



**YOUTH DETENTION FACILITY
OPERATIONS ORDER**

**SANITATION, SAFETY AND MAINTENANCE
TITLE XV 1510**

Purpose and Scope

The Youth Detention Facility (YDF) physical plant must be maintained to insure an acceptable level of cleanliness, repair and safety throughout the facility.

Affected Personnel

All Sworn Personnel- YDF

Authority

Title XV 1510

Effective Date

01/01/2011

I. Guidelines

- A. The duty supervisor will have the primary responsibility of ensuring that routine maintenance and repairs are performed in a timely fashion and that health and safety standards are met by the facility. The use of chemicals shall be done in accordance to the product label and Safety Data Sheet which may include the use of Personal Protection Equipment (PPE).
 - 1. General Services – Division of Building Maintenance and Operations will be responsible for the maintenance and repair of the physical plant.
 - 2. Medical/Clinic shall be cleaned and sanitized according to policies and procedures as established by the health administrator.
 - 3. The Youth Detention Facility food services will maintain the health and safety standards in the YDF kitchen and will ensure the cleanliness of the kitchen.

4. Living Units/Booking Staff will maintain the cleanliness of their respective areas:
 - a. Daily unit clean-up.
 - b. Preparation of "Room Inspection" forms to alert maintenance of needed repairs.
 - c. Weekly searches to prevent accumulation of food and/or contraband in living/booking areas.

5. In addition, the Youth Detention Facility shall be routinely inspected for compliance with health and safety issues by:
 - a. Building Maintenance and Operations
 - b. The State Fire Marshall
 - c. Board of Corrections (B.O.C.)
 - d. Juvenile Justice Commission
 - e. Other related agencies

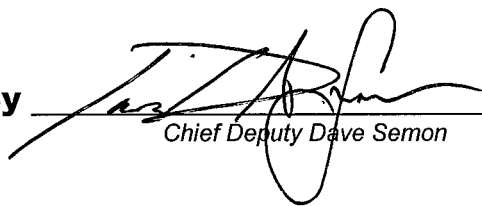
II. References

Administrative Directive
CAC, Title 15, §4275 and §4325
H & S Code Restaurant Act, Article 2
§28514, §28543, §28572, §28580 and §28581
Model Institutional Standards – CPOC

Attachments

Amends/Replaces Previous Order

Authorized By


Chief Deputy Dave Semon

Date

5/2019

Revised: 05/08/2019
Approved By: Dave Semon
Effective: 01/01/2011
Authority: Title XV 1322