

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Sanitation and Hygiene
Subject: Sanitation and Inspections
Policy: 4B-01
Pages: 1 of 2
Standards: ACA 3-JCRF-4B-01
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. Policy:** Written policy, procedure, and practice provide that sanitation and safety inspections of all internal and external areas and equipment are conducted weekly.

The Center complies with the sanitation/health and safety codes of the local and/or state jurisdiction.

Written reports of inspections from local, county, and state regulatory agencies monitoring and regulating sanitation and hygiene are kept on file.

II. Definitions

- A. Daily Occupied Area Inspection Form:** Document detailing areas inspected on the living unit(s), specific concern(s), and if a work order was completed.
- B. Weekly Inspection/Unoccupied Areas and Fire Prevention:** Document detailing areas inspected within the facility, specific concern(s), and if a work order was completed.

III. Procedure

A. Occupied Area Inspection

1. Unit Counselor on the first shift (6 a.m. – 2 p.m.) will complete the Daily Occupied Area Inspection form. The inspecting staff member will inspect the following occupied areas:
 - a. Unit Day Room(s)
 - b. Unit Restroom(s)
 - c. Custodial Closet(s)
 - d. Laundry Area (If applicable)
 - e. Supply Rm.
2. Unit Counselor is required to complete and submit a work order to the Business Manager for any areas requiring repair/ maintenance.
3. The Unit Counselor performing the inspection will submit the Daily Occupied Area Inspection form to the Supervisor on-duty daily for review and approval.
4. The Supervisor on-duty will sign and date the Daily Occupied Area Inspection form and forward it to the Program Coordinator.

B. Unoccupied Areas

1. Unit Supervisor(s) will conduct inspections of all unoccupied areas on a weekly basis.
 1. Control Desk
 2. Conference Room, 1019

3. Hallway Restroom
4. Gymnasium
5. Weight Room
6. Equipment Room
7. Gymnasium Staff Office
8. Staff Locker Room(s)
9. Medical Room
10. Intake: Intake Bathroom, Intake Storage
11. Laundry Room/Storage
12. Dock Area: Maintenance Office, Kitchen Storage, and Electrical Room
13. Kitchen: Two (2) Dry Storage Rooms, Bathroom, and Office
14. Dining Room: janitorial Supply Closet and Bathroom(s)
15. Family Specialist Supervisor Office
16. Two (2) Family Specialist Offices
17. Principal Office
18. Program Coordinator Office
19. Academic Classrooms: Language Arts/History, Math/Science, Phys. Ed./Health, Art, and Life Skills/Special Education.
20. Lobby: Two (2) Bathrooms
21. Administration: Offices, Training Room, Kitchenette, Janitorial Closet, and Two (2) Bathrooms.
22. Garage

2. The Unit Supervisor performing the weekly inspection will complete the Weekly Inspection Report and submit it to the Program Coordinator.
3. Unit Supervisor is required to complete and submit a work order to the Business Manager for any areas of repair/maintenance.

