

## 5-21/007.00 Trash Disposal and Probing

### PURPOSE OF ORDER

The purpose of this order is to establish guidelines and procedures regarding the collection and disposal of trash within the Inmate Reception Center (IRC).

### SCOPE OF ORDER

This unit order shall apply to all personnel assigned to and/or working in any capacity at

IRC, specifically those supervising inmate worker cleaning crews.

### ORDER

To ensure the highest level of security and cleanliness throughout the facility, lead deputies and/or personnel with the responsibility of discarding trash, shall adhere to the following procedures when disposing of trash.

At the end of every shift, the lead deputy at each work location within IRC, shall be responsible for ensuring their work location is clean and ready for the next shift to conduct business. This includes seeing that all trash is collected and disposed of in the designated trash collection area. Personnel shall ensure items which can be fashioned into weapons (i.e., aluminum cans, glass bottles, plastic containers, etc.) are not included within the regular trash. All contraband items, such as those mentioned above, shall be disposed of in the designated contraband containers or trash receptacles outside the secured areas of IRC.

Please refer to IRC's **Unit Order (UO) 8-36/000.00 Contraband Confiscation and Disposal** for additional information on proper contraband disposal.

All other non-contraband trash shall be taken to the facility's designated trash collection area located in the secured corridor between the clinic and bath rear area. This area is designated to hold all the trash within the facility and shall be kept secured when not in use.

*Inmates authorized to bring trash to this area shall not be allowed to dispose of trash unsupervised.*

#### Daily Disposal of Facility Trash

Daily, as needed per shift, IRC logistics personnel responsible for disposing of the **facility trash**, shall ensure the following:

- Supervision of all inmates handling the disposal of trash
- The visual inspection of trash within receptacles
- Probing of trash within the receptacles, (probing shall be conducted in a manner to ensure **no** inmate nor person is inside the bottom of the receptacle)
- Proper disposal of facility trash in the designated receptacles located outside the compound

Proper washing and sanitation of the trash receptacles prior to being brought back into the facility

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