 DEPARTMENT OF CORRECTIONS

MONTANA WOMEN’S PRISON

OPERATIONAL PROCEDURE

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| Procedure No.: MWP 4.4.2a | Subject: **OFFENDER CLEANING CREWS – NIGHT SHIFT**  |
| Reference: DOC 4.4.2 | Page 1of 3 |
| Effective Date: 21 November 2002 | Revision Date: 05-27-2006, 12-06-2012 |
| Signature: //s// Jo Acton  |

1. **PURPOSE**

 To ensure that the facility is cleaned, maintained and a sanitary living and working environment that is free of vermin and consistent with applicable codes, standards, and sound correctional practices.

1. **DEFINITIONS**

None

1. **PROCEDURES**

1. **General Requirements**
2. Two offenders are assigned every night to clean the common areas of the facility.

To ensure that a proper and thorough cleaning is conducted, it should take at least three hours to clean the required areas. On some days it may take a little less time to complete.

1. Medical has their own Inmate worker that preforms cleaning duties as they assign.
2. Certain areas only need to be cleaned if they have been used. The floors and bathrooms in those areas need to be cleaned every day, along with emptying the trash.

The following are things that need to be cleaned:

1. Floors – swept/vacuumed then mopped.
2. Trash – empty & replace liners.
3. Windows/glass – cleaned.
4. Toilets – cleaned.
5. Toilet Paper – replaced as needed.
6. Paper Towels – replaced as needed.
7. Mirrors – cleaned.
8. Counter tops/tables – cleaned
9. **Staff Responsibilities**

An Officer will pick-up the offenders assigned to the cleaning detail at 2200 on a nightly basis. All offenders start at the same time.

Two officers will take the offenders to Administration and supervise the cleaning of that area.

Once the offenders are done cleaning Administration, take the offenders to the front of visiting.

From here only one officer needs to supervise the offenders while cleaning the front of visiting, visiting, chapel, parenting, and intake.

1. **Offender Responsibilities**
2. The offenders need to clean the following non-supervised areas until all the required cleaning is completed.
3. First Floor Halls (new bldg.)
4. Stairwells (new bldg.)
5. C Pod (when vacant)
6. All hallways between G & H Pods
7. Class rooms on H-Pod (Saturdays)
8. Other duties as assigned.
9. The offenders on the cleaning detail will need to restock the cleaning carts with supplies as needed. This will be the last step of the cleaning process.

The carts that are used are located in the following areas:

1. Intake Area: has its own in Janitor’s Closet.
2. Connecting hallways: Janitor’s closet across from Medical.
3. Stairwells & 2nd & 3rd Floor Program Rooms: Janitor’s closet across from Medical.
4. Visiting & Gym: Cart located in janitor’s closet across from Medical.
5. Administration: Janitor’s closet across from medical – night workers cart is used.
6. Hallways between G & H Pods and Volunteer Room: Janitor’s closet across from medical – night workers cart is used.
7. **After Cleaning Requirements**
8. When all areas have been cleaned the officer will escort the offenders to the outside dumpster, on the receiving dock, to dispose of trash.
9. When it is time for Count, all offenders will report to gate next to the Intake Area to be counted. Once Count has been cleared they may return to work.
10. All offenders will be patted down before going back to their assigned housing unit. Offenders are to be pat searched in the hallway outside medical.
11. **CLOSING**

Questions concerning this procedure should be directed to the on Duty Shift Lieutenant.

 **V. ATTACHMENTS**

None