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| <b>NEBRASKA</b><br>Good Life. Great Mission.<br>DEPT OF CORRECTIONAL SERVICES | <b>POLICY</b><br><b>SANITATION &amp; HYGIENE</b>              |                                |                              |
|   | <b>REVISION DATE</b><br><b>July 31, 2022</b>                  | <b>NUMBER</b><br><b>111.01</b> | <b>PAGE</b><br><b>1 of 7</b> |
|   | <b>STATEMENT OF AVAILABILITY</b><br><b>Law Library Access</b> |                                |                              |


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 REVISED: September 3, 2013  
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 REVISED: November 30, 2021  
 REVISED: July 31, 2022

### SUMMARY of REVISION/REVIEW

Policy Directive 022-007 incorporated. GENERAL – Language updated. PROCEDURE – I.A. – Language updated. I.B. – Language updated. I.D. – Language updated. IV.B. – Language updated. V. – Language updated. IV.A. – Language updated. VI. – New section.

APPROVED:

  
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 Scott R. Frakes, Director  
 Nebraska Department of Correctional Services

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|---|--------------------------------|------------------|----------------|
| <br>Good Life. Great Mission.<br>DEPT OF CORRECTIONAL SERVICES | POLICY                         |                  |                |
|   | SANITATION & HYGIENE           |                  |                |
|   | REVISION DATE<br>July 31, 2022 | NUMBER<br>111.01 | PAGE<br>2 of 7 |
| STATEMENT OF AVAILABILITY<br>Law Library Access   |                                |                  |                |

## PURPOSE

To provide a uniform process for ensuring that adequate sanitation and hygiene will be maintained at all Nebraska Department of Correctional Services (NDCS) institutions/building sites.

## GENERAL

It is the policy of NDCS to provide for adequate sanitation and hygiene for inmates and team members at all sites/buildings and institutions. All plans and practices developed under this Policy shall be in accordance with applicable portions of State Fire Marshal and the Nebraska Department of Health and Human Services (DHHS). (ACRS-1A-02, CO-2A-01)

## PROCEDURE

### I. INSPECTIONS (ACI-5D-01)

#### A. Weekly

Weekly sanitation/fire safety inspections shall be conducted of all institutional areas by a designated team member assigned to the area. (i.e. Unit Manager or Area Representative). The designated team member shall use the form provided in (Attachment A) when doing the weekly inspection. The facility safety specialist shall serve as coordinator of a sanitation inspection program and shall maintain all records of inspection reports. (ACRS-1A-03, ACRS-1A-06)

#### B. Monthly

Monthly sanitation inspections shall be conducted by the facility safety specialist or other qualified team member. The designated team member shall use the form provided in (Attachment B) when doing the monthly inspection. This inspection may be combined with the monthly fire safety inspection, see to Policy 111.04, *Fire Safety and Emergency Evacuation Procedures*. (ACI-3B-02, ACRS-1A-06)


At the end of every month, the facility safety specialist will send a copy of all monthly sanitation inspections to the Warden, the NDCS safety coordinator, division heads, and area representatives and follow up should be at the discretion of the Warden.

#### C. Quarterly

Every quarter the NDCS Safety Coordinator will conduct a safety inspection of every facility. A report will be written and copies will be sent to the Director, Deputy Directors, the facility Warden, the Engineering Administrator, and the facility safety specialist. The safety specialist will write a response to the report no later than 30 days after the date of the initial report and send it to the Warden for approval. The Warden will review and initial the report and send the report to the NDCS Safety Coordinator.

#### D. External

External inspections shall be conducted by independent auditors, (Fire Marshal, Nebraska Department of Labor, Registered Environmental Health Specialist, and NDCS Safety

|   |                                |                  |                |
|---|--------------------------------|------------------|----------------|
| <br>Good Life. Great Mission.<br>DEPT OF CORRECTIONAL SERVICES | POLICY                         |                  |                |
|   | SANITATION & HYGIENE           |                  |                |
|   | REVISION DATE<br>July 31, 2022 | NUMBER<br>111.01 | PAGE<br>3 of 7 |
| STATEMENT OF AVAILABILITY<br>Law Library Access   |                                |                  |                |

Coordinator) to ensure and document compliance with all applicable laws and regulations related to sanitation and health. (CO-2A-02)

E Report Requirements

All external inspection reports shall be forwarded to the facility Warden who shall assign a team member to correct deficiencies noted in the report. Copies of the reports and corrective actions shall be forwarded to the NDCS Safety Coordinator.