C. Corrective Actions

1. Violations of sanitation/health and safety codes are documented on Work Order requests and forwarded to the Business Manager.
2. The Business Manager will review all submitted work orders and forward them to Maintenance.
3. Areas in violation will be fixed and/or restored to service expeditiously.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Sanitation and Hygiene
Subject: Sanitation and Inspections
Policy: 4B-02
Page: 1 of 1
Standards: 3-JCRF-4B-02
Issue Date: 3/1/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. **Policy:** The facility complies with the sanitation and health codes of the local and/or state jurisdiction.
- II. **Legal Establishment**
 - A. The Center for Adolescent Services (CAS) has the authority to operate as provided in Section 2151.65 of the Ohio Revised Code and is required to operate according to applicable statutory provisions.
 - B. CAS will meet all applicable sanitation and/or health codes established by Montgomery County Board of Health, which has local jurisdiction.
- III. **Procedure**
 - A. Montgomery County Board of Health completes all sanitation and health inspections.
 1. Facility
 - a) The facility is inspected at least annually.
 - i. Areas inspected include, but are not limited to, living units, water fountains, recreation areas, storage, laundry area, bathrooms, and medical areas.
 2. Kitchen
 - a) The Kitchen Supervisor will obtain annual health inspection of the facility and permits for Food Service operation.
 - b) The Kitchen Supervisor will review the inspection results and make corrections, if necessary, within the established time frame.
 - c) The Kitchen Supervisor submits copies of all inspection(s) results and plan of corrective action(s) to the Director.
 - d) The Health Inspector will return, when necessary, and re-inspect for compliance.
 - e) The Kitchen Supervisor will maintain original inspection findings as Court, ACA, and ODYS standards dictate.
 - f) The Kitchen Supervisor will apply for the Food Service Operations License.
 - g) Upon receipt of Food Service Operations License, the Kitchen Supervisor will post license visibly in the food service window.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Sanitation & Hygiene
Subject: Pest Control and Waste Disposal
Policy: 4B-03
Page: 1 of 1
Standards: ACA 3-JCRF-4B-03
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. **Policy:** Written policy, procedure, and practice provide for vermin and pest control, and trash and garbage removal.

Pest control is to be provided by a licensed and/or trained pest control professionals readily available to provide vermin and pest control services. Waste disposal and/or storage will occur in a manner that protects the health and safety of residents, staff and/or visitors.

II. Procedures

A. Waste Disposal

1. The Business Manager will ensure waste removal and disposal is provided is by an independent waste removal contractor.
 - a. Treatment of effluent and sewage is managed by the Village of New Lebanon in compliance with the requirements of the State Water Pollution Control Agency and the Environmental Protection Agency.
 - b. Sanitary methods of handling and disposing of refuse will be used in compliance with the requirements of all local and federal agencies.
 - c. Trash and rubbish will be collected and removed in a manner that avoids creating a menace to health and is done as often as is necessary to maintain sanitary conditions.

B. Pest and Vermin Control

1. The Business Manager will ensure that pest and vermin control is provided by an independent pest and vermin contractor.
2. Regular, preventive treatments are conducted on a monthly basis to control vermin and pests.

C. Pest Reporting

1. Staff are required to report any observations of insects, rodents and/or vermin within the facility through the use of facility work orders.
2. The Business Manager will implement appropriate, corrective action which includes increased and focused pest control treatments.

Montgomery County Juvenile Court Center for Adolescent Services

Chapter: Sanitation & Hygiene
Subject: Water Supply
Policy: 4B-04
Page: 1 of 1
Standards: ACA 3-JCRF-4B-04
Issue Date: 7/26/06
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. **Policy:** The facility's potable water source and supply, whether self-owned or operated by the public water department, is approved by an independent, outside source to be in compliance with jurisdictional laws and regulations.
- II. **Procedures**
 - A. The Business Manager will establish/maintain connection to the Village of New Lebanon Water Supply and will abide by any ordinances, laws and regulations.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Sanitation and Hygiene
Subject: **Housekeeping**
Policy: 4B-05
Page: 1 of 2
Standard: **ACA-3-JCRF-4B-05**
Issued Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that a housekeeping and maintenance plan is in effect to ensure that the facility is clean and in good repair. Specific duties and responsibilities should be assigned to staff and juveniles.

