencies, and implement a plan of action to correct all sanitation and health problems noted;
- Submit a written report to the division commander of all sanitation and health problems discovered by inspectors of outside agencies and the action taken, or planned, to correct these problems;
- Submit a copy of the action implemented to correct sanitation and health problems to the appropriate agency;

- Develop and implement a vermin control plan.

The shift supervisor will:

- Inspect all areas of the facility for cleanliness during their respective shifts;
- Ensure daily housekeeping practices are followed;
- Ensure all staff members keep their worksite orderly and clean;
- Establish an inspection plan for the shift to ensure housekeeping procedures are followed;
- Take the necessary steps to ensure that problem areas are brought up to standard.

Procedure B: Housekeeping**Housing deputies will:**

- Issue necessary cleaning supplies to each housing area after every meal;
- Make sure no hazardous cleaning items, such as chlorine, ammonia, and concentrated cleansers, are issued to incarcerated people without immediate staff supervision;
- Monitor the incarcerated people to make sure each housing unit is adequately cleaned;
- Make sure all incarcerated people participate in the cleaning process;
- Inspect each housing unit upon completion of cleaning to ensure that;
 - All areas are swept and mopped;
 - Incarcerated people bath areas are clean, sanitary, and orderly;
 - No food, other than commissary items, remain inside the housing units;
 - All waste receptacles are emptied;
- Clean Laundry and bedding shall not be placed on the floor of any jail facility for use by an incarcerated person without the express approval of the Facility Manager.

- Have incarcerated people reclean areas not appropriately cleaned.

DIRECTIVE #1

Occupants of all housing units are responsible for keeping their bunks and living areas clean and sanitary. Because of health and fire safety concerns, failure to comply with this standard will result in disciplinary action.

Procedure C: Housekeeping - Common Areas**Housing deputies on each shift will:**

- Supply incarcerated people with cleaning items when needed.
 - Have incarcerated people properly clean the following areas:
 - Hallways and stairwells
 - Multi-purpose rooms
 - Receiving and booking areas
 - Offices
 - Storage Rooms
- Place all cleaning supplies in the janitor's closet when cleaning has been completed.

Procedure D: Trash Disposal**The Shift Supervisor will:**

- Ensure that all trash is collected and disposed of regularly.

Procedure E: Chow Trays

- During chow clean-up, deputies will ensure that all chow trays are removed from each unit. Deputies will count the number of trays taken into each unit and removed from each unit.

Procedure F: Dilution of Cleaners**Housing deputies will:**

- Ensure that cleaners are diluted before use by an incarcerated person, according to directions on the container(s).
- Ensure incarcerated persons do not have access to excessive amounts of cleaner.

KERN COUNTY SHERIFF'S OFFICE

Detentions Bureau Policies and Procedures

TITLE: INFESTED/CONTAMINATED CLOTHING & BEDDING D-600

EFFECTIVE:	REVIEWED:	REVISED:	UPDATED:
April 28, 1999	03-06-23	03-06-23	03-06-23

APPROVED BY: Detentions Bureau Chief Deputy Erik Levig

REFERENCE: Title 15 Sections 1206.5, 1212, 1264, 1280, and Appendix 11 Penal Code Section 6030, Health & Safety Code Part 14, DBPPM Section D-200,

POLICY

Clothing and bedding infested with vermin such as lice or fleas or contaminated with human body waste or fluids generated within the Detentions Bureau will be processed in accordance with the procedures set forth in this policy.

DEFINITION(S):

For purposes of this policy, the following definitions will apply:

- **Saturated:** Soaked with visible liquid or contains large pieces of a substance.
- **Stained:** Discolored, marked, or smudged.

Procedure A: Yellow Hazardous Material Bag – Contents and Handling

The following items will be placed into a yellow hazardous material bag as detailed in this procedure:

- Jail clothing or linen that contains, or is believed to contain, vermin (lice, fleas, etc.).
- Jail clothing or linen that is stained with blood or other bodily substance.