II. WATER SUPPLY

Each institution's water supply shall be certified by an independent, outside source to be in compliance with local laws and regulations. (ACI-5D-02, ACRS-1A-01)

III. WASTE DISPOSAL (ACI-5D-03)

A. Each institution shall have a written plan to cover the disposal of all facility waste. This plan shall comply with appropriate regulatory requirements and regulations. The plan shall be submitted to the proper local authority responsible for approval (dependent on location this may be the Nebraska Department of Environment and Energy, County Department of Health or appropriate city department). The plan will be reviewed annually, updated if necessary and resubmitted to the local authority for re-approval if changed. (LB 302)

B. The written plan for waste disposal will normally be a part of the Sanitation and Hygiene procedures. The plan should indicate means/methods for disposal of all waste that does not exit through the sanitary sewer system. This will include kitchen grease, recycled paper and metal, medical/infectious waste, waste oils and grease products, and any other facility waste products. Contracts for disposal of items that occur on a regular routine are recommended.


IV. PEST CONTROL AND WEED CONTROL

A. Each NDCS building and institution shall also provide a program for the control of vermin and pests. The program shall include the elimination of conditions conducive to harboring insects, rodents or other vermin and the use of licensed professionals. (ACI-5D-04, ACRS-1A-05)

B. In accordance with Nebraska Administrative Code; Title 25, Chapters 2 & 25, anyone applying restricted use herbicides or pesticides for pest or weed control must be trained and licensed. Training and testing are provided to assigned maintenance staff through the Cooperative Extension Service of the University of Nebraska. There is no charge for a noncommercial applicator license for (a) any applicator who is not a commercial applicator and used restricted use pesticides only on property owned or controlled by his or her employer or for a federal entity or state agency or political subdivision of the state or (b) any team member of a political subdivision of the state who uses pesticide for outdoor vector control on property which has public access. (CO-2A-01)

V. HOUSEKEEPING

Each inmate shall be required to maintain sanitary living area conditions.

|   |                                |                  |                |
|---|--------------------------------|------------------|----------------|
|  | POLICY                         |                  |                |
|   | SANITATION & HYGIENE           |                  |                |
|   | REVISION DATE<br>July 31, 2022 | NUMBER<br>111.01 | PAGE<br>4 of 7 |
| STATEMENT OF AVAILABILITY<br>Law Library Access                                   |                                |                  |                |

Each institution shall have a written housekeeping plan available for all areas. Housekeeping plans shall be forwarded to the institution safety/sanitation officer annually for review. This plan shall require the following:

- A. A daily cleaning schedule for all areas. (ACI-5D-05, ACRS-1A-06)
- B. Specific assignments for inmates assigned to sanitary duties.
- C. A time schedule for duty completion.
- D. Specific cleaning instructions.
- E. Waste disposal procedures which provide for proper collection, storage and disposal of all liquid and solid waste accumulation for the area.
- F. Instructions for the acquisition, utilization, and storage of cleaning supplies.

VI. PAINT

Only white/cream or light gray colors are allowed to be painted inside the cells of the facilities. All other colors and all outside paint must be approved by the Facility Safety Specialist.

VII. INMATE CLOTHING/BEDDING/HYGIENE ARTICLES

A. Clothing

- 1. All inmates shall be provided clean clothing, which is properly fitted and climatically suitable.
- 2. Special clothing shall be issued to inmates assigned to food service. Inmates assigned to other special work, such as industrial shops maintenance or farm operations, shall be provided with appropriate protective clothing.
- 3. Each institution shall have facilities for the cleaning, disinfecting and storage of inmate clothing.


B. Bedding (ACRS-4B-04)

All inmates shall be supplied with bedding and linens sufficient to provide comfortable, sanitary and safe conditions. At a minimum, two sheets, pillow and pillowcase, one mattress and sufficient blankets to provide comfort shall be provided.

C. Hygiene Articles

Articles necessary for maintaining proper hygiene shall be made available to all inmates and provided to those inmates who are indigent. These articles include at least the following: (ACRS-4B-01)

- 1. Soap (ACI-2C-05)
- 2. Shampoo

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|---|---------------------------------------|-------------------------|-----------------------|
| <br>Good Life. Great Mission.<br>DEPT OF CORRECTIONAL SERVICES | POLICY                                |                         |                       |
|   | <b>SANITATION &amp; HYGIENE</b>       |                         |                       |
|   | REVISION DATE<br><b>July 31, 2022</b> | NUMBER<br><b>111.01</b> | PAGE<br><b>5 of 7</b> |
| STATEMENT OF AVAILABILITY<br><b>Law Library Access</b>  |                                       |                         |                       |

3. Toothbrush
4. Toothpaste or powder
5. A comb
6. Toilet paper
7. Special hygiene items for female inmates. Sanitary napkins, panty liners, and at least two sizes of tampons will be available in the restrooms of all women's housing units. These items are provided at no cost to the incarcerated population.
8. Shaving equipment upon request
9. Denture cleaner & adhesive

D. Inmate Responsibility

Each inmate shall be held responsible for all non-expendable items issued to them. A clothing record for each inmate shall be maintained which shall include the following information.