II. Procedure

A. Housekeeping

1. Chemicals for the cleaning of the facility are controlled and dispensed through the facility's Chemical Control Program in Administration.
2. Living Units, Control Desk, Intake & Laundry Room
 - a. The Supervisor on-duty is responsible for assigning housekeeping duties on a daily basis and ensuring the cleanliness of these areas.
 - b. Objectives: Sweeping of main hallway, emptying of trash, cleaning of windows, cleaning of hallway, sinks and showers, shampooing of carpet, etc.
3. Classrooms
 - a. The Principal and/or Lead Teacher is responsible for assigning housekeeping duties on a daily basis and ensuring the cleanliness of these areas.
 - b. Objectives: Sweeping, emptying of trash, cleaning of windows, cleaning of staff restrooms, desks, sinks, carpet, etc.
4. Gymnasium, Weight Rm., Equipment Rm., and Gymnasium Bathroom(s) & Office
 - a. The Principal and/or Lead Teacher is responsible for assigning housekeeping duties on a daily basis and ensuring the cleanliness of these areas.
 - b. Objectives: Sweeping, emptying of trash, cleaning of windows, sinks and showers, etc.
5. Family Specialist Office(s)
 - a. The Family Specialist Supervisor is responsible for assigning housekeeping duties on a daily basis and ensuring the cleanliness of these areas.
 - b. Objectives: Sweeping, emptying of trash, cleaning of windows, cleaning, shampooing of carpet, etc.
6. Medical Office
 - a. The Nurse/EMT-B is responsible for assigning housekeeping duties on a daily basis and ensuring the cleanliness of these areas.
 - b. Objectives: Sweeping, emptying of trash, cleaning of windows, cleaning, etc.

7. Kitchen and Dining Room
 - a. The Kitchen Supervisor is responsible for assigning housekeeping duties on a daily basis and ensuring the cleanliness of these areas.
 - b. Dining Room Objectives: Sweeping, mopping and waxing of floor, cleaning of staff restrooms, etc.

8. Administration and Lobby Area
 - a. The Administrative Team is responsible for assigning housekeeping duties on a daily basis and ensuring the cleanliness of these areas.
 - b. Administrative Area Objectives: sweeping of carpet, cleaning of restrooms, emptying of trash, and inspection of area for insects, etc.
 - c. Lobby Objectives: sweeping of carpet, cleaning of windows, cleaning of restrooms, emptying of trash, and inspection of area for insects, etc.

9. Loading Dock
 - a. The Supervisor on-duty is responsible for assigning housekeeping duties on a daily basis and ensuring the cleanliness of these areas.
 - b. Objectives: sweeping of floor, emptying of trash, and inspection of area for insects, etc.

B. Maintenance

1. Maintenance will be under the direct supervision of Business Manager in conjunction with Montgomery County Public Works.

1. Maintenance Plan
 - c. The Maintenance staff is located in the Loading Dock Mechanical Room and the Garage.
 - d. Maintenance staff is responsible for the oversight of facility equipment, tools, and maintenance. (i.e., heating & cooling system, etc.)
 - e. Requests for service and repairs will be initiated through the completion of a work order.
 - f. Upon review, the Business Manager will distribute Work Order to Maintenance staff and/or make arrangements for an outside contractor to perform the service and/or repair.
 - g. Completed work orders are to be placed in the Business Manager's mailbox.
 - h. The work order is critical to the maintenance process, providing a record of service and repairs, and as a tool for budget planning and future capital needs.
 - i. Annual contracts for the servicing of mechanical equipment will be coordinated and maintained by the Business Manager.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Juvenile Housing
Subject: Clothing and Bedding Supplies
Policy: 4B-06
Page(s): 1 of 1
Standard(s): ACA-3-JCRF-4B-06
Issue Date: 12/2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. Policy:** Written policy, procedure, and practice provide that juveniles are provided with an opportunity to have clean clothing. The facility may provide this in several ways, including access to self-serve washer facilities, central clothing exchange, or a combination of the two. Wash basins in rooms are not sufficient to meet the standard.
- II. Definitions**
- A. Operable: Capable of being used or operated: able to function.
 - B. Laundry equipment: Machinery used to launder, wash and dry, clothing or materials.
 - C. Industrial equipment: Forty (40) pound capacity washer and dryer.
- III. Procedure**
- A. Laundry
 - 1. CAS will maintain one (1) industrial capacity washer and one (1) industrial capacity dryer within the facility.
 - 2. The washer and dryer are located in the designated laundry area and are operated by staff.
 - 3. A resident laundry schedule will be developed within the facility to provide each resident with clean and fresh clothing.
 - B. Laundry Exchange
 - 1. Clothing & Towels
 - i. Resident's program clothing items and towels are collected on a daily basis.
 - ii. Staff provides residents with clean clothing and towels for the next day.
 - 1. Staff reference resident clothing sizes from clothing ID cards.
 - 2. Clothing ID cards are maintained within the Laundry Room.
 - 2. Bedding
 - i. Resident's exchange sheet(s) and pillowcase(s) weekly.
 - ii. Staff provides residents with clean sheet(s) and pillowcase(s) for the next week.
 - iii. Resident's exchange blanket(s) quarterly.
 - iv. Staff provides residents with clean blankets for the next quarter.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Juvenile Housing
Subject: Storage of Youth's Personal Clothing:
Policy: 4B-07
Page(s): 1 of 1
Standard(s): ACA-3-JCRF-4B-07
Issue Date: Jan 2001
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide that the facility provides thorough cleaning and, when necessary, disinfecting of juvenile personal clothing before being stored or before allowing the juvenile to keep and wear personal clothing.

