

Sixth District Department of Correctional Services POLICY	Issue Date 12/5/14	Effective Date 07/10/17	Policy Number 2369-17
Subject FACILITY SANITATION (ANCHOR Residential)		Review Month December	Author 0253 (MST)
Rescinds 2369-14	References		

POLICY:

ANCHOR Center staff and residents are responsible for the cleanliness and sanitation of the ANCHOR Center including, but not limited to, all areas within the ANCHOR Center, the Cedar Rapids Correctional Complex grounds and facility vehicle(s).

PROCEDURE:

1. The Residential Supervisor assigns Residential Officer (RO) staff the responsibility of assigning residents to specific kitchen and house jobs.
2. On a weekly basis, designated RO staff assigns residents to do kitchen/house jobs by filling out the Kitchen Jobs/House Jobs form (2369A). Kitchen and House Job assignments are posted weekly. Progressive discipline is used when a resident refuses or fails to do an assigned job.
3. A copy of the kitchen/dining job assignments is placed at the control desk.
4. Once the kitchen and house job are completed, RO staff physically checks to ensure the job is completed adequately. RO staff initials the job is completed. It is the resident's responsibility to make sure this step is completed.
5. Facility deep cleaning (resident rooms, bathrooms, main area, hallways) occurs at least weekly. All residents are expected to participate in deep cleaning. Residents are not allowed to take non-required passes during deep cleaning. If a resident is not in the building during cleaning times, they are expected to clean their room prior to deep cleaning time and the RO staff checks/approves they did so adequately unless other arrangements are made with RO staff.
6. RO instructs residents about what consists of a clean room. RO staff checks individual rooms and individual areas in the rooms. RO staff assigns residents to clean other areas in the building as needed and checks/approves they did so adequately.

BY ORDER OF:

Bruce Vander Sanden, District Director