1. A list of all items issued to the inmate.
2. A receipt signed by the inmate for all issued items.
3. Date of issue of each item.
4. Any correspondence regarding the issued item.

VIII. CLOTHING/BEDDING SUPPLY AND EXCHANGE (ACRS-4B-04)


Each institution shall maintain a reserve supply of clothing, linen, and bedding, which exceeds that required for the inmate population. Clothing exchange shall be made available on an as needed basis. Linen exchange, including towels, will occur on an as needed basis.

IX. BATHING AND PERSONAL HYGIENE FACILITIES

Each institution shall provide adequate facilities so that inmates may maintain acceptable standards of personal hygiene. These facilities shall include:

A. Sufficient Bathing

Sufficient bathing facilities in all housing areas to permit inmates to shower at least three times per week, with medical housing units and infirmary areas allowing inmates to bath daily. (ACI-6E-02)

|   |   |                                |                              |
|---|---|--------------------------------|------------------------------|
| <br>Good Life. Great Mission.<br>DEPT OF CORRECTIONAL SERVICES | <b>POLICY</b><br><b>SANITATION &amp; HYGIENE</b>              |                                |                              |
|   | <b>REVISION DATE</b><br><b>July 31, 2022</b>                  | <b>NUMBER</b><br><b>111.01</b> | <b>PAGE</b><br><b>6 of 7</b> |
|   | <b>STATEMENT OF AVAILABILITY</b><br><b>Law Library Access</b> |                                |                              |

B. Showers

All showers shall be thermostatically controlled temperatures from 100 to 120 degrees Fahrenheit. (ACI-2C-09)

C. Access to operable wash basins with hot and cold running water (ACI-2C-07, ACI-2C-08, ACRS-4B-02)

D. Access to toilets (ACI-2C-05)

E. Hair care services which comply with applicable health requirements

X. DISCIPLINARY RESTRICTIONS

An inmate may be restricted from any correctional facility privileges and programs for disciplinary reasons except recognized religious activities, dining hall, designated group or individual therapy, and education assignments, for a period of time not to exceed 90 days. Restrictions on clothing, bedding, mail, visitation, use of toilets, wash bowls, scheduled showers or facilities and materials needed for access to the courts shall be imposed only for abuse of such privileges or facilities. (Ref NDCS Rules and Regulations, Chapter 6, Section 012.02)

REFERENCE

I. STATUTORY REFERENCE

- A. Nebraska Legislative Bill 302 (2019)
- B. NDCS Rules and Regulations, Title 68, Chapter 6, Section 012.02.
- C. Nebraska Administrative Code: Tile 25 – Nebraska Department of Agriculture
  - 1. Chapter 2 – Pesticide Regulations
  - 2. Chapter 10 – Noxious Weed Regulations

II. NDCS POLICIES


- A. Policy 111.04, *Fire Safety and Emergency Evacuation Procedures*.

III. ATTACHMENTS

- A. DCS-A-ssn-007 Weekly Safety & Sanitation & Maintenance Evaluation form
- B. DCS-A-ssn-006 Monthly Safety & Sanitation & Maintenance Evaluation form

IV. AMERICAN CORRECTIONAL ASSOCIATION (ACA)

- A. Expected Practices for Adult Correctional Institution (ACI) (5<sup>th</sup> edition): 5-ACI-2C-05, 5-ACI-2C-08, 5-ACI-2C-09, 5-ACI-3B-02, 5-ACI-5D-01, 5-ACI-5D-02, 5-ACI-5D-03, 5-ACI-5D-04, 5-ACI-5D-05, 5-ACI-6E-02

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|---|---|--------------------------------|------------------------------|
| <br>Good Life. Great Mission.<br><hr/> DEPT OF CORRECTIONAL SERVICES | <b>POLICY</b><br><b>SANITATION &amp; HYGIENE</b>              |                                |                              |
|   | <b>REVISION DATE</b><br><b>July 31, 2022</b>                  | <b>NUMBER</b><br><b>111.01</b> | <b>PAGE</b><br><b>7 of 7</b> |
|   | <b>STATEMENT OF AVAILABILITY</b><br><b>Law Library Access</b> |                                |                              |

- B. Standards for Adult Community Residential Services (ACRS) (4<sup>th</sup> edition): 4-ACRS-1A-01, 4-ACRS-1A-02, 4-ACRS-1A-03, 4-ACRS-1A-05, 4-ACRS-1A-06, 4-ACRS-4B-01, 4-ACRS-4B-02, 4-ACRS-4B-04
- C. Standards for the Administration of Correctional Agencies (CO) (2<sup>nd</sup> Edition): 2-CO-2A-01, 2-CO-2A-02