

## **6-04-030 Utility-MRSA Cleanup Officer Duties**

### **Los Angeles County Sheriff's Department**

**Unit Order: #6-04-030**

**CUSTODY SERVICES DIVISION**

**GENERAL POPULATION**

**Effective Date: 03-22-13**

**PITCHESS DETENTION CENTER**

**Revision Date: 08-01-18**

**SOUTH FACILITY**

**Review Date: 08-01-20**

**Subject:** Utility/MRSA Cleanup Officer Duties

**Reference:**

**Unit Commander Signature:**

**Date:**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish the duties of the Pitchess Detention Center (PDC) South Facility utility/Methicillin-resistant Staphylococcus Aureus (MRSA) cleanup officer.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility, particularly custody assistants assigned to work as the utility/MRSA cleanup officer.

**ORDER:**

The PDC South Facility utility/MRSA cleanup officer shall be responsible to the PDC South supervising line deputy, line sergeant, watch sergeant and watch commander.

The responsibilities of personnel assigned as utility/MRSA cleanup officer shall include, but not be limited to the following:

PRIMARY DUTIES

- Maintain cleanliness of the facility
- Order and maintain supplies for cleaning
- Conduct MRSA clean up as necessary

SPECIFIC DUTIES

**AM Shift (Monday through Saturday)**

- After AM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of two inmates)
- Escort the inmate MRSA work crew to the supply room located behind the PDC South inmate dining room (IDR) kitchen office

- Retrieve the utility carts from the MRSA supply room which are stocked with the following items:
  - Brooms
  - Mops
  - Disinfecting Solutions
  - Paper Towels
  - Soap
  - Air Freshener
  - Toilet Paper
  - Trash Bags
  - Facial Tissue
  - Hand Sanitizer
- A vacuum cleaner is also stored in the MRSA supply room
- Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:
  - Administrative building - Clean offices, bathrooms, locker rooms, and glass doors in the main entrance hallway and area outside the main entrance to the building
  - Dental office - Remove trash when open
  - Main hallway (leading to compound) - Clean men/women restrooms, documenting the cleaning on the chart affixed to the restroom doors
  - Maintenance/Title 15 office - Clean/vacuum office and remove trash
  - Infirmary - Remove trash
  - Sergeants Office, report writing room and sink area – Remove trash and clean/vacuum area
  - South Facility desk/main control (South David) - Remove trash and vacuum if needed

- Dog run walkway
- South visiting Area
- Inmate holding areas (adjacent to South visiting area) - Clean trash from surrounding area and vehicle sally port
- Eddie Compound briefing trailer - Remove trash and vacuum as needed
- Return inmate work crew to the MRSA supply room
- Empty and clean utility carts
- Place all collected trash in the trash compactor located in the kitchen dock area
- Process inmate MRSA work crew in the inmate processing area (IPA), give them clean linen and escort them back to their barrack
- Re-order supplies from the cleaning supply list which is provided by the supply warehouse
  - Supplies needed are listed on a Department supply requisition form in duplicate
  - This form goes to operations for approval
  - The requisition is then forwarded to the supply warehouse
  - A log book is kept of supplies ordered along with copies of the processed Department supply form (includes the date of order, supplies ordered, and item numbers)
- Take a 40 minute break during the shift, if time permits
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office

**Note** - When necessary, scrub, strip and polish floors in bathrooms and locker rooms

### **PM Shift (Monday and Thursday through Saturday)**

- **After PM count clears, pick up the inmates on the MRSA work crew from their barrack (crew**

**consists of two inmates)**

- Retrieve the utility carts and vacuum cleaner from the MRSA supply room
- **Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:**
  - **Classrooms and chapel in George Compound**
  - **IPA and Inmate Services offices**
  - South visiting office (Friday anytime, and Saturday after visiting hours only)
  - **The visiting center inmate holding areas, surrounding area and vehicle sally port**
  - **Eddie Compound briefing trailer**
  - **IDR restroom**
  - **Empty trash in the administration building including South David, all offices, restrooms and locker rooms**
  - **2115 hours - Pick up trash from each compound**
- **Return inmate work crew to the MRSA supply room**
- **Empty and clean utility carts**
- **Place all collected trash in the trash compactor located in the kitchen dock area**
- **Process inmate MRSA work crew in the IPA, give them clean linen and escort them back to their barrack**
- Take a 40 minute break during the shift, if time permits
  - Sign in/out on the break sheet located in the lobby of the watch sergeant's office
- **Note - Vacuum air vents inside barracks as needed. Pressure wash visiting and South David holding areas, dog run walkway and IDR walkway as needed.**

### **EM Shift (Sunday through Thursday)**

- After EM count clears, pick up the inmates on the MRSA work crew from their barrack (crew consists of two inmates)
- Pick up trash from each compound
- Place all collected trash in the trash compactor located in the kitchen dock area
- Retrieve the utility carts and vacuum cleaner from the MRSA supply room
- Clean the following locations which includes, but is not limited to sweeping, mopping, vacuuming, cleaning with disinfectant, emptying trash and replenishing supplies as needed:
  - Administrative building - Clean offices, bathrooms, locker rooms, and glass doors in the main entrance hallway and area outside the main entrance to the building.
  - Main hallway (leading to compound) - Clean men/women restrooms, documenting the cleaning on the chart affixed to the restroom doors
  - Infirmary
  - Sergeants Office, report writing room and sink area – Remove trash and clean area
  - South David - Remove trash
- 1600 hours - Collect inmate breakfast from the in/out shack dog run (will be dropped off by PDC ranch kitchen)
- Distribute breakfast to the personnel in each compound
- Collect items from contraband bins as needed
- **Process inmate MRSA work crew in the IPA, give them clean linen and escort them back to their barrack**
- Take a 40 minute break during the shift, if time permits
- Sign in/out on the break sheet located in the lobby of the watch sergeant's office

*\*All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.*

**Revision Date 08/01/18**

**03/22/13 SOUF**

---