COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER JAIL BUREAU	DATE OF ISSUE AUGUST 15, 2025	EFFECTIVE DATE AUGUST 15, 2025	NO. 053-25
SUBJECT: GENERAL ORDER **Sanitation**		DISTRIBUTION **Jail Bureau Personnel**	AMENDS
REFERENCE: NYSSA 118, 119. PART 7015 OF TITLE 9 OF THE OFFICIAL COMPILATION OF CODES, RULES & REGULATIONS OF THE STATE OF NEW YORK (9NYCRR PART 7015)			RESCINDS 053-20

Purpose: To establish and maintain procedures to ensure sanitary conditions within the Monroe County Jail (MCJ) and the Andrew P. Meloni Star Academy (MSA) of the Monroe County Sheriff's Office (MCSO).

Policy: It is the policy of the MCSO to ensure that all areas within the Monroe County Jail (MCJ) and the Andrew P. Meloni Star Acdemy (MSA) are provided with proper equipment in order to create and maintain a sanitary environment. This is in compliance with Part 7015 of Title 9 of the Official Compilation of Codes, Rules and Regulations of the State of New York (9NYCRR Part 7015).

I. General Provisions

A. Sanitation equipment, food service equipment and utensils will be maintained and stored in a safe, secure and sanitary matter at all times. All equipment and utensils necessary to maintain a sanitary condition in the MCJ/MSA will be replaced as needed.

B. Incarcerated individuals (II's) intentionally damaging MCJ/MSA property will be held fully responsible and may be required to pay restitution, subjected to loss of "good time" and/or other disciplinary sanctions pursuant to **JBGO-007 Incarcerated Individual Disciplinary Procedures** and