 Good Life. Great Mission. <hr/> DEPT OF CORRECTIONAL SERVICES	<b>POLICY</b> <b>SANITATION &amp; HYGIENE</b>		
	<b>REVISED DATE</b> <b>May 31, 2024</b>	<b>NUMBER</b> <b>111.01</b>	<b>PAGE</b> <b>1 of 7</b>
	<b>STATEMENT OF AVAILABILITY</b> <b>Law Library Access</b>		

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#### SUMMARY OF REVISION/REVIEW

PURPOSE – Language updated. PROCESS – I.A. – Language updated. I.B. – Language updated. I.C. – Language updated. I.D. – Language updated.
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APPROVED:

*Rob Jeffreys*

[Rob Jeffreys \(Apr 22, 2024 17:41 CDT\)](#)

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Rob Jeffreys, Director  
 Nebraska Department of Correctional Services

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	POLICY		
	SANITATION & HYGIENE		
	REVISED DATE May 31, 2024	NUMBER 111.01	PAGE 2 of 7
STATEMENT OF AVAILABILITY 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) facilities/building sites.

It is the policy of NDCS to provide for adequate sanitation and hygiene for incarcerated individuals and team members at all facilities/building sites. 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) standards/regulations. (ACRS-1A-02, CO-2A-01)

PROCESS

I. INSPECTIONS (ACI-5D-01)

A. Weekly

Weekly sanitation/fire safety inspections shall be conducted in all facility areas by a designated team member assigned to the area. (i.e. unit manager or area representative). The designated team member shall use the *Weekly Safety, Sanitation, & Maintenance Evaluation Form* (Attachment A) when doing the weekly inspection and submit the form to the facility safety specialist office at the end of respective work week.. The facility safety specialist shall serve as coordinator of the facility safety, maintenance, and sanitation inspection programs 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 facility safety specialist or other qualified team member shall use the *Monthly Safety, Sanitation, & Maintenance Evaluation Form* (Attachment B) when doing the monthly inspection. This inspection will 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 facility warden, the NDCS safety coordinator, respective division heads, and respective area representatives. The facility safety specialist will follow-up at the direction of the facility warden/designee.

C. Quarterly

Every quarter the NDCS safety coordinator will conduct a safety inspection of every NDCS facility/building site. After completion of each safety inspection, a report will be written and copies will be sent to the director, assistant director, deputy director-prison operations, the engineering administrator, the inspected facility warden, and the inspected facility safety specialist. The facility safety specialist will write a response to the safety inspection report after 30 days and within 45 days of the date of the safety inspection report and send it to the facility warden for review and approval. The facility warden will review and initial the response and send the response to the NDCS safety coordinator, deputy director-prison operations, and the engineering administrator.

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	POLICY		
	SANITATION & HYGIENE		
	REVISED DATE May 31, 2024	NUMBER 111.01	PAGE 3 of 7
STATEMENT OF AVAILABILITY Law Library Access			

D. Spontaneous and Unannounced

The NDCS safety coordinator will conduct spontaneous and unannounced safety inspections at each facility. Each facility will have at least two unannounced safety inspections annually. A written summary of all discrepancies found during the inspection will be provided to the facility safety specialist, the facility warden, and the engineering administrator. The facility safety specialist will submit a written response 30 days from receipt of the inspection report to the NDCS safety coordinator, facility warden and engineering administrator.

E. External

External inspections shall be conducted by independent auditors, (fire marshal, Nebraska Department of Labor, and registered environmental health specialist) to ensure and document compliance with all applicable laws and regulations related to sanitation and health. (CO-2A-02)

F. Report Requirements

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

II. WATER SUPPLY

Each facility'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 facility 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 and 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 facility's 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. It is recommended when possible that contracts for disposal of items that occur on a regular routine be in place at each facility.

IV. PEST CONTROL AND WEED CONTROL

A. Each NDCS facility/building site 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)

 Good Life. Great Mission. <hr/> DEPT OF CORRECTIONAL SERVICES	POLICY		
	SANITATION & HYGIENE		
	REVISED DATE May 31, 2024	NUMBER 111.01	PAGE 4 of 7
STATEMENT OF AVAILABILITY Law Library Access			

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 team members 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 incarcerated individual shall be required to maintain sanitary living area conditions.

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

- A. A daily cleaning schedule for all areas. (ACI-5D-05, ACRS-1A-06)
- B. Specific assignments for incarcerated individuals 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 NDCS facilities. All other colors and all outside paint must be approved by the facility safety specialist.

#### VII. INCARCERATED INDIVIDUAL CLOTHING/BEDDING/HYGIENE ARTICLES

##### A. Clothing

1. All incarcerated individuals shall be provided clean clothing, which is properly fitted and climatically suitable.
2. Special clothing shall be issued to incarcerated individuals assigned to food service. Incarcerated individuals assigned to other special work, such as industrial shops maintenance or farm operations, shall be provided with appropriate protective clothing.
3. Each facility shall have provisions for the cleaning, disinfecting, and storage of incarcerated individual clothing.

	POLICY		
	SANITATION & HYGIENE		
	REVISED DATE May 31, 2024	NUMBER 111.01	PAGE 5 of 7
STATEMENT OF AVAILABILITY Law Library Access			

B. Bedding (ACRS-4B-04)

All incarcerated individuals 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 incarcerated individuals and provided to those who are indigent. These articles include the following: (ACRS-4B-01)

1. Soap (ACI-2C-05)
2. Shampoo
3. Toothbrush
4. Toothpaste or powder
5. A comb
6. Toilet paper
7. Special hygiene items for female incarcerated individuals. 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. Incarcerated Individual Responsibility

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

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

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	POLICY		
	SANITATION & HYGIENE		
	REVISED DATE May 31, 2024	NUMBER 111.01	PAGE 6 of 7
STATEMENT OF AVAILABILITY Law Library Access			

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

Each facility shall maintain a reserve supply of clothing, linen, and bedding, which exceeds that required for the incarcerated individual 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 facility shall provide adequate provisions so that incarcerated individuals may maintain acceptable standards of personal hygiene. These provisions shall include:

A. Sufficient Bathing

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

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 incarcerated individual may be restricted from any NDCS 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. (NDCS Rules and Regulations, Chapter 6, Section 012.02)

REFERENCE

I. STATUTORY REFERENCE AND OTHER AUTHORITY


A. Nebraska Legislative Bill 302 (2019)

B. NDCS Rules and Regulations, Title 68, Chapter 6, Section 012.02.

C. Nebraska Administrative Code: Title 25 – Nebraska Department of Agriculture

1. Chapter 2 – Pesticide Regulations

2. Chapter 10 – Noxious Weed Regulations

 Good Life. Great Mission. DEPT OF CORRECTIONAL SERVICES	POLICY		
	SANITATION & HYGIENE		
	REVISED DATE May 31, 2024	NUMBER 111.01	PAGE 7 of 7
STATEMENT OF AVAILABILITY Law Library Access			

II. NDCS POLICIES

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

III. ATTACHMENTS

- A. Weekly Safety, Sanitation, & Maintenance Evaluation Form (DCS-A-ssn-007)
- B. Monthly Safety, Sanitation, & Maintenance Evaluation Form (DCS-A-ssn-006)

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
- 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