

Sanitation and Safety Inspections

2402.1 INFORMAL INSPECTIONS

Sanitation and safety inspections of the facility will be conducted to ensure that a high degree of cleanliness, sanitation and safety for inmate and staff will be maintained throughout the facility.

- (a) Deputies will inspect their respective housing locations throughout each shift. As soon as possible, any cleanliness or maintenance problems will be corrected. If the problem cannot be corrected, the Deputy will notify the Sergeant, who will take the appropriate action.
 - 1. Deputies will inspect unoccupied cells prior to placing an inmate inside the cell. The cell will be free of all trash and debris. Additionally, it will be verified that the water is operational on both the toilet and sink; a cell without running water will not be utilized. Refer to [CCOM Section 1604.1 – Inmate Rights](#).
 - 2. If exigent circumstances require an inmate to be immediately placed in a cell prior to inspection, Deputies will verify the water is operational in both the toilet and sink as soon as practical.
 - 3. Any cell requiring maintenance will be reported. For procedures, refer to [CCOM Section 2406.2 – Building Maintenance Requests](#).
- (b) The Sergeant will inspect all housing locations and other areas under their control at least once each shift. Cleanliness or maintenance problems will be brought to the attention of the Deputy with instructions on how to remedy the problem.
- (c) The Correctional Service Assistant (CSA) Sergeant will inspect public and administrative areas of the facility for cleanliness or maintenance problems. When necessary, repair requests will be made to the Facilities Operations Division.
- (d) The Head Cook will inspect the kitchen and staff dining area on each shift. As soon as possible, cleanliness and/or maintenance problems will be corrected. Repair requests will be forwarded to the Facilities Operations staff for the appropriate repairs.
- (e) The Facility Operating Engineer will inspect each mechanical area on a weekly basis. The engineer will ensure that all equipment is functioning within normal ranges. They will either make and/or arrange for all preventative and scheduled maintenance, as well as arrange for all necessary repairs to malfunctioning equipment.
- (f) On at least a monthly basis, it shall be the responsibility of each facility's FLS/ Administrative staff, or a qualified individual, to conduct complete inspections of their entire facility. A "qualified individual" is a person whose training, education, and/or experience specifically qualifies them to do the job indicated in the standard.
 - 1. Staff shall inspect all areas listed on the Jail Infrastructure Checklist including but not limited to sanitation, fire and safety, unoccupied areas, food service areas, security devices, pest/vermin control and backup power generators.
 - 2. The results of the monthly inspection will be entered into JMS and submitted to the Facility Administrative Sergeant for approval.

Orange County Sheriff-Coroner Department

Custody and Court Procedures Manual

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3. The monthly report will include noted deficiencies, what action was taken to correct the problems and the results of that action.

2402.2 FORMAL INSPECTIONS

- (a) Each Division Commander or designee will conduct periodic inspection tours of the facility.
- (b) The Sheriff, or his executive staff, will periodically inspect each facility.
- (c) Each facility will be inspected bi-annually by the State Board of Corrections, as specified in P.C. 6031.1.
- (d) Each facility may be inspected annually by members of the Grand Jury and at other times as requested.
- (e) Each facility will be inspected annually by the County Health Department as specified in Health and Safety Code 459.
- (f) A facility will be inspected annually by the Juvenile Justice Commission when, in the preceding year, it was used for confining any inmate known to be under the age of 18. The Juvenile Justice Commission reports its findings, with recommendations, to the Juvenile Court and the California Youth Authority.
- (g) Water samples from the facility's fresh water supply will be tested periodically, or upon request, by the County Environmental Management Agency. This ensures the water meets all required standards.
- (h) The local Fire Department will provide fire protection service for the individual facilities. The fire department will test fire equipment/ systems and inspect the facility annually for compliance with safety and fire prevention regulations.