II. Definitions

A. Admission Clothing Inventory & Receipt Form: Document detailing personal property of residents.

III. Procedure

A. Laundering

- a. Staff logs admission clothing on the Admission Clothing Inventory and Receipt form.
- b. Staff places admission clothing and a copy of the Admission Clothing Inventory and Receipt Form within a plastic storage bins labeled with resident's name on Intake.
- c. Third (3rd) shift staff washes new admission clothing items within twenty-four (24) hours of admission.
- d. Third (3rd) shift staff verify washed admission clothing items using the copy of the Admission Clothing Inventory and Receipt form and return all items to the plastic storage bin located on Intake.

B. Storage

- a. All admission clothing is temporarily stored within Intake in a plastic storage bin labeled with resident's name.
- b. The Family Specialist and/or Family Specialist Supervisor will facilitate the release of admission clothing items to parent(s)/guardian(s) within fourteen (14) days of admission.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Sanitation and Hygiene
Subject: Clothing and Bedding Supplies
Policy: 4B-08
Pages: 1 of 1
Standards: ACA 3-JCRF-4B-08
Revised: August 2007
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

I. Policy: Written policy, procedure, and practice provide for the issue of suitable, clean bedding and linen, including two sheets, pillow, pillowcase, one mattress, not to exclude a mattress with integrated pillow, and sufficient blankets to provide comfort under existing temperature controls. There is a provision for linen exchange, including towels, at least weekly. Blanket exchange must be available at least quarterly.

II. Definition:

- A. Operable: Capable of being used or operated: able to function.
- B. Laundry Equipment: Machinery used to launder, wash and dry, clothing, linens, towels, etc.
- C. Industrial Equipment: Forty (40) pound capacity washer and dryer.

III. Procedure

- A. Youth admitted are provided with adequate bedding supplies to include the following:
 - 1. Two (2) sheets;
 - 2. One (1) pillow;
 - 3. One (1) pillowcase;
 - 4. Two (2) blankets; and,
 - 5. One (1) mattress
 - A. Residents clean his/her issued mattress during initial room inspection.
- B. Laundry Facilities
 - 1. The facility will maintain one (1) industrial capacity washer and one (1) industrial capacity dryer within the facility.
 - 2. The washer and dryer are located in the designated laundry area and are operated by staff.
 - 3. A resident laundry schedule will be maintained within the facility.
- C. Laundry Exchange: Towels
 - 1. Towels and washcloths are collected and issued on a daily basis.
- D. Laundry Exchange: Bedding & Mattresses
 - 1. Residents exchange sheet(s) and pillowcase(s) weekly.
 - 2. Staff provides residents with clean sheet(s) and pillowcase(s) for the next week.
 - 3. Residents exchange blanket(s) quarterly.
 - 4. Staff provides residents with clean blankets quarterly.
 - 5. Residents mattresses are cleaned prior to being reissued.

