State of Iowa Department of Corrections

Policy and Procedures

Policy Number: IO-SE-04
Applicability: Institutions
Policy Code: Public Access
Iowa Code Reference: 158.2, 904
Chapter 3: INSTITUTIONAL OPERATIONS
Sub Chapter: SAFETY AND EMERGENCY PROCEDURES
Related DOC Policies: IO-SE-25
Administrative Code Reference: N/A
Subject: SANITATION PROCEDURES
PREA Standards: N/A
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Effective Date: June 2025
Authority:

1. PURPOSE

To ensure that the Iowa Department of Corrections (IDOC) institutions comply with all applicable health and safety regulations.

2. POLICY

It is the policy of the IDOC to ensure that each of its institutions provide staff and incarcerated individuals with a clean, sanitary living environment consistent with all applicable codes, standards, and sound correctional practice, to maintain a work environment free of recognized physical hazards that may cause accidental injuries, and to eliminate or control substances recognized as environmental hazards. It is the intent of the policy to ensure compliance with the requirements of federal and state safety and environmental health laws, regulations, codes, and standards.

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3. PROCEDURES

A. Incarcerated Individual Sanitation Responsibilities

Each incarcerated individual is required to maintain sanitary living area conditions and shall be responsible for the cleanliness of their cell or living area, including walls, floors, bunks, sinks, toilet, window, and other property within the cell, room, or living area.

B. Segregation and Special Management Sanitation

Segregation and Special Management unit cells shall be cleaned daily by the occupant and as incarcerated individuals are transferred or released. This cleaning shall include keeping the cell free of debris, trash, bed neatly made and appropriately storing property items. Cleaning the sink, toilet areas and mopping the floor shall be performed per the unit scheduled when cleaning supplies are distributed, no less than once weekly.

1. An assigned incarcerated individual under staff supervision shall clean the unit common areas. Staff shall clean high-security units where incarcerated individual workers are not allowed.

2. When a cell has been vacated but not cleaned, the assigned incarcerated individual worker shall clean the room after staff has searched it.

C. Water Supply

An independent auditor shall certify the institution's water supply to ensure compliance with all applicable local laws and regulations. Water and sewage systems shall be approved by local and state health departments, and shall be operated in continual compliance with local regulations.

D. Waste Control and Disposal

1. All IDOC institutions shall have a waste disposal system (liquid and solid wastes) that provides for the collection, storage and disposal in a manner that will avoid nuisance and hazards.

2. All IDOC institutions shall implement a plan for the management of bio-hazardous waste.

3. Each facility will ensure appropriate disposal methods are utilized for fluorescent lamps, used batteries, used oil, and dietary grease.

E. Pest Control

1. The institution shall maintain a contract with a professional pest control service for inspection of the institution, preventative pest control, and eradication when necessary. Institutions may utilize a staff member trained in pest control to meet the above requirement upon receiving prior approval from the IDOC Safety Director. Appropriate staff shall annually review the contract.

2. Staff shall inspect all areas weekly, noting any indication of possible rodent, pest or vermin. Staff shall submit a Maintenance Repair Request/Work Order indicating problem and location to the Plant Operations Manager**.**

F. Laundry

1. Each institution shall develop procedures that ensure laundry services are available at least three times per week. The facility schedule shall be communicated to incarcerated individuals.

2. Provisions shall allow for laundering or the exchange of linens, bedding and towels or access to washing machines at least weekly. Each institution shall establish a location or method for laundering these items that ensures all incarcerated individuals have the means available to obtain clean linen, bedding and towels.

3. Provisions shall be made to ensure a portion of clothing, bedding and linen inventory are laundered with non-detergent soap/clean for those incarcerated individuals who have been deemed by the medical provider to have a skin condition that is aggravated by a detergent-based laundry soap/cleaner.

4. Laundry machines and equipment shall be operated in a safe manner in accordance with manufacturer's specifications and, where applicable established facility or living or housing unit rules and regulations.

5. Mattresses and pillows shall be sanitized with each new incarcerated individual and upon request.

6. All contaminated laundry will be handled according to **IO-SE-25** *Bloodborne Pathogen Exposure Control Plan* - Contaminated Laundry.