

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	2	Physical Plant	<b>2. 5. 1</b>
<b>SECTION:</b>	5	Safety and Sanitation	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	1	<b>Safety and Sanitation</b>	
<b>STANDARDS: ACA – 4 – ALDF: 1A-01 (MANDATORY)</b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 7 / 21 / 20
<hr/> Dale Glass <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 2.5.1 dated 8/13/10 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to have Correctional staff regularly inspects the facility identifying safety and sanitary problems and initiating the process to resolve identified problems.

**II. RESPONSIBILITIES**

All Division of Corrections staff, contractors, volunteers and vendors are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

**A. Daily Inspections**

1. Daily, all Correctional Staff will look for, and identify, safety and sanitation problems in the facility or their work area.

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2. Correctional staff will report deficiencies and needed repairs on a Maintenance Order Form. (See DOC #2.4.2: Routine and Emergency Repairs)
3. Correctional staff will forward the completed Maintenance Order Form to the Supervisor where the problem was observed.
4. Custody Supervisors will conduct safety and sanitation inspections of their floors on each shift in conjunction with Housekeeping Inspections; completing Maintenance Orders to fix deficiencies. (See DOC #2.4.4 Housekeeping)
5. The Supervisor will record all safety and sanitation inspections in the IJMS/Daily Activity Log.
6. The Supervisor will forward all completed Maintenance Order Forms to Maintenance Supervisor who fixes or arranges to have the problem fixed. (See DOC #2.4.2: Routine and Emergency Repairs).

**B. Weekly Inspections**

1. Once a week the Zone and Section Heads will conduct a safety and sanitation inspection of all areas of the facility and record findings on the Safety and Sanitation Inspection Form.
2. The Zone and Section Heads will report needed repairs on a Maintenance Order Form.
3. The Zone and Section Heads will provide a copy of the Safety and Sanitation Inspection Report and Maintenance Order to the Maintenance Supervisor and Unit Managers, and forwards a copy to the Detention Center Superintendent.
4. The Maintenance Supervisor will fix or arranges to have the problem fixed, (See 2.4.2 Routine and Emergency Repairs).

**C. Monthly Inspections**

1. Every month, the Maintenance Supervisor will form or activates a Safety and Sanitation Team comprised of Maintenance Staff, Detention Center Superintendent, Unit Manager, Chief of Security, Training coordinator, Safety Officer and Executive Secretary.
2. The Safety and Sanitation Team will inspect all areas inside the facility.
3. The Safety and Sanitation Team will report deficiencies and needed repairs on a Maintenance Order.

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4. If the problem poses an immediate threat to safety or security, the Safety and Sanitation Team immediately notifies the Chief of Security/designee, by radio, telephone or in person.
5. The Safety and Sanitation Team will complete a Safety and Sanitation Inspection Form and forwards it to the Maintenance Supervisor along with Maintenance Orders.
6. The Maintenance Supervisor will review the Safety and Sanitation Inspection Form, Maintenance Order, and initiates action to remedy identified problems. Copy of inspection will be submitted to Commissioner.

**D. Semi-Annual and Annual Inspections**

1. The Safety Officer will contact the Health Department and schedules a semi-annual and annual health and safety inspection visits and notifies the Detention Center Superintendent, the Chief of Security and the Unit Manager.
2. The Safety Officer will escort the Health Department staff into and around the facility to inspect all desired areas of the facility including the kitchen area.
3. The Safety Officer will have a close out meeting with the Health Department staff at the conclusion of their inspection.
4. The Health Department staff will provide a written report to the Safety Officer who shares the findings, either in writing and/or verbally with the Appointing Authority/designee.
5. The Appointing Authority/designee reviews the report and ensures appropriate action is taken to correct identified problems. Health Department copied on action taken to correct any findings.