Montgomery County Juvenile Court

Center for Adolescent Services

Chapter: Facility Services
Subject: Bathing and Personal Hygiene
Policy: 4B-09
Page(s): 1 of 4
Standard(s): ACA-3-JCRF-4B-09
Revised: January 1998
Reviewed: October 2014, December 2015, April 2016
Authorized by: Mike Garrett, Director

- I. Policy:** Written policy, procedure, and practice require that articles necessary for maintaining proper personal hygiene are provided to all juveniles.

As part of the admission process, each juvenile should be given soap, a toothbrush, toothpaste or powder, a comb, and toilet paper. Shaving equipment should be made available upon request, and the special hygiene needs of females should be met. Proper personal hygiene improves juveniles' health and medical conditions.

II. Definitions

- A. Resident Request for Program Item(s) Form: Document detailing program item(s) youth can request as necessary.
- B. Permission and Release of Liability Form: document releasing Montgomery County Juvenile Court Center for Adolescent Services from liability in applying hair relaxer and/or flat iron procedure.

III. Procedure

- A. Toilet paper is made available to all youth within unit bathrooms.
- B. Program Item Notification
1. The parent/guardian is provided with a letter indicating what personal hygiene items are required.
 2. This letter requests that the parent(s)/guardian(s) provide the following personal hygiene items prior to or at the time of youth's admission:
 - i. Required Personal Hygiene/Care Items
 - a. Prescribed Medication(s)
 - b. Bar soap and soap container (No body wash)
 - c. Toothpaste, toothbrush and toothbrush container
 - d. Shampoo & Conditioner
 - e. Deodorant Solid (no aerosols)
 - f. Non-perfumed lotion
 - g. Lip balm (lip balm tube with no metal)
 - h. Sanitary Napkins- female
 - i. Shower Cap- female
 - j. Hair bands (no metal on bands) - female
- C. All hygiene items are processed through the assigned Family Specialist for review, approval, and in an effort to inventory.

- D. If parent(s)/guardian(s) is unable to provide or fails to provide one or more of the required personal care/hygiene items, the assigned Family Specialist will notify Family Specialist Supervisor and Program Coordinator(s) in writing and request such items.
- i. Hygiene items will be provided to the youth at no cost.
- E. Each resident is provided a personal hygiene box. All hygiene items are inventoried and the inventory list is maintained on hygiene box.
- F. Resident Request for Program Item(s)
1. Resident(s) can request program item(s) (i.e., Personal Hygiene/Care Items) from their assigned Family Specialist on the first Saturday of each month using the Resident Request for Program Item(s) form.
 2. Family Specialist will expedite the request for item(s) to the parent(s)/guardian(s).
 3. The Family Specialist will log item(s) on the original Program Item Inventory & Receipt form when the requested program item(s) are received.
 - i. The original Program Item Inventory & Receipt form will be maintained within the resident's permanent case file.
 4. The Family Specialist will provide youth with requested item(s).
 5. The Family Specialist will sign and date the Resident Request for Program Item(s) form acknowledging fulfillment of request.
 6. The Family Specialist will forward all completed Resident Request for Program Item(s) form to Administration.
 7. The completed Resident Request for Program Item(s) form is maintained within the resident's permanent case file.
- G. Male Hair Care
1. Haircuts will be conducted the first Monday of every month. The schedule is as follows:
 - i. 1st Monday of the Month: Harbor Unit
 - ii. 2nd Monday of the Month: Pier Unit
 - iii. 3rd Monday of the Month: Dock Unit
 - iv. 4th Monday of the Month: No youth receive haircuts
 - v. 5th Monday of the Month (if applicable): No youth receive haircuts.
 2. All new residents will receive a haircut at the first available haircut session. The first shift, On-duty supervisor will provide the barber with a list of youth scheduled to receive a haircut on Monday.
 3. The medical department is responsible for notifying the On-duty supervisor of any medical restrictions relating to a youth's ability to receive a haircut. This information is reported by the Medical Department on the Medical Restriction Report.
 4. All youth on Orientation, Equip, and Strengthening Family Phases must receive a haircut that is above the ears and above the shirt line. A number one guard should be used while administering these haircuts to ensure youth's scalps to reduce irritation.
 5. No fades or special haircuts shall be granted to youth on Orientation, Equip, and Strengthening Family Phases of the program.
 6. All youth on the Re-Entry Phase must receive a haircut that is above the ears and above the shirt line. Youth on Re-Entry Phase may receive a "Fade" style as long as the haircut meets the haircut standards that have been outlined above.
 7. Youth on Re-Entry Phase may get their haircut in the community. The haircut must meet the standard of above the ear and shirt line and can not exceed a number three guard in length.

