



Illinois Department of Corrections

Administrative Directive

Number:
05.02.140

Title:
Safety and Sanitation Inspections

Effective:
2/1/2022

Authorized by:

[Original Authorized Copy on File]

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Director

Supersedes:

05.02.140 effective 3/1/2021

Authority:
730 ILCS 5/3-7-3

Related ACA Standards:
5-ACI-1D-10, 5-ACI-2A-01, 03, 5-ACI-3A-12,
5-ACI-2E-08, 5-ACI-3B-05, 5-ACI-5D-01-12,
5-ACI-6E-05, 5-ACI-7C-04

Referenced Policies:
05.01.110

Referenced Forms:

I. POLICY

The Department shall ensure a safe and sanitary environment be maintained at each correctional facility. Safety and sanitation are the responsibility of every employee.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written safety and sanitation procedures and to designate individuals responsible for conducting inspections to identify and monitor the elimination of conditions and practices that could affect the health and safety of the individuals in custody and staff at each facility.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least semi-annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Responsibilities

1. The following positions shall be applicable to all facilities, excluding Transitional Security facilities:
 - a. Medical Inspector – a licensed health care professional member of the medical staff.
 - b. Safety and Sanitation Coordinator – an administrative staff person who supervises day to day safety and sanitation operations of the facility.
 - c. Safety and Sanitation Officer – a Lieutenant assigned to a zone who is responsible for the maintenance of the zone's safety and sanitation standards.
2. The Chief Administrative Officer (CAO) of each Transitional Security facility shall appoint a Security, Safety and Sanitation Coordinator that is an administrative staff person who shall be responsible for day to day security, safety and sanitation operations.

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F. General Provisions

1. Safety and sanitation standards shall be developed in consultation with the Department's Environmental Health Coordinator and enforced in the following categories at each facility:
 - a. General Standards
 - (1) Housekeeping;
 - (2) Maintenance;
 - (3) Solid waste disposal;
 - (4) Water and sewer disposal;
 - (5) Pest control; and
 - (6) Heating and ventilation.
 - b. Specific Standards (if applicable)
 - (1) Health Care Unit;
 - (2) Food Service;
 - (3) Laundry;
 - (4) Facilities and equipment for planned leisure activities;
 - (5) Barber Shop or Beauty Shop or both; and
 - (6) Correctional Industries.
2. To ensure compliance with safety and sanitation standards, regular inspections shall be conducted at each facility. Major violations of standards shall be reported in writing to the Department's Environmental Health Coordinator by the CAO.
3. Each facility shall be divided into zones in order to facilitate maintenance of safety and sanitation standards. Because of the size, some small facilities may be limited to one zone.
4. A comprehensive safety and sanitation check list unique to each zone shall be developed.

G. Requirements

The CAO shall ensure a written procedure is established in accordance with the following provisions.

1. Written housekeeping plans shall be developed for all areas of the facility. Plans shall specify daily housekeeping requirements, cleaning schedules, and any regular physical plant maintenance requirements. Assigned duties and responsibilities of staff and individuals in custody shall be specified.
2. Adequate space is provided for janitorial closets accessible to living and activity areas. The closets are equipped with a sink and cleaning implements.
3. At all facilities, excluding Transitional Security facilities:

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- a. The CAO shall appoint:
 - (1) A Safety and Sanitation Coordinator from the four highest ranking employees of the facility staff; and
 - (2) A Medical Inspector.
- b. The Safety and Sanitation Coordinator shall:
 - (1) Conduct monthly inspections of all areas of the facility.
 - (2) Submit a monthly safety and sanitation report to the CAO by the fifth working day following the end of the month. The report shall include:
 - (a) Identification of any standards that have not been met.
 - (b) Recommendations for corrective action.
 - (c) Progress statement of action taken to correct previously reported deficiencies.
 - (d) Date and signature of the Safety and Sanitation Coordinator.
 - (3) Designate a lieutenant in each zone of a facility as the Safety and Sanitation Officer. (This may be done by post and shall be indicated on the daily roster.)
 - (4) Maintain the master check off lists to document receipt of the facility zone reports.
 - (5) Maintain on file the zone reports and master check off lists for at least one year.
 - (6) Immediately report in writing to the CAO of any major violations of standards.
- c. Each Safety and Sanitation Officer shall:
 - (1) Ensure the designated inspections of his or her assigned zone are conducted, checking off each item inspected, documenting the date and time of inspection and initialing each zone security checklist.
 - (2) Submit dated and signed weekly zone inspection reports to the Safety and Sanitation Coordinator.
 - (3) Submit work orders or initiate direct action to correct violations of minor safety and sanitation standards. Any immediate action performed by maintenance per a verbal request shall be followed by written work orders.
 - (4) Immediately report in writing to the Safety and Sanitation Coordinator any major violations of standards.
- d. The Medical Inspector shall:
 - (1) Conduct minimum monthly inspections of the health care unit and any satellite care areas (any non-HCU fixed location where healthcare services may be provided or medications may be dispensed).

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NOTE: Inspection format questions shall be addressed to the OHS Environmental Health Coordinator or a Regional Medical Coordinator.

- (2) Submit a signed and dated monthly report to the Safety and Sanitation Coordinator by the 25th calendar day of each month. The report shall cite safety and sanitation deficiencies noted during inspections and shall include recommendations for corrective action.
 4. At Transitional Security facilities, the CAO shall appoint a Security, Safety and Sanitation Coordinator who shall:
 - a. Ensure daily inspections of all areas of the facility occupied by individuals in custody are conducted and the inspections are documented.
 - b. Ensure unoccupied areas of the facility are inspected weekly and the inspections are documented.
 - c. Immediately report any major violations to the CAO, documenting same.
 - d. Submit a monthly safety and sanitation report to the CAO by the fifth working day following the end of the month. The report shall include:
 - (1) Identification of any standards that have not been met.
 - (2) Recommendations for corrective action.
 - (3) Progress statements of action taken to correct previously reported deficiencies.
 - (4) Date and signature of the Security, Safety and Sanitation Coordinator.

NOTE: The report shall also include the results of security inspections conducted in accordance with Administrative Directive 05.01.110.
 5. Every department head and persons specified in this Administrative Directive shall have safety and sanitation objectives included within his or her performance evaluation.
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