Process such items as follows:

- Place the item in a water-soluble bag. Water-soluble bags are provided to each facility by the Inmate Services Section.

- Remove the double-bagged hazardous material from the transport cart and place it in the facility biohazard storage container and lock it.
- Return the empty transport cart to the facility.

Procedure C: White Incarcerated Person Clothing Bag – Contents and Handling

The following items will be placed in a white incarcerated person clothing bag (onion sack) as detailed in this procedure:

- Incarcerated person's personal clothing that is infested with vermin (e.g., lice, fleas).
- Incarcerated person's personal clothing that is contaminated with blood or human body waste/ fluids.

Process such items as follows:

- Place the infested item in a clear plastic bag and tie the bag's opening in a knot. Then seal the bag with tape above the knot;
- Place the sealed clear plastic bag into a second clear plastic bag and tie the bag's opening in a knot. Then seal the bag with tape above the knot;
- Place the double-bagged item in a WHITE incarcerated person clothing bag (onion sack);
- Attach the appropriate tag to the bag to identify the type of infestation or contamination;
- Attach this bag to the incarcerated person's RED clothing bag (onion sack);
- When the incarcerated person is released from custody, remove the sealed, double-bagged item from the WHITE incarcerated person clothing bag, return the sealed bag to the incarcerated person, **but do not allow them to open the sealed bag inside the Facility;**
- If necessary, provide the incarcerated person with alternative clothing such as paper clothing.

DIRECTIVE #2

White incarcerated person clothing bags (onion sacks) will only be used for storage and identification of incarcerated person personal clothing that is infested with vermin or contaminated with blood or human body waste/fluids.

Procedure D: Mattresses

If a mattress becomes contaminated with human body waste or fluids, decontaminate it as follows:

- Wash the mattress with the germicidal disinfectant cleaner provided by the Lerdo Warehouse;
- Clean the mattress with soap and water;
- Reissue the mattress.

Procedure E: Hazardous Waste Collection and Disposal

Staff assigned to collect hazardous waste from facility biohazard storage areas will:

- Collect all red hazardous waste bags and sharps containers from each Lerdo Facility and the Central Receiving Facility daily;
- Take the bags and sharps containers to the outside receiving area of Max-Med and place them in the designated biohazard disposal area;
- Adhere to the following procedures, as set forth by the contracted disposal company;
 - Each biohazard container must be labeled on all four sides and lid with "biohazard" stickers;
 - Each biohazard container must also have one white "Regulated Medical Waste Generator" label on the side, near the handle. This label contains the Sheriff's Office contact information and a bar code;
 - Each Biohazard waste container will be lined with a durable biohazard bag. This bag will be tied in a knot or taped closed. The bag will be completely enclosed under the containers' lid. These bags will be ordered from the Lerdo Warehouse as needed;

- Containers and lids must be clean to meet regulatory requirements;
- Only properly labeled, rigid biohazard waste containers with lids will be used to collect and transport biohazard waste;
- Red bag waste will not be placed on the floor or on top of containers;
- Biohazard waste containers will not be overfilled;
- In the event of spillage or protrusion from a biohazard bag or container, the leakage will be immediately contained, and the contaminated area will be cleaned and disinfected per sections J and K of the Kern County Sheriff's Office Exposure Control Plan.
- Biohazard waste with an odor will be removed immediately;
- The gated biohazard disposal area will remain locked at all times when not being accessed for disposal or pick up purposes;
- Sharps containers will be considered full when they are $\frac{3}{4}$ filled. Sharps containers will not be filled above the marked full line. The lid will be locked or taped shut prior to transport;
- Each sealed sharps container will be placed inside a provided biohazard box with red bag liner. The biohazard box will be sealed with tape.

DIRECTIVE #3

After pick-up of the biohazardous waste is complete and prior to exiting the Lerdo grounds, the driver for the contracted disposal company will contact the Inmate Services Section sergeant or designee and obtain a signature.