



SOUTH DAKOTA  DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		POLICY NUMBER 300-03	PAGE NUMBER 1 OF 4
		DISTRIBUTION:	Public
		SUBJECT:	Institutional Sanitation and Safety Inspections
RELATED STANDARDS:	<b>ACA Standards 5-ACI: 2E-07, 5C-09 (M), 5C-10, 5C-13 (M), 5C-14, 5D-01 (M)</b>	EFFECTIVE DATE:	March 01, 2024
		SUPERSESION:	04/23/2021
DESCRIPTION: Facilities - Security & Management	REVIEW MONTH: February	 <b>KELLIE WASKO</b> <b>SECRETARY OF CORRECTIONS</b>	

## I. POLICY

It is the policy of the South Dakota Department of Corrections (DOC) to promote the health and safety of offenders, staff, and visitors. All adult institutions operated by the DOC will conduct regular inspections to ensure compliance with accepted fire prevention, sanitation and safety standards, policies, and applicable laws.

## II. PURPOSE

The purpose of this policy is to provide guidelines for the development and review of all DOC facilities and offices to ensure compliance with applicable governmental regulations and standards for sanitation inspections.

## III. DEFINITIONS

None.

## IV. PROCEDURES

### 1. Food Service Sanitation and Inspections:

- A. *The facility complies with all applicable health codes and regulation of the governing jurisdiction, and there is documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected [ACA 5-ACI-5D-01 (M)].* Each facility must have sanitary, temperature-controlled areas/appliances for the storage of foods. Assigned clinical services staff will conduct monthly 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 one degree (1°) Fahrenheit. The device must be designed to be easily read.
1. *Food service refrigerators and water temperatures are checked daily by administrative, medical, or dietary personnel [ACA 5-ACI-5C-13 (M)]:*
    - a. *Stored shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 35 degrees to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below, unless national or state health codes specify otherwise [ACA 5-ACI-5C-14].*
    - b. Temperature checks will be logged with the date, time, and temperature observed (see attachment #1 – *Kitchen Inspection Checklist*).
    - c. 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 physical plant manager. Final rinse temperatures will be at least one hundred eighty degrees (180°) Fahrenheit, or

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between one hundred forty - one hundred sixty degrees (140° - 160°) Fahrenheit if sanitizer is used with the final rinse.

- a. Temperature checks will be logged with the date, time and the temperature observed.
  - b. Any temperature below one hundred forty degrees (140°) 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, contractors, and offenders who work in the food service department are trained in the use of food service equipment and in the safety procedures to be followed in the food service department [ACA 5-ACI-5C-10 (M)].*** 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. ***Toilet and washbasin facilities are available to food service personnel and offenders in the vicinity of the food preparation area [ACA 5-ACI-2E-07].***
1. Staff and offenders in the food preparation area shall vigorously wash their hands and exposed portions of their arms with soap and warm water for at least twenty (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 offenders 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. Face masks may be required to be worn in the food preparation area and while serving or handling food.
  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.
  4. Persons (offenders 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 shall include excluding ill persons from the area or from working with or near exposed food, equipment, utensils, and/or advising the person to seek a medical diagnosis before being permitted to return to work.
    - a. Symptoms include but are not limited to persistent sneezing, coughing, runny nose that causes discharge from the eyes, nose or mouth, or a fever exceeding one hundred point four degrees (100.4°) Fahrenheit.
- C. ***Written policy, procedure, and practice require weekly inspections of all food service areas, including dining and food preparation areas and equipment, by administrative, medical, or dietary personnel; these may include the persons supervising food service operations or his/her designee [ACA 5-ACI-5C-13 (M)].*** There are ***weekly sanitation inspections of all facility areas by a qualified departmental staff member [ACA 5-ACI-5D-01 (M)].*** Administrative, medical, or other designated staff may participate in the inspection/walkthrough.
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 physical plant manager.

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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 physical plant manager.
  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.
- D. The South Dakota Department of Health will inspect the food service area at each institution annually.
1. ***There is documentation by an independent, outside source that food service facilities and equipment meet established governmental health and safety codes; corrective action is taken on deficiencies, if any [ACA 5-ACI-5C-09 (M)].***
  2. The food service supervisor and physical plant manager are responsible for ensuring deficiencies are addressed in a timely manner.
  3. Actions taken to rectify deficiencies will be documented and retained by the physical plant manager.
  4. The physical plant manager will provide a copy of the annual report and any required response to deficiencies to the warden, director of Prisons, and policy and compliance coordinator.
  5. 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 physical plant manager will conduct weekly fire prevention, sanitation, and safety inspections of designated areas of the institution and complete a *Fire-Life Safety Review Checklist* (attachment #2).
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.
    - 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 physical plant manager.
  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 offenders.
- B. Staff are the department's 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. All staff are responsible for helping keep offenders safe from potential workplace dangers and informing offenders 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.

