

## 1.2.A.3 Institutional Sanitation and Safety Inspections

### I Policy Index:



**Date Signed:** 05/30/2019  
**Distribution:** Public  
**Replaces Policy:** 2A-3  
**Supersedes Policy Dated:** 07/10/2017  
**Affected Units:** All Institutions  
**Effective Date:** 05/30/2019  
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**Revision Number:** 15  
**Office of Primary Responsibility:** DOC Administration

### II Policy:

To promote the health and safety of inmates, staff and visitors, all adult institutions operated by the Department of Corrections (DOC) will conduct regular inspections of the institution to ensure compliance with accepted fire prevention, sanitation and safety standards, policies and applicable law.

### III Definitions:

#### Qualified Inspector:

Staff persons responsible for conducting fire prevention, sanitation, and safety inspections to ensure conditions within the institution meet accepted fire prevention, sanitation and safety standards. Qualified Inspectors will receive training from appropriate institutional, state or local officials or private contractors regarding state or local codes, regulations and policies.

### IV Procedures:

#### 1. Food Service Sanitation and Inspections:

- A. Each facility will have sanitary, temperature-controlled areas/appliances for the storage of foods (ACA 4-4160). Assigned staff will conduct daily checks of food service refrigeration, freezer and dishwasher units. Each facility will maintain a sufficient number of temperature measuring devices for staff to use while conducting inspections. The devices must have a numerical scale, printed record or digital readout in increments no greater than 1° Fahrenheit. The device must be designed to be easily readable.
1. Food service refrigeration and freezer equipment will be checked daily by food service staff or inspectors for operation within the following acceptable temperature ranges (ACA 4-4324):
    - a. Refrigerators will operate from 35° to 40° degrees Fahrenheit (ACA 4-4325).
    - b. Freezers will operate at 0° degrees Fahrenheit or below. Frozen items shall be maintained at 0° Fahrenheit or below (ACA 4-4325).
    - c. Dry storage area shall be adequately ventilated and storage temperature for shelf goods maintained between 45° and 70° Fahrenheit (ACA 4-4324).

- d. Temperature checks will be logged with the date, time and temperature observed.
  - e. Deviations that fall outside the optimal temperatures must be promptly reported to the food service supervisor, who will ensure that needed repairs or adjustments are completed.
2. All dishwasher final rinse temperatures will be checked daily by food service staff or Qualified Inspector. Final rinse temperatures will be at least 180° degrees Fahrenheit, or between 140° - 160° degrees Fahrenheit, if sanitizer is used with the final rinse. Faulty equipment will not be used until satisfactory repairs have been completed and the equipment tests within the optimal range.
    - a. Temperature checks will be logged with the date, time and the temperature observed.
    - b. Any temperature below 140 degrees must be promptly reported to the food service supervisor, who will ensure that needed repairs or adjustments are completed. Faulty equipment will not be used until satisfactory repairs have been completed and the equipment tests within the optimal range.
    - c. If sanitizing solution is used, a test kit or other device that accurately measures the concentration of sanitizing solution shall be available for use.
  3. All food service staff responsible for meal preparation and inmate workers shall be trained in the proper use of food service equipment and in food safety procedures (ACA 4-4321). Training may include the following:
    - a. Accident prevention;
    - b. Use of fire extinguishers;
    - c. Basic first aid;
    - d. Proper use of food equipment safety devices;
    - e. Proper floor care;
    - f. Proper food storage and sanitation standards; and
    - g. Proper storage and accounting of sharps.
- B. Inmate workers and food services staff in the vicinity of a food preparation area must have access to toilet and washbasin facilities (ACA 4-4161).
1. Staff and inmates in the food preparation area shall vigorously wash their hands and exposed portions of their arms with soap and warm water for at least 20 seconds in an approved/dedicated hand washing sink (not used for food preparation), after engaging in any activities that contaminate their hands immediately before engaging in food preparation, including working with exposed food, clean food equipment and utensils.
  2. Single use gloves shall be made available to all staff and inmates assigned to a food preparation area. Gloves will be properly discarded when they become damaged, soiled or contaminated. Hair and beard restraints shall be worn to keep hair from contacting exposed food, clean equipment, utensils or linens.

