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Authority/References ACA Standard 4-4321; 4-4324; 4-4329; 4-4329M; 4-4455; 4-4212; 2-CO-2A-01, 2-CO-2A-02 and 2-CO-4D-01 401 KAR 8:020	Subject SANITATION AND INSPECTION	

I. DEFINITIONS

“None”

II. POLICY AND PROCEDURE

It is the policy of the Department of Corrections to comply with applicable government regulations in maintaining the safety, sanitation, and hygiene of its institutions. To ensure a safe environment for both staff and inmates, institutions shall be proactive by inspecting areas for compliance with health and safety regulations and correcting deficiencies in a timely manner.

A. Weekly Inspections

1. A weekly fire, safety and sanitation inspection shall be conducted by a qualified departmental staff member in all institution areas.
2. A report of the inspection shall be submitted to the supervisor of the inspected area.
3. Area supervisors shall be responsible for ensuring hazards and deficiencies are corrected in a timely manner.

B. Monthly Inspections

1. A comprehensive and thorough monthly safety and sanitation inspection shall be completed at all institution locations.

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2. A report shall be forwarded to each department head notifying any hazard or deficiency.
3. The department head shall ensure any hazard or deficiency is corrected in a timely manner.

C. Annual Inspections

1. A yearly fire, safety and sanitation inspection shall be conducted by federal, state or local sanitation health officials or other qualified persons.
2. A written report indicating when a hazard or deficiency is corrected shall be submitted to the inspecting authority.
3. Central office Adult Institutions to also include all state institutions shall have documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected. All corrected reports shall be forwarded to the appropriate administrators and health authority, which shall follow up with the inspecting authority if necessary.
4. Central Office, Correctional Industries, Training and Probation and Parole shall only have outside health inspections if required by law.

D. Sanitation

1. Each institution shall develop a written housekeeping plan for all areas of the institution's physical plant that provides for daily housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and inmates.
2. Each institution shall provide for the control of vermin and pests.
3. Each institution shall provide for the control of waste in accordance with an approved plan by the appropriate regulatory agency.
4. Water supply system and testing regulations are provided in 401 KAR 8:020.