8. All haircut instruments are cleaned between haircuts to ensure that proper hygiene procedures are followed. This helps eliminate the spread of bacteria from youth to youth.
9. Youth refusing to get haircut are redirected and warned that refusal will result in a behavioral infraction.
 - i. Youth continuing in refusal will receive an Oppositional Infraction for Refusal to Participate.
10. Youth may refuse a haircut for documented religious reasons only. Religion must be verified and documented in writing by parent/guardian.
11. Youth are prohibited from sharing brushes, combs, or other hair products. This is to help eliminate the spread of bacteria from one youth to another.

H. Female Hair Care

1. Female residents are not required to get their haircut. Female youth must wear hair away from her eyes and in a manner that does not allow the youth to hide contraband in hair.
2. Female youth must wash hair daily and follow proper grooming and hygiene procedures.
3. Flat Iron Process
 - i. Parent/Guardian must sign the Permission and Release of Liability Form prior to completing flat iron procedure.
 - ii. Assigned Family Specialist signs form as witness.
 - iii. Each resident may request to get their hair flat ironed once a week.
 - iv. Request is made through assigned Supervisor or Family Specialist.
 - v. The On-duty supervisor must give permission to staff member completing flat iron procedure prior to the beginning of the process.
 - vi. The flat iron will be kept On-duty supervisor's office.
 - vii. The resident receiving the flat iron process will be separate from the group such as Intake area or classroom. All other youth must be secured in individual rooms if the process occurs on the unit.
 - viii. Youth are prohibited from handling the flat iron.
4. Hair Relaxer Treatment
 - i. Parent/Guardian must sign the Permission and Release of Liability Form prior to completing hair relaxer treatment.
 - ii. Assigned Family Specialist signs form as witness.
 - iii. Parents are to provide the hair treatment through the assigned Family Specialist.
 - iv. Only "no perms" hair relaxer/conditioners are to be used and product must be approved by Administration prior to use.
 - v. The hair relaxer/conditioner is maintained in the assigned Family Specialist's office prior to use.
 - vi. The On-duty supervisor must give permission to staff member completing hair treatment prior to the beginning of the process.
 - vii. Only one hair treatment at a time will be done on the unit by a staff member. The hair treatment will be conducted after shower time.
 - viii. All youth will be secured in individual room while the hair treatment is being processed.
 - ix. The Hair Treatment should last no longer than one hour in duration.
 - x. All materials are immediately removed from the unit and discarded in trash located on loading dock at the conclusion of hair treatment

I. Shaving

1. Males and Female Residents
 - i. All youth must shave using approved shaving instruments and shave creams.

- ii. Refer to Policy 3A-13 regarding the use and control of shaving razors.
- iii. All youth are permitted to the request to use a shaving razor for hygienic purposes. Shaving may occur only during scheduled hygiene time(s).

2. Male Residents

- iv. Males must be clean shaven at all times. Sideburns should extend to the middle of the ear in length. Supervisors and Unit Counselors must make the determination as to when a youth needs to shave. No mustaches, beards, or goatees are permitted regardless of treatment phase.
- v. Youth refusing to shave are redirected and warned that refusal will result in a behavioral infraction.
 - a. Youth continuing in refusal will receive an Oppositional Infraction for Refusal to Participate.
- vi. Youth may refuse to shave for documented religious reasons only. Religion must be verified and documented in writing by parent/guardian.