3. Those assigned to the area shall avoid bare-hand contact with exposed ready-to-eat food or portions of utensils that contact ready-to-eat food. Bare hand contact is allowed when washing fruits or vegetables.
- C. All inmate workers involved in the preparation of food shall receive approval from Health Services prior to assignment to food services to ensure freedom from disease, skin infections and other illnesses transmissible by food or utensils (ACA 4-4322).
1. Persons (inmates and food service staff) with symptoms caused by illness, infection or disease must report this information to their supervisor. The Food Services Supervisor shall take steps to prevent the likelihood of food borne disease transmission. This may include excluding the ill person from the area or working with or near exposed food, equipment, utensils, and/or advising the person to seek a medical diagnosis.
  2. Persons experiencing persistent sneezing, coughing or runny nose that causes discharge from the eyes, nose or mouth may not work with exposed food, clean equipment, utensils or linens. Food service workers may be required to wear face masks.
- D. The food service area and equipment related to food preparation within each DOC institution will be inspected weekly by the Qualified Inspector to ensure required sanitation and operating conditions are met. Administrative, medical or other designated staff may participate in the inspection/walkthrough (ACA 4-4324).
1. The areas to be inspected will include dining area, food preparation, serving, storage, dishwashing, waste disposal, and restrooms used by staff or offenders assigned to food services. The personal hygiene of staff and offenders assigned to the area will be observed.
  2. Weekly inspections of the food service area may include review of food preparation and serving of food, food storage, overall sanitation, including pest control and fire prevention.
  3. The inspection will be documented by the Qualified Inspector.
  4. Any deficiencies noted on the inspection will be rectified.
    - a. If possible, deficiencies should be rectified at the time of the inspection.
    - b. If the deficiency cannot be rectified immediately, the Food Service Supervisor will ensure that the deficiency is rectified as soon as possible.
    - c. Corrective action will be documented and forwarded to the Qualified Inspector.
  5. Each institution will have a licensed/certified person (may be DOC staff) or contractor that is available to provide pest control services as needed.
- E. The South Dakota Department of Health will inspect the food service area at each institution annually.
1. Each institution's food service area must meet all accepted and required standards set by qualified professionals and/or governmental regulatory agencies, including applicable state health and sanitation codes (ACA 4-4321).
  2. The food service supervisor and Qualified Inspector are responsible for ensuring deficiencies are addressed in a timely manner.

3. Actions taken to rectify deficiencies will be documented and retained by the Qualified Inspector.
  4. The Facility Chief Inspector will provide a copy of the annual report and any required response to deficiencies to the Warden, DOC Director of Operations and DOC Policy and Compliance Manager.
- F. All inspection reports and documentation shall be readily available for review and inspection by DOC staff and authorized inspectors from outside agencies.

## **2. Inspections of All Other Areas of the Institution:**

- A. A Qualified Inspector will conduct weekly fire prevention, sanitation and safety inspections of designated areas of the institution.
1. Areas to be inspected may include the following:
    - a. Housing units;
    - b. Program, education and office areas;
    - c. Recreation areas;
    - d. Storage areas;
    - e. Work, industry and shop areas; and
    - f. Exterior areas on the grounds of the institution.
    - g. Other areas identified by the Warden or designee.
  2. The weekly inspection will address fire prevention, sanitation, including pest control, and safety standards.
  3. The inspection will be documented by the Qualified Inspector.
  4. Any deficiencies noted will be rectified in a timely manner.
    - a. If possible, deficiencies should be rectified at the time of the inspection.
    - b. If the deficiency cannot be rectified immediately, the area supervisor will ensure the deficiency is rectified as soon as possible.

## **3. Personal Safety:**

- A. Each institution shall provide a healthy, safe work environment for staff and inmates.
- B. Staff are the greatest asset. The preservation of staff safety and health shall remain a constant consideration when conducting business within DOC institutions.
- C. Staff working in a correctional institution will be cognizant of the potential dangers inherent to working in such an environment and adhere to established safety standards to help protect themselves from workplace dangers.

