



# Charleston County Sheriff's Office Policy and Procedures Manual

---

**Sheriff Carl Ritchie**

## 17-03 Sanitation Procedures

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 5-ALDF-1A-02, 03, 04, 06  
CALEA Standards Reference:  
NCCHC Standards Reference:  
SCLEA Standards Reference:  
SC Minimum Standards: 2014-15, 40; 3001, (e); 3002 (a); 3003a

*This policy dated 1/29/2025 replaces prior policies cited above and supersedes all previously issued directives.*

**I. Purpose:**

To outline sanitation standards in the Sheriff Al Cannon Detention Center (SACDC) and to provide general instructions regarding cleaning procedures.

**II. Policy:**

It is the policy of the SACDC to ensure a clean, sanitary living and working environment consistent with all applicable codes and standards.

**III. Definitions:**

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, or Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, reserve deputy.
2. civilian, non-sworn employee.

B. *Employee:* When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

**IV. Procedure:**

Each division captain will ensure the SACDC sanitation plan is carried out; however, housekeeping and sanitary practices of the facility is the responsibility of all staff. Sanitation inspections will be completed as outlined in SACDC Policy Facility Inspections.

A. The facility's pest control service is preformed monthly by an outside contractor. (SC Min 3003a, 5-ALDF-1A-03)

B. Maintenance repairs will be the responsibility of Charleston County facilities maintenance or a contracted vendor. Staff will utilize the facility repairs page located on the intranet for reporting and requesting facility repairs. (SC Min 2014-40, 5-ALDF-1A-04)

C. The facility's water supply will be certified annually by Charleston Water Systems in order to maintain compliance with all applicable laws and

regulations. The water and sewage system are approved by county and state health departments and operated in continual compliance with regulations promulgated by those authorities. (5-ALDF-1A-06)

- D. Staff and inmates must receive training for all living-area related cleaning duties.
- E. Housekeeping plans include a daily cleaning schedule for each area, specific assignments for inmate workers, a time schedule for completion and specific instructions for cleaning. The Environmental team oversees the contracted cleaning company to ensure the daily cleaning of corridors and other common areas of the facility are cleaned.

(S.C. Min 3001, 5-ALDF-1A-04)

1. Contracted Cleaning Company Housekeeping Plan:

- a. All floors will be kept clean, dry and free of hazardous substances. Floors will be cleaned by vacuuming, sweeping, dust mopping, and mopping daily and when soiled. A clean mop head shall be used each time. Waxing, cleaning of corridors and unit floors will be done as needed, upon request. When possible, these areas should be cleaned during the evening hours.
- b. Windows, window frames, and windowsills will be cleaned weekly.
- c. Toilets and showers are cleaned daily with proper chemicals;
- d. Waste containers that are non-porous, easily cleaned, weighing less than fifty pounds and with tight fitting lids shall be provided for the storage of solid waste material to control unpleasant odors, vermin, and insects. Waste containers must be lined with plastic bags, which are removed and disposed of in a sanitary manner at least daily and washed weekly at a minimum. (S.C. Min 3002 (a))
- e. Sanitation tools are cleaned and properly stored when not in use.
- f. The first, second, third, and fourth floor of A Tower is cleaned daily. All floors, offices, bathrooms, classroom areas, locker areas, common areas and the weight room will be cleaned.

- g. Waste disposal procedures provide for proper collection, storage, and disposal of all liquid and solid waste accumulations for each area. Each area will ensure all bio-hazardous materials are placed into red containers (bags). These containers will be taken to the biohazard barn for storage until collected by the contracted disposal company. The biohazard materials are collected once a week by an outside vendor. (5-ALDF-1A-02)

2. Daily Cleaning Schedules:

Housekeeping plans are distributed and maintained by the Contracted Cleaning Company responsible for the area.

a. Daily Cleaning of B Tower First Floor:

- 1.) Housing Lieutenant's Office area;
- 2.) Staff break area hallway, including the IT office;
- 3.) Mental health office;
- 4.) Records area;
- 5.) Corridor near the front lobby;
- 6.) Visitation booths/area;
- 7.) Lobby;
- 8.) Inactive Records office;
- 9.) Storage closets
- 10.) Staff break room; and
- 11.) Transportation area.

b. The second, third, and fourth floor of B and C Towers:

- 1.) Storage closets;
- 2.) Multipurpose rooms;
- 3.) Staff break rooms; and

- 4.) the floors (buffed on Monday, Wednesday, and Friday then using the floor cleaning machine on Saturdays and polished, as necessary);

c. Intake and Processing:

- 1.) Intake search areas;
- 2.) Observation cell;
- 3.) Staff bathrooms;
- 4.) Inmate seating areas;
- 5.) Inmate holding cells;
- 6.) Identification area;
- 7.) Video bond hearing rooms;
- 8.) Medical interview room;
- 9.) Dress out area and showers; and

Note: The heavy-duty cleaning machine will be used to clean the dress out area and showers. The dispensing of chemicals into the machine must be supervised and logged appropriately. 10) Interview rooms.

d. Medical Unit: The inmate worker assigned to the medical unit will:

- 1.) Empty trash cans (including those attached to medical carts);
- 2.) Clean sinks and counter tops;
- 3.) Damp-dust all horizontal surfaces, including shelves, daily;
- 4.) Fill soap dispensers and paper towel dispensers;
- 5.) Vacuum all areas/offices with carpet;
- 6.) Wipe off window seals; and

7.) Polish the inmate showers weekly.

3. The following tasks are periodically completed:

- a. remove all vent covers and vacuum vents/covers;
- b. strip wax from the floors and refinish; and
- c. pull out refrigerators and vacuum the dust from the backs and vents along the front bottom.

F. Inmate Sanitation Responsibilities:

1. Each inmate is responsible for the cleanliness of his/her living area, including the walls, floors, sinks, toilets, windows and other property within the living area. In large housing areas, inmate workers may be assigned these clean-up duties.
2. Nothing will be placed over windows, lights or vents. All personal property will be stored in containers provided, and items on shelves in the rooms will be neatly displayed. No pictures or other wall coverings will be displayed.
3. Cleaning materials will be issued by the Housing Deputies. The inmate is responsible for the proper use and care of these articles. Each morning or when directed, every inmate will sweep and mop the floor of their living area and deposit any trash in the appropriate trash container.
4. Inmate property limits will be enforced during sanitation inspections.

G. General Unit Sanitation:

1. The Unit Deputies will conduct a sanitation inspection at the beginning of each shift and the results entered into the Jail Management System (JMS).
2. Cleaning items will be secured in the janitorial closet. The janitorial closet will contain adequate space for a sink and supplies. The mops will be placed on a rack to ensure drying. Cleaning equipment will be inspected by staff for safety, cleanliness and damage before and after each use.

(SC Min 2014-15, 3001(e))

3. Deputies supervise the dispensing of chemicals and cleaning instruments. The Deputy will make an entry on the Unit Chemical Usage Log (SACDC-365) each time a chemical is dispensed into a bottle or mop bucket. The form shall be posted in the janitorial closet along with the Safety Data Sheets (SDS) for the chemicals in use. The form is returned to environmental upon its completion.

H. Locked Unit Sanitation:

1. Locked unit rooms will be cleaned daily, and as inmates are transferred or released. This will include cleaning the bed and toilet areas and mopping the floor.
2. The assigned inmate worker will clean the common areas while under constant staff supervision.
3. The inmate worker will clean any room that has been vacated. Unit Deputies will search the room before and after cleaning