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		<b>SANITATION and HYGIENE</b>	

This Administrative Regulation is to be made available in law libraries or other inmate resource centers.

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 REVIEWED: August 31, 2016

**SUMMARY of REVISION/REVIEW**

Annual Review with no changes to policy

APPROVED:

  
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 Scott R. Frakes, Director  
 Nebraska Department of Correctional Services

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## PURPOSE

To provide a uniform process for ensuring that adequate sanitation and hygiene will be maintained at all department institutions/programs/central office.

## GENERAL

It is the policy of the Nebraska Department of Correctional Services (NDCS) to provide for adequate sanitation and hygiene for inmates and employees at all institutions/programs and central office. All plans and practices developed under this Administrative Regulation (AR) shall be accordance with applicable portions of State Fire Marshal and Health Department regulations.

## PROCEDURE

### I. INSPECTIONS

#### A. Weekly

Weekly sanitation inspections shall be conducted of all institutional areas by a designated staff member. This inspection may be combined with the weekly fire safety inspection. The designated staff member shall use the form provided in Attachment A (DCS-A-ssn-007 Weekly Safety, Sanitation and Maintenance Evaluation form) when doing the weekly inspection. The institutional safety and sanitation officer shall serve as coordinator of a sanitation inspection program and shall maintain all records of inspection reports.

#### B. Monthly

Monthly sanitation inspections shall be conducted by the facility Safety Specialist or other qualified staff member. The designated staff member shall use the form provided in Attachment B (DCS-A-ssn-006 Monthly Safety, Sanitation and Maintenance Evaluation form) when doing the monthly inspection This inspection may be combined with the monthly fire safety inspection (refer to AR 111.04, *Fire Safety and Emergency Evacuation Procedures*).

#### C. External

External inspections shall be conducted by independent auditors, (State Health Department, Fire Marshal, State Labor Department and NDCS Safety Coordinator), to ensure and document compliance with all applicable laws and regulations related to sanitation and health.

#### D. Report Requirements

All external inspection reports shall be forwarded to the institution head who shall assign a staff member to correct deficiencies noted in the report. Copies of the reports and corrective actions shall be forwarded to the NDCS Safety Coordinator.

### II. WATER SUPPLY

Each institution's water supply shall be certified by an independent, outside source to be in compliance with local laws and regulations.

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### III. WASTE DISPOSAL

- A. Each institution shall have a written plan to cover the disposal of all facility waste. This plan shall comply with appropriate regulatory requirements and regulations. The plan shall be submitted to the proper local authority responsible for approval (dependent on location this may be the Nebraska Department of Environmental Quality, County Department of Health or appropriate city department). The plan will be reviewed annually, updated if necessary and resubmitted to the local authority for re-approval if changed.
- B. The written plan for waste disposal will normally be a part of the Sanitation and Hygiene Operational Memorandum. The plan should indicate means/methods for disposal of all waste that does not exit through the sanitary sewer system. This will include kitchen grease, recycled paper and metal, medical/infectious waste, waste oils and grease products and any other facility waste products. Contracts for disposal of items that occur on a regular routine are recommended.

### IV. PEST CONTROL AND WEED CONTROL

- A. Each institution, programs and central office shall also provide a program for the control of vermin and pests. The program shall include the elimination of conditions conducive to harboring insects, rodents or other vermin and the use of licensed professionals.
- B. In accordance with Nebraska Administrative Code; Title 25, Chapters 2 & 25, anyone applying restricted use herbicides or pesticides for pest or weed control must be trained and licensed. Training and testing is provided through the Cooperative Extension Service of the University of Nebraska. There is no charge for a noncommercial applicator license for (a) any applicator who is not a commercial applicator and used restricted use pesticides only on property owned or controlled by his or her employer or for a federal entity or state agency or political subdivision of the state or (b) any employee of a political subdivision of the state who uses pesticide for outdoor vector control on property which has public access.

### V. HOUSEKEEPING

Each inmate shall be required to maintain sanitary living area conditions.

Each institution shall have a written housekeeping plan available for all areas. Housekeeping plans shall be forwarded to the institution safety/sanitation officer for review. This plan shall require the following:

- A. A daily cleaning schedule for all areas.
- B. Specific assignments for inmates assigned to sanitary duties.
- C. A time schedule for duty completion.
- D. Specific cleaning instructions.
- E. Waste disposal procedures which provide for proper collection, storage and disposal of all liquid and solid waste accumulation for the area.

