I. POLICY:

Department of Juvenile Justice secure facilities shall comply with applicable federal, state, and local sanitation and health codes and regulations. Environmental health programs related to housekeeping shall be regularly monitored to assure a high standard of sanitation. Secure facilities shall be regularly inspected to ensure a safe, secure, clean, and healthy environment for youth, staff, and visitors. Any deficits discovered shall be corrected in a timely manner.

II. DEFINITIONS:

**Inspection:** Critical examination of all internal and external areas to ensure there are no hazards to staff and youth and that all safety equipment is in its appropriate place and in working order.

**Security Devices:** Locks, doors, fences, alarm systems, walls, windows and other components of the facility that are designed for security, supervision, safety, and control.

III. HOUSEKEEPING PLAN:

A. Each facility Director will ensure that there is a written Housekeeping Plan that provides for:

1. A schedule for daily and other periodic cleaning and housekeeping that provides for adequate levels of sanitation and housekeeping; and

2. A description of any special instructions, equipment or supplies needed to carry out the schedule.

B. The Secure Facility Housekeeping Plan (Attachment A) will be used as the basis for each facility’s housekeeping plan.
1. The Housekeeping Plan will be located in the Director’s office and central control room. The applicable section of the Housekeeping Plan will be posted in the referenced area.

2. Sanitation of the facility will be included as part of the facility’s daily schedule and behavior management system.

C. All staff will be constantly observant of the condition of the facility, including security devices, safety problems, and sanitation. All staff members who observe an issue that can be immediately corrected will take appropriate corrective action (e.g., pick paper off the floor/ground, clean up spills, notify supervisor, etc.).

D. Sanitation of Youth Rooms and Housing Units:

   1. Each youth will be expected to maintain the cleanliness of his/her assigned room or housing unit and adjacent living area, including walls, floors, fixtures, showers, recreation areas, furnishings, etc., as instructed by staff.

   2. Supervisory staff will conduct daily inspection of all areas occupied by youth, including holidays and weekends. All results of common areas should be documented on an Inspection Report (Attachment C) and submitted to their supervisor. Unoccupied areas are to be inspected weekly.

   3. Youth will receive information during the formal orientation to the facility that includes the housekeeping procedures for which he/she is responsible.

E. Adequate supplies of cleaning materials and equipment (e.g., brooms, mops, mop buckets, vacuum cleaners, etc.) will be kept on hand at all times. Cleaning materials and equipment will be secured in accordance with DJJ 7.30, Tool Control, and DJJ 7.31, Chemical Control.

IV. INSPECTIONS:

A. An annual health/sanitation inspection of the facility by appropriate government officials will be conducted as required by federal, local, and state code.

B. Inspection Team:

   1. Each facility Director will designate an Inspection Team(s) that will conduct weekly safety, security and sanitation inspections of the entire facility.

   2. The Inspection Team’s formal inspection of the entire facility will be conducted at least weekly. Large RYDCs and YDCs that house over 100 youth (e.g. Sumter YDC, Augusta YDC, Metro RYDC, and Savannah RYDC) will have the flexibility
to conduct weekly facility inspections in daily segments as long as the entire
inspection takes place during the same week.

3. Area supervisors’ inspection of their assigned areas of responsibility will be
conducted at least weekly.

4. Each Inspection Team will consist of at least 2 staff members who will perform the
function for a minimum of one quarter.

5. The Designated Health Authority will become a part of the existing Inspection
Team during inspections of the entire facility at least quarterly.

C. Inspections will be conducted in accordance with the Secure Facility Inspection Matrix
(Attachment B), which includes:

1. The facility Director’s formal inspection of the entire facility will be conducted
randomly at least once per month;

2. The Inspection Team’s formal inspection of the entire facility will be conducted at
least weekly; and

3. Area supervisors’ inspection of their assigned areas of responsibility will be
conducted at least weekly.

4. Inspections will be documented on the standard DJJ Inspection Report (Attachment
C) for the area inspected. Inspectors will document compliance or deficiencies,
with findings noted. Documented deficiencies will be followed up by the
Inspection Team at the next weekly inspection for correction.

5. Inspection Reports completed by the Inspection Team that identifies a deficiency
that impacts medical and/or behavioral health services (e.g. suicide prevention,
sharp edges, mold, etc.) will be reported to the Designated Health Authority (DHA)
and/or the Designated Mental Health Authority (DMHA). The DHA and/or
DMHA will provide input to the facility Director for corrective action.
Recommendations for improvement or change will be documented on the
Inspection Report.

6. All Inspection Reports will be reviewed and signed by the facility Director.

7. All Inspection Reports, corrective action plans and other sanitation related
documents will be filed in a central file by month and calendar year.

D. The facility Director or designee, Assistant Director or designee, or department heads will
conduct weekly rounds of all facility areas (e.g. living and activity areas) to ensure informal
contact with staff and youth. Rounds will be documented in the log books where youth are present (e.g., education, dining hall, living units, etc.).

V. **CORRECTIONS:**

A. Any security issues identified as needing correction will be immediately reported to the control room. The control room operator will document the issue in the logbook and notify the shift supervisor. The staff member conducting the inspection will generate a work order within that shift to notify maintenance staff that the issue needs to be addressed.

B. Any issues that pose a threat to the safety and security of the facility will be immediately forwarded for immediate maintenance attention. The shift supervisor will immediately notify the facility Director or Administrative Duty Officer (after working hours). The facility Director will ensure that a written work order is submitted. If these issues are not addressed within 48 hours, the facility Director will notify the Deputy Commissioner or designee.

C. All work orders will be attached to the Inspection Report (Attachment C).

D. Facility Directors or designee will track all work orders that have not been completed within 5 business days.

E. Problems, malfunctions or damage discovered during an inspection or any other time will be reported immediately. The staff member discovering the deficiency will be responsible for submitting the work order within that shift.

F. Problems discovered will be prioritized and corrected in a timely manner. Problems that could attribute to the injury of a youth or staff and safety and security problems will be given the highest priority.

VI. **LOCAL OPERATING PROCEDURES REQUIRED:** YES

- Specific procedures for the reporting of any maintenance, security, safety or sanitation problems, including a system for ensuring the completion of work orders in a timely manner.

- System for accounting for cleaning materials and equipment.

- Specific procedures for the documentation of inspections and the correction of problems.

- Identify designee and the duties that will be assigned.