



**BUTTE COUNTY SHERIFF'S OFFICE  
DEPARTMENTAL ORDER**

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**TO: ALL PERSONNEL**

**FROM: SHERIFF-CORONER**

**SUBJECT: FACILITY SANITATION, SAFETY & MAINTENANCE**

**DATE: JULY 6, 2011**

**POLICY: Housekeeping activities will be regularly supervised and inspected by the correctional staff to provide and maintain a clean, safe, healthful, and sanitary environment for both inmates and staff.**

**I. PURPOSE: To develop a plan of supervision allowing for a routine of regularly scheduled housekeeping tasks and inspections to identify and correct any unsanitary or unsafe conditions.**

**II. AUTHORITY:**

- 1. California Penal Code §6030**
- 2. California Code of Regulations, Title 15, Division 1, Chapter 1, §1280**

**III. ACTION: Effective immediately, the following actions and procedures will be implemented.**

**This order replaces Departmental Order 5043, dated March 24, 2011.**

Distribution "C" – All personnel assigned to, or supporting, the Correctional Division.  
Original: March 24, 2011  
Revised: July 6, 2011

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## IV. Kitchen Sanitation:

The kitchen facilities, sanitation, food preparation, service, and storage will comply to standards set forth in the California Uniform Retail Food Facility Law.

## V. Housing Area Sanitation:

Dayshift watch commanders will conduct daily inspections of the following areas by 10:00 AM to assure the following sanitary conditions of the facility:

1. Floors will be swept, mopped, and free of debris.
2. Counter tops, cabinets, locker tops, mirrors, walls, and windows will be clean and free of debris and personal items.
3. Dirty towels and clothing will not be left on the floor, bunks, or in/on furniture.
4. Sinks and toilet bowls will be cleaned and sanitized.
5. Drawers, bunk shelves, and lockers will be neat and orderly. No more than three (3) inches of paper products, (including books, newspapers, and magazines), will be kept.
6. Carpeted floors will be vacuumed and free of debris.
7. Exercise yards will be free of debris and equipment clean and stored properly.

## VI. Maintenance:

Most facility equipment will be familiar to the staff and they will advise the team sergeant if a malfunction occurs or maintenance is needed. The assigned county maintenance person will inspect and/or repair the equipment or fixtures or request an outside repair service.

## VII. Responsibilities:

### A. Staff.

Staff will make cursory inspections during the day and night to ensure the facilities are kept in a clean, safe, and sanitary condition. Staff compliance with health and safety instructions is mandatory. Each individual is responsible for the conscientious implementation and use of safety procedures and equipment. Failure to comply with sound safety practices may be grounds for dismissal.

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B. Lieutenants.

Each lieutenant will make a physical safety inspection every three (3) months of their areas of the correctional facilities to determine if any unsafe or unsanitary conditions exist. *This report will be submitted to the jail commander quarterly for administrative review.*