



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 4.4.2	Subject: FACILITY SANITATION AND PEST CONTROL
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Section 4: Sanitation and Hygiene	Effective Date: October 1, 1997
Signature: /s/ Mike Ferriter, Director	Revised: 04/18/11

I. POLICY

The Department of Corrections will provide offenders and staff with resources to maintain a clean and sanitary living and working environment free of vermin and consistent with applicable codes, standards, and sound correctional practices.

II. APPLICABILITY

Facilities and programs under the supervision of, and contracted to, the Department of Corrections.

III. DEFINITIONS

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Facility/Program – Refers to any division, prison, secure care correctional facility, correctional or training program, or community-based program under Department jurisdiction or contract. This term includes the facility building or residence, including property and land owned or leased and operated by the Department.

Pests –Destructive insects, rodents, or vermin that causes annoyance, discomfort, or disease.

Waste –Garbage, rubbish, and other decomposable and non-decomposable liquid and solid waste that accumulates from facility buildings, residences, and grounds.

IV. DEPARTMENT DIRECTIVES

A. General Requirements

1. Each facility will establish a sanitation inspection program in accordance with this policy.
2. Each facility will establish a written housekeeping plan for the physical plant including regularly scheduled maintenance and specific duties and responsibilities assigned to staff and offenders.
3. The facility potable water source and supply, whether owned and operated by the public domain or the facility, will be certified by an independent outside source and in compliance with jurisdictional laws and regulations.

B. Sanitation Inspections

1. Facilities will undergo annual inspections completed by an independent outside source, will comply with the governing jurisdiction's applicable health codes and regulations and document corrections of past deficiencies.

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2. Designated staff will forward copies of inspections to the facility administrator and the appropriate health authority.
3. Facilities will ensure completion of the following:
 - a. weekly sanitation inspections of facility areas by a qualified staff member;
 - b. thorough monthly inspections by a safety or sanitation specialist, who may be a staff member trained in the application of jurisdictional codes and regulations; and
 - c. at minimum, annual inspections by federal, state, and/or local sanitation and health officials or other qualified person(s).

C. Sanitation Requirements

1. Each offender will:
 - a. maintain the cleanliness of his/her cell, room, or living area, including walls, floors, sink, toilet, windows, and property within the assigned area;
 - b. properly use and care for issued cleaning materials and equipment;
 - c. clear, sweep, and mop the floor of the assigned area and deposit trash in the appropriate container before leaving for work assignment or program activities; and
 - d. comply with facility housekeeping procedures, including limitations on hanging or storing items that may create fire hazards or supervision obstacles.
2. Facility staff will:
 - a. issue cleaning items according to the unit cleaning schedule;
 - b. inspect cleaning equipment for safety, cleanliness, and damage before and after issue;
 - c. document and report needed repairs or replacements; and
 - d. store cleaning implements to provide security, proper ventilation, and drying.
3. Locked Unit Sanitation:
 - a. offenders in locked housing units will clean their cells including the bed, toilet, and mop the floor at least every other day and prior to transfer or release;
 - b. assigned offenders may clean the locked unit common areas under staff supervision; and
 - c. after a staff member inspects a vacated, unclean cell, an offender may be assigned to clean the unoccupied cell.
4. Common Area Sanitation:
 - a. staff will assign offenders to clean the corridors and facility common areas;
 - b. offenders will clean and wax corridor and facility floors as directed;
 - c. supervisory staff will ensure that floors are clean, dry, and free of potentially hazardous obstacles; and
 - d. supervisory staff will inspect common areas for compliance with sanitation standards.

D. Facility Maintenance

1. The facility will establish a system for reporting necessary repairs, assigning labor, and accounting for materials related to facility repairs.
2. The facility maintenance department will respond to major repairs regarding toilets, washbasins, sinks, and other facility equipment.

3. Facility staff and offenders will respond to minor repairs and maintenance as appropriate.

E. Waste Disposal

1. The facility will provide a waste disposal system in accordance with a plan approved by the appropriate regulatory agency.
2. The facility may provide waste disposal services, contract with a city or county sanitation department, or hire a private contractor.
3. Waste disposal must meet the following requirements:
 - a. housing unit staff will deliver all trash, refuse, and garbage to a collection point or compactor on an established schedule;
 - b. food service and industrial and shop staff will deliver to a collection area or compactor on an established schedule no less than three times per week; and
 - c. the facility or refuse contractor will empty waste containers on a pre-agreed schedule to prevent odors and excess accumulation of trash.
4. The facility will manage effluent and sewage in compliance with applicable state agency regulations for water pollution control and requirements of the Federal Environmental Protection Agency.
5. The facility will collect, store, and dispose of liquid and solid wastes in a manner that avoids nuisance and hazards and protects the health and safety of offenders and staff in accordance with the policy and *DOC Policy [3.2.12](#), Control and Use of Hazardous Materials*.

F. Trash Burning

1. Facility procedures will prohibit open burning of trash or garbage on facility property unless expressly authorized by the facility administrator and performed according to local or state ordinances.
2. When trash burning is approved the facility administrator, or designee, will arrange for the appropriate staff notifications and implement safeguards against the spread of fire.
3. The facility, or contractor responsible for trash removal, will handle all combustible materials as normal trash on the established schedule.

G. Pest Control

1. The facility will contract with or purchase services from a licensed pest control firm or individual to:
 - a. provide vermin and pest control services;
 - b. conduct monthly inspections to eradicate any insects, rodents, or vermin; and
 - c. submit inspection reports to the facility administrator.
2. Designated facility staff may provide minor pest control measures, e.g., spraying, as needed.

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3. Staff will immediately report conditions conducive to harboring or breeding pests, or observation of any insects, rodents, or vermin to the appropriate supervisor who shall implement a corrective action plan.

V. CLOSING

Questions concerning this policy should be directed to the facility administrator.

VI. REFERENCES

- A. 4-4329 through 4-4333; *ACA Standards for Adult Correctional Institutions, 4th Edition*
- B. 3-JTS-4B-01 through 3-JTS-4B-06; *ACA Standards for Juvenile Correctional Facilities, 2003*
- C. DOC Policies [2.1.1](#), *Facility Maintenance*; [3.2.12](#), *Control and Use of Hazardous Materials*; [4.4.1](#), *Offender Hygiene, Clothing, and Linen Supplies*

VII. ATTACHMENTS

None.