- D. Staff is responsible for helping keep inmates safe from potential workplace dangers and informing inmates of potential hazards that may be associated with assigned job duties and for following staff instructions regarding work site safety, including proper use and application of personal protective equipment.
- E. Workplace safety training and information will be provided to staff and inmates as deemed necessary and appropriate. Training will be provided to mitigate potential injuries and accidents, or in response to incidents involving workplace safety.
- F. Staff and inmates who intentionally violate established safety rules and/or practices may be subject to disciplinary action.
- A. Staff who become aware of an unsafe condition or sustain injury by an accident or unsafe condition at the workplace must promptly report the condition or incident to their supervisor. All accidents or injuries involving workplace safety should be reported and documented by the affected staff member on the [Report of Accident, Incident or Unsafe Condition](#) form. The form can be accessed at: <http://boa.sd.gov/risk-management/forms.aspx>

## V Related Directives:

DOC policy 1.2.A.1 - [Fire Prevention](#)

## VI Revision Log:

**June 2002:** **Added** requirements to monthly food service inspections. **Added** references to inspection for pests during weekly inspections and sections on facilities having pest control professional available when needed

**June 2003:** **Revised** the definition of a Qualified Staff Person. **Clarified** information on weekly Food Service inspections. **Changed** monthly Food Service inspections from the Fire and Safety Officer to the Safety and Sanitation Officer. **Noted** that a Qualified Safety and Sanitation Officer can conduct weekly inspections of other areas. **Added** that copies of corrective action on other inspections will be sent to the Chief Safety and Sanitation Officer.

**April 2004:** **Added** language that the annual inspection of the food service area can be conducted by a trained outside source. **Changed** the requirement on the final rinse temperature of dishwashers. **Revised** the response time to the State Fire Marshal's annual inspection.

**April 2005:** **Changed** Chief Executive Officer to Warden, Director or Superintendent. **Revised** the policy statement. **Clarified** that inspections apply to DOC operated facilities or those portions of facilities operated by the DOC.

**April 2006:** **Updated** facility names. **Added** a requirement that copies of annual inspections and action to correct deficiencies be sent to the Policy and Compliance Manager.

**May 2007:** **Added** a section on Documentation of Daily, Weekly and Monthly Inspections.

**April 2008:** **Revised** format of policy in accordance with DOC policy 1.1.A.2 Policy and Operational Memorandum Management. **Replaced** "identified" with "designated" and "facility" with "institution or institution's" throughout policy, except when referring to the Redfield Minimum or Yankton Minimum Facilities. **Revised** phrasing of "Warden, Director or Superintendent" to "Warden, Superintendent or Director" throughout policy. **Replaced** "State Fire Marshal or his designee" to "State Fire Marshal or designee". **Revised** formatting of subsection (b in Annual Fire Inspections section) to read as (# 2 of the Fire Inspections section). **Added** the sentence that Warden, Superintendent or designee(s) of each institution will e-mail the Policy and Compliance Manager the scheduled date of the annual inspections. **Added** that the State Fire Marshal, Department of Health or Office of Risk Management will submit a report of inspection to the Warden or Superintendent in its appropriate subsection within this policy. **Revised** language in each appropriate subsection (Annual Fire Inspections, Annual Sanitation Inspections and Annual Safety Inspections sections) to state that the Warden, Superintendent or designee(s) will scan and e-mail a copy of the annual report of inspections and the institution response to the DOC Policy and Compliance Manager within 60 days of the annual inspections. **Replaced** "Director" with "designee(s)"

throughout policy, as appropriate. **Revised** minor grammar, sentence structure and number formatting throughout policy.

**March 2009:** **Revised** titles of the trained staff in Definitions section and throughout policy. **Deleted** reference to the Redfield Minimum Facility in ss (A2, B2 and C2), **deleted** “fire and safety” in ss (B6), **deleted** “fire” from ss (C6) of Annual Inspections. **Added** Attachment 1.

**July 2009:** **Added** point of contact and **added** any facilities that fall within their respective institution to the definition of Facility Chief Inspector. **Added** applicable cover letters and 30 days in ss (D5), **revised** ss (D5) into two parts to include, date of inspection and within 60 days in ss (D6) and **added** examples for ss (D5 and D6) of Food Service Inspections. **Replaced** Warden, Superintendent of designee(s) with Facility Chief Inspector within ss (A3, A6, B3, B6, C3 and C6 within Annual Inspections). **Added** Facility Chief Inspection in ss (A1), **revised** ss (A3, B3 and C3) to include within 3 working days and referenced completion of Attachment 1, **revised** ss (A6, B6 and C6) to include reference to applicable cover letters, **replaced** 60 with 30 days, **revised** ss (A6, B6 and C6) into two parts, **added** date of inspection to ss (A6, B6 and C6), **added** ss (A7, B7 and C7) to include date of inspection and 60 days all within Annual Inspections. **Added** Loss Control Committee section. **Revised** other minor wording throughout policy. **Added** hyperlinks throughout policy. **Replaced** Facility Contact with Facility Chief Inspector and **revised** Reminder section within Attachment 1.

**April 2010:** **Revised** formatting of Section I. **Replaced** reference to submitting results and responses to Policy and Compliance Manager to CRT within ss (D of Food Service Inspections) and ss (A, B and C of Annual Inspections). **Added** “annual” in ss (A) and **added** new ss (C) both within Documentation of Inspections. **Added** new ss (C and C1 of Loss Control Committee). **Deleted** former Attachment 1 regarding Notification form. **Added** new Attachment 1 regarding Inspection Requirements.

**April 2013:** **Deleted** “Non-Public” and Replaced with “Public” **Added** “and offenders assigned to the area” in Section 1 B. 1. **Added** “corrective” to Section 1 B. 4. c. **Deleted** “pest control professional” and **Replaced** with “person” in Section 1 B.5. **Added** “Corrective” in Section 1 C. 5. b. **Added** “or other certified inspector(s) as approved by the Office of Risk Management and/or DOH” in Section 1 D. **Added** “Each institution’s” and **Deleted** “by the DOH” and **Added** “and meet all standards and requirements set by qualified professionals and/or governmental agencies, included all applicable” in Section 1 D. 1. **Added** “and Facility Chief Inspector” in Section 1 D. 3. **Added** “Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the” in Section 1 D. 5. **Deleted** “trained outside source inspector” and **Replaced** with “approved inspector” in Section 1 E. **Added** “and/or deficiencies” in Section 2 C. 2. **Deleted** “or designee of other appropriately trained individual” and **Replaced** with “office” in Section 3 A. and Section 3 A. 3. **Added** “Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the” in Section 3 A. 5. **Added** “Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the” in Section 3 B. 5. **Added** “approved by the Office of Risk Management” in Section 3 C. 1. **Added** “Warden or CEO of the facility, DOC Director of Operations, and the DOC Policy and Compliance Manager. The Facility Chief Inspector will maintain a copy of the annual inspection for review by the” in Section 3 C. 5. **Added** “and kept on file or the inspections” in Section 4 A.

**May 2014:** **Reviewed** with no changes.

**June 2015:** **Added** “Each facility will have sanitary, temperature-controlled areas/appliances for the storage of foods (ACA 4-4160)” and **Added** “Each facility will maintain adequate numbers of temperature measuring devices for staff to use while conducting inspections. Temperature measuring devices must have a numerical scale, printed record or digital readout in increments no greater than 1° Fahrenheit. The device must be designed to be easily readable” in Section 1 A. **Added** “Frozen items shall be maintained at 0° Fahrenheit or below, unless national or state health codes specify otherwise (ACA 4-4325)” in Section 1 A. 1. b. **Added** c. in Section 1 A. 1. **Added** c. in Section 1 A. 2. **Added** 3. to Section 1 A. **Added** B. to Section 1 (1-3) to Section 1. **Added** C. (1-2) to Section 1. **Deleted** “from the administrative, medical and for food service department” in Section 1 B. **Added** new Section 3 “Safety”. **Deleted** “Inspections” and **Replaced** with “review” in Section 4. **Added** “facilitate an annual review of the institution with the” and **Added** “DOH, Office of Risk Management” and **Deleted** “conducts a fire safety inspection of the entire

DOC operated institution on an annual basis” in Section 4. A. 1. **Deleted** a. and 2-4 in Section 4. **Deleted** B. and C. in Section 4.

**June 2017: Reviewed** with no changes.

**May 2019: Changed** title of policy from “Sanitation, Safety and Fire Prevention Inspections” to “Institutional Sanitation and Safety Inspections” and Revisions to Section 2-3. **Deleted** Sections 4-6. **Deleted** Attachment 1.

*Mike Leidholt (original signature on file)*

*05/30/2019*

Mike Leidholt, Secretary of Corrections

Date