

POLICY & PROCEDURES

CHAPTER:	2	Physical Plant	2. 5. 6
SECTION:	5	Safety and Sanitation	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	6	Pest/Vermin Control	
STANDARDS: ACA – 4 – ALDF: 1A-03 (M)			
APPROVED:			REVIEW DATE: 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 2.5.6 dated 8/13/03. Cancel:			

I. POLICY

It is the policy of the Division of corrections to ensure the control of vermin and pests by a licensed exterminator, on a regular basis and as needed.

II. RESPONSIBILITIES

All Division of Corrections staff assigned to the City Justice Center and the Medium Security Institution are responsible for adhering to the following procedures.

III. DEFINITIONS

Pest/Vermin: Small animals or insects that harm people, livestock, property, or crops and are difficult to control, for example, rats, weasels, fleas, or cockroaches.

Vendor Pass (Yellow): A yellow Vendor Pass is given to vendors (i.e. construction contractors, outside maintenance, persons filling vending machines). Individuals with a Yellow Pass are allowed to enter the secure perimeter only with a Correctional Staff escort.

IV. PROCEDURES

A. General Information

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All pest control measures in the Kitchen area are conducted after food preparation is completed and the Kitchen is closed.

B. Vermin and Pest Control Inspections

1. The Maintenance Supervisor will develop a written plan to deal with vermin and pest control to include preventative spraying and setting of traps, city services, outside exterminator services, and visual inspections. This plan includes:
 - a. Regularly scheduled pest and vermin control services
 - b. Emergency pest and vermin control services
 - c. Preventative measures to avoid pest and vermin problems
2. The Maintenance Supervisor in each facility will conduct a monthly walk through of the facility looking for signs of pests or vermin.
3. All Correctional Staff Members will inspect their posts daily for signs of vermin and pests and report their findings in Housing Unit Daily Inspection form.
4. When the presence of pests or vermin is indicated, the Correctional Staff Member will complete a Maintenance Order and forwards it to the Area Supervisor.
5. The Supervisor will forward original copy of the Maintenance Order to the Maintenance Supervisor and a copy to the Chief of Security.

C. Vermin and Pest Extermination

1. The Maintenance Supervisor evaluates the vermin or pest problem.
2. The Maintenance Supervisor contacts an outside exterminator and arranges for services.
3. The Maintenance Supervisor notifies the Lobby Receptionist of the time when the exterminator will arrive.
4. When the exterminator arrives, the Lobby Receptionist adheres to lobby Post Order to direct this individual to appropriate personnel.
5. If the treatment area is within a Housing Unit or an area occupied by an inmate, the Housing Officer follows the procedures for repair maintenance of a housing unit area as found in policy # 3.1.14: Tools and Equipment Control and policy # 3.1.17: Lockdown/Unlock.

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6. When the exterminator has finished treatment and leaves the Housing Unit, the Housing Officer reverses the process. The exterminator is escorted out of the area to the Lobby.
7. The Lobby Receptionist retrieves the exterminator's Visitor Pass and reminds the exterminator to sign out.
8. The Maintenance Supervisor will maintain an electronic record of pest/vermin treatment and place a hard copy on file for one (1) year. Part of the record will include the description of type of pest and vermin problems and the actions taken to control it.