

**NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION
490**

INSTITUTIONAL SANITATION AND INSPECTIONS

Supersedes: AR 490 (06/17/12); and AR 490 (Temporary, 11/04/14)
Effective Date 05/19/15

AUTHORITY

NRS 209.131
NRS 209.382
NRS 444.335

RESPONSIBILITY

1. The Warden of each institution/facility will develop an operational procedure which will include specific instructions for the inspection of the institution/facility.
2. The Compliance Enforcement Unit is responsible to ensure compliance with applicable safety and health codes and regulations.

490.01 INSPECTIONS

1. Each institution/facility will conduct monthly sanitation inspections of all institutional areas.
 - A. The institution/facility must document the monthly sanitation inspections and maintain them so they are readily accessible for audit purposes; and
 - B. The institution/facility must maintain monthly sanitation inspection records for three years from date generated before removal from the institution/facility.
2. The Compliance Enforcement Unit will Complete an inspection of each institution/facility semi-annually, or more often if deemed necessary by the Compliance Enforcement Unit.
 - A. The Compliance Enforcement Unit must distribute a Corrective Action Response form (DOC 038) for deficiencies identified during the inspection. The Corrective Action Response form will be provided to the appropriate institution/facility Warden for completion and return to the Compliance Enforcement Unit.

(1) Each Corrective Action Response form submitted to the institution/facility Warden should specify the corrective action that is required to bring the deficiency up to the standards of proper sanitation and/or safety and health practices.

(2) The Warden/designee should review and endorse the Corrective Action Response form, stating on the report that corrective action was actually taken or explaining his/her reason for failing to take action promptly to correct the deficiency.

490.02 WATER SUPPLY

1. No less than one time during each calendar year, a chemical analysis test shall be taken at each applicable institution/facility. A qualified independent auditor will certify the potable water supply to be in compliance with local laws and regulations.

A. On a monthly basis, a bacteriology test is required.

B. The Director/designee will cause a special audit to be made at any time he is presented with evidence that reasonable cause for such an audit exists.

490.03 HOUSEKEEPING PLANS

1. The Warden/designee of each institution/facility will prepare a written housekeeping plan for all areas of the facility's physical plant which provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and inmates.

A. The Warden of the institution/facility will ensure that the housekeeping plan is reviewed annually.

B. Staff should have input in the preparation of the plan.

2. The specific items listed below, and any other matters which are appropriate for the sanitation of the function or use of the given area and the hygiene and health of all persons housed, working, or otherwise properly authorized to be in each area, should be included:

A. A cleaning schedule for the area;

B. Designation of the number of inmates assigned to clean each area, and reference to the source of information concerning specific inmates assigned;

C. A time schedule for completion of assigned housekeeping duties;

D. Area waste disposal procedures which provide for the collection, storage and disposal of all liquid and solid waste accumulations for the area in a manner which will avoid nuisance and hazards, and protect the safety and health of inmates and staff;

E. Instructions for the acquisition, storage and utilization of cleaning supplies and equipment; and

F. Specific instructions, as necessary, for the cleaning of:

- (1) Floors, walls, ceilings, doors and windows;
- (2) Toilets, sinks and showers;
- (3) Barber facilities;
- (4) Linens, clothing and bedding;
- (5) Inmate personal property;
- (6) Electrical equipment and lighting;
- (7) Heating and cooling facilities;
- (8) Accessories, equipment, tools and supplies;
- (9) Living and/or working areas
- (10) Storage areas and lockers;
- (11) Furnishings, and any other item, equipment, and area reasonably required to be maintained in a sanitary condition so as to safeguard environmental health.

3. A copy of the housekeeping plan should be maintained in the following places:

- A. Office of the Warden;
- B. Office of the Associate Warden/Facility Manager;
- C. Office of the immediately responsible supervisor; and
- D. Posted in an area accessible to all inmates and staff personnel assigned to live, work or be present in the area affected by the particular plan.

490.04 SANITATION OF LIVING AND WORK AREAS

1. Each inmate is responsible for maintaining sanitary conditions, including, but not limited to, the following:

- A. Cleaning their working and living area, including walls, floors, sink, toilet, windows and other property within their room, cell or living area unless a specific assignment covering any portion or item therein has been given by proper authority to another inmate or person.
- B. Properly using and caring for any cleaning equipment or materials issued to them by the person in charge of their area.
- C. Exchanging their soiled linen, bedding, and clothing as provided for in the rules of the institution/facility in order to keep their person in a sanitary condition.
- D. Utilizing shaving, bathing, hand-washing, shampooing, and barber facilities as provided.
- E. Brushing and/or cleaning teeth and dentures regularly as required in order to protect and properly care for their teeth and practice appropriate sanitation of their mouth.
- F. Reporting to the medical staff of the prison any illness or disease they contract or have reason to believe they have contracted, and any injury requiring treatment or becoming infected, so that appropriate action may be taken by the medical staff to provide for the inmate's health and the health of other inmates and staff.
- G. Obeying all direct orders of any staff member pertaining to action required in order to maintain themselves and their assigned living or working areas (or any area in which they may be present) in a sanitary manner.
- H. Inmates are responsible for maintaining themselves and their areas in a sanitary condition. If they fail to comply, appropriate action, including disciplinary action, may be taken.

490.05 INMATE CLOTHING/BEDDING

1. A supply of clothing, linen and bedding should be maintained at a level adequate to supply the Department's inmate population.
2. Clothing for exchange should be available to all inmates at least two times during each calendar week.
3. Linen for exchange should be available for all inmates at least one time during each calendar week except in emergency lockdowns when weekly exchange may not be possible. Special schedules may be arranged during those times.
4. All inmates should be provided with clothing, linen, and bedding sufficient to meet the need for sanitary, healthy and humane conditions. Special protective clothing should be issued appropriately to inmates assigned to hospitals, farms, garages, maintenance shops and any other work detail where reasonable precautions dictate the use of such clothing.

5. All inmates must be provided with adequate bathroom and hair care facilities as to enable them to maintain acceptable standards of personal hygiene, including:

A. Sufficient bathing facilities in all housing areas to permit inmates to shower at least three times each calendar week;

B. Hair care services which comply with applicable health requirements.

490.06 PEST CONTROL

1. Refer to AR 483 and as follows:

A. Pest control measures will be conducted to eradicate, by whatever means is effective, any insects, rodents, or vermin found. Pest control measures at institutions and facilities, including camps, restitution centers and transitional housing centers, will be conducted on a quarterly basis or as deemed necessary.

2. Chemicals must be applied by licensed personnel.

APPLICABILITY

1. This AR requires an Operational Procedure at each institution/facility.

2. This AR requires an audit.



Director

5/20/15
Date