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F. Instructions for the acquisition, utilization, and storage of cleaning supplies.

VI. INMATE CLOTHING/BEDDING/HYGIENE ARTICLES

A. Clothing

1. All inmates shall be provided clean clothing, which is properly fitted and climatically suitable.
2. Special clothing shall be issued to inmates assigned to food service. Inmates assigned to other special work, such as industrial shops maintenance or farm operations, shall be provided with appropriate protective clothing.
3. Each institution shall have facilities for the cleaning, disinfecting and storage of inmate personal clothing.

B. Bedding

All inmates shall be supplied with bedding and linens sufficient to provide comfortable, sanitary and safe conditions. As a minimum, two sheets, pillow and pillowcase, one mattress and sufficient blankets to provide comfort shall be provided.

C. Hygiene Articles

Articles necessary for maintaining proper hygiene shall be made available to all inmates and provided to those inmates who are indigent. These articles include at least the following:

1. soap
2. shampoo
3. toothbrush
4. toothpaste or powder
5. a comb
6. toilet paper
7. special hygiene items for female inmates
8. shaving equipment upon request
9. denture cleaner & adhesive

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D. Inmate Responsibility

Each inmate shall be held responsible for all non-expendable items issued to them. A clothing record for each inmate shall be maintained which shall include the following information.

1. A list of all items issued to the inmate.
2. A receipt signed by the inmate for all issued items.
3. Date of issue of each item.
4. Any correspondence regarding the issued item.

VII. CLOTHING/BEDDING SUPPLY AND EXCHANGE

Each institution shall maintain a reserve supply of clothing, linen, and bedding which exceeds that required for the inmate population. Clothing exchange shall be made available at least three times per week. Linen exchange, including towels, will occur on a weekly basis at a minimum.

VIII. BATHING AND PERSONAL HYGIENE FACILITIES

Each institution shall provide adequate facilities so that inmates may maintain acceptable standards of personal hygiene. These facilities shall include:

- A. Sufficient bathing facilities in all housing areas to permit inmates to shower at least three times per week, with medical housing units and infirmary areas allowing inmates to bath daily.
- B. All showers shall be thermostatically controlled temperatures from 100 to 120 degrees Fahrenheit.
- C. Access to operable wash basins with hot and cold running water.
- D. Access to toilets.
- E. Hair care services which comply with applicable health requirements.

IX. DISCIPLINARY RESTRICTIONS

An inmate may be restricted from any correctional facility privileges and programs for disciplinary reasons except recognized religious activities, dining hall, designated group or individual therapy, and education assignments, for a period of time not to exceed 90 days. Restrictions on clothing, bedding, mail, visitation, use of toilets, wash bowls, scheduled showers or facilities and materials needed for access to the courts shall be imposed only for abuse of such privileges or facilities. (Ref NDCS Rules and Regulations, Chapter 6, Section 012.02)

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REFERENCE

- I. NDCS RULES AND REGULATIONS, CHAPTER 6, Section 012.02.
- II. AR 111.04, *Fire Safety and Emergency Evacuation Procedures*.
- III. ATTACHMENTS –
  - A. DCS-A-ssn-007 Weekly Safety & Sanitation & Maintenance Evaluation form
  - B. DCS-A-ssn-006 Monthly Safety & Sanitation & Maintenance Evaluation form.
- IV. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS
  - A. Standards for Adult Correctional Institution (ACI) (4th edition): 4-4137, 4-4138, 4-4139, 4-4329, 4-4330, 4-4332, 4-4331, 4-4417.
  - B. Performance Based Standards for Adult Community Residential Services (ACRS) (4th edition): 4-ACRS-1A-03; 4-ACRS-1A-02M; 4-ACRS-1A-03; 4-ACRS-1A-05; 4-ACRS-1A-01M; 4-ACRS-1A-06; 4-ACRS-4B-02; 4-ACRS-4B-04; 4-ACRS-4B-01.
  - C. Standards for the Administration of Correctional Agencies (CO) (2nd Edition): 2-CO-2A-01, 2-CO-2A-02.
- V. NEBRASKA ADMINISTRATIVE CODE
  - A. Tile 25 – Nebraska Department of Agriculture
    1. Chapter 2 – Pesticide Regulations
    2. Chapter 10 – Noxious Weed Regulations