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- E. Workplace safety training and information will be provided to staff and offenders as deemed necessary and appropriate. Training and information will be provided to mitigate potential injuries and accidents, or in response to incidents involving workplace safety.
- F. Staff and offenders who intentionally violate established safety rules and/or practices may be subject to disciplinary action.
- G. 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 Incident, Accident, or Unsafe Condition Report form. The form can be accessed at: <http://boa.sd.gov/risk-management/forms.aspx>. When a staff member submits the Incident Accident, or Unsafe Condition Report form and informational report will be submitted into COMS for facility tracking purposes and reported on the weekly Duty Officer reportable incidents.

## V. RESPONSIBILITY

The director of Prisons and director of Clinical and Correctional Services are responsible for the annual review and revision of this policy.

## VI. AUTHORITY

None.

## VII. HISTORY

March 2024  
 April 2022  
 April 2021  
 May 2020  
 May 2019  
 June 2017  
 June 2015  
 May 2014  
 April 2013  
 April 2020

## ATTACHMENTS *(\*Indicates document opens externally)*

1. Kitchen Inspection Checklist\*
2. Fire-Life Safety Review Checklist\*
3. DOC Policy Implementation / Adjustments

Distribution: Public

**Facility:**  
**Present:**

**Date:**

		Yes	No	N/A	Comments:
<b>General Housekeeping</b>					
1	Spaces well lighted and free of hazards.				
3	Ceilings, ducts, and pipes clean and in good repair.				
4	Floors clean and in good repair.				
5	Premises neat, clean, and free of rubbish.				
6	Free of rodents and insects (flying and crawling)				
7	Window screens intact, self closing doors functional, & fans and sprays used in safe manner.				
8	Garbage bins clean, odor free and in good repair.				
9	Adequate handwashing facilities available				
<b>Storage</b>					
1	Storage area free of rodents and insects (flying and crawling)				
2	Food and Non-Food items organized and stored separately				
3	Food is stored off the floor, in closed containers, labeled and dated. Scoops are not stored in containers.				
4	Food storage least 12" from ceiling and 6" above floor.				
5	Defrosting of meat is done on the lowest shelf; Eggs and meat are not stored above other food items in the correct order				
6	Vents and fans are free of dust				
7	Floors, walls, ceilings and shelves are clean and in good repair				
8	No holes or cracks in walls, ceiling or floors				
9	Refrigerator and freezer temperatures recorded in compliance with guidelines.				
10	Perishable foods kept in refrigerator <40 or steam table >140. No thawing done at room temperature.				
11	Meals transported to housing areas protected from contamination, and transport equipment keeps food at 140 degrees (hot) and under 40 degrees (cold).				
12	Sample tray of each meal kept in refrigeration for 24 hours.				
13	Adequate storage space exists for supplies.				

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<b>Facility and Fire Safety:</b>				
1	Evacuation plans posted.			
2	Exit signs posted showing route to exits.			
3	Exit signs illuminated/functioning.			
4	Exit doors functional and in good repair (i.e. close and latch appropriately).			
5	Exit doors unobstructed and protected against obstructions.			
6	Three foot clearance maintained around electrical power distribution panels.			
7	Combustibles kept at sufficient distance from heating appliances or ignition sources.			
8	Hazardous materials labeled and properly stored.			
9	Electrical cords and equipment in good condition.			
10	Appropriate fire extinguisher within 30 feet of food heating equipment. Fire extinguishers are mounted on the wall and fully charged			
11	Building in good repair. Deviations or slopes of floor surfaces are marked.			

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<b>Food Service Workers</b>				
11	Kitchen Worker Observation Forms: Forms to be reviewed to ensure they are being completed.			
2	Hairnets, caps, and plastic gloves worn by staff.			
3	No eating or drinking in the kitchen			

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<b>Staff/Inmate Restroom Facilities</b>				
1	Restroom clean, odor free and in good repair.			
2	Suitable hand cleansers, paper towels or approved dryers available.			

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<b>Equipment, Food Prep and Dining Areas</b>				
1	Kitchen floors, walls and ceilings are clean			
2	The prep area, equipment and utensils sanitized between raw and cooked food production.			
3	Dining area floors, walls and ceiling area are clean			

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4	Dining chairs and tables are clean and in good repair. No nicks or scratches of surface areas that prevent sanitation.				
5	Equipment has proper safety guards				
6	Visible working temperature gauges or internal thermometers for dishwashing equipment, freezers, and refrigerators. Remediation or corrective action taken documented for temps that are not within the allowed parameters				

**Dishwashing Areas**

1	Counter is clean when not in use				
2	Clear separation between clean and dirty work area				
3	Dishwasher tempature for wash and rinse meet the equipment guidelines (Listed on the machines). Note if a low temp/chemical sanitizer is used and ensure sanitizer is available to dispense.				
4	Designated wash, rinse and sanitizing agent stations for dishes that are hand washed				
5	Dishwasher racks are placed on clean surface and not on floor				

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**FIRE/ LIFE SAFETY REVIEW CHECKLIST (IFC 2015)**

<b>Agency:</b>		<b>Inspection Date:</b>			
<b>Division:</b>		<b>Contact:</b>			
<b>Building Name:</b>		<b>Phone No:</b>			
<b>Building Location / Address:</b>		<b>Inspected By:</b>			
	<b><u>INSPECTION ITEMS</u></b>	<b><u>Y</u></b>	<b><u>CODE</u></b>	<b><u>N</u></b>	<b><u>COMMENT</u></b>
<b>A. EXITS</b>					
1	All exit doors unlocked during business hours		IFC 1010.1.9.3		
2	No exits, aisles, corridors, or stairways obstructed		IFC 1031		
3	All exit doors and hardware operate properly		IFC 1010		
4	No storage beneath exit stairs		IFC 315.3.2		
5	All lighted exit signs and emergency lighting operate properly		IFC 1013.1		
<b>B. FIRE SAFETY &amp; EVACUATION PLANS</b>					
1	Fire safety and evacuation plans implemented and communicated to occupants		IFC 404.3		
2	Employees are trained in fire safety and evacuation plans at orientation, then annually		IFC 406.2		
3	Evacuation drills are conducted periodically		IFC 405.1		
<b>C. HOUSEKEEPING</b>					
1	All areas free from combustible waste material creating a fire hazard		IFC 304.1		
2	Combustible materials kept clear of ignition sources		IFC 305		
3	All oily and greasy rags kept in self-closing metal cans		IFC 304.3.1		
4	Exits and exit enclosures clear of combustible materials storage		IFC 315.3.2		
5	Mechanical, electrical equipment, and boiler rooms clear of combustibles		IFC 315.3.3		
6	Flammable liquids stored away from exits, aisles, corridors, or stairways		IFC 314.3		
7	Portable containers for flammable liquids are approved		IFC 5704.3.1.1		
8	Flammable liquids storage in excess of 10 gallons in approved cabinets		IFC 5704.3.4.4		
9	Sprinkler heads unobstructed, 18 inches free clearance		IFC 315.3.1		
10	Materials stored at least 24 inches from ceiling		IFC 315.3.1		
11	All compressed gas cylinders properly used, stored, and secured		IFC 5303.5.3		
<b>D. FIRE PREVENTION / FIRE PRTECTION</b>					
1	Fire alarms inspected, tested and maintained according to NFPA 72		IFC 901.6.1		
2	Sprinkler systems (water) inspected, tested, and maintained according to NFPA 25		IFC 901.6.1		
3	Other fire suppression systems inspected, tested, and maintained		IFC 901.6.1		
4	Fire pumps inspected, tested, and maintained according to NFPA 25		IFC 901.6.1		
5	Emergency generators are exercised monthly		IFC 901.6/604.5		
6	Smoke detectors are in proper locations and tested periodically		IFC 901.6		
7	Water supply valves accessible and locked in the "ON" position		IFC 901.6		



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8	Sprinkler control valves are on and all zones are pressurized		IFC 901.6		
9	Sprinkler system impairment program is in place		IFC 901.7		
10	Fire lanes provide access and are not obstructed		IFC 503.4		
11	Unobstructed access to all fire protection equipment (OSY valves, etc.)		IFC 509		
12	Fire extinguishers visually inspected monthly / tested annually (NFPA I0)		IFC 901.6.1		
13	Fire extinguishers available, visible, and unobstructed (NFPA 10)		IFC 906.5		
14	Commercial cooking extinguishing equipment serviced every 6 months		IFC 904.12.6.2		
15	Smoking areas designated, "No Smoking" signs posted and policy enforced		IFC 310		
16	Self-closing fire doors function properly and are free of obstruction		IFC 703.2		
17	Propane tanks, natural gas intakes are protected by Vehicle Impact Protection		IFC 312		
<b>E. ELECTRICAL</b>					
1	Electrical cords kept in good condition (No broken or frayed cords used)		IFC 605.5.3		
2	Extension cords are not used for permanent wiring		IFC 605.5		
3	Electrical wiring, devices, and equipment in good condition (no fire or shock hazard)		IFC 605.1		
4	Ground fault receptacles used where necessary and tested monthly		Best Practice		
5	All multi-plug adapters equipped with overcurrent protection		IFC 605.4		
6	All multi-plug adapters directly connected to permanently installed receptacle		IFC 605.4.2		
7	Electric panels and outlets in good condition, no wiring exposed, have covers in place		IFC 605.6		
8	36 inch clearance around all electrical panels		IFC 605.3		
9	Heat-producing portable appliances visually inspected daily or have auto shut-off		Best Practice		
<b>F. HAZARDOUS MATERIALS</b>					
1	Material Safety Data Sheets readily available on premise for all hazardous materials		IFC 407.2		
2	Visible hazard identification signs at entrances where hazardous materials located		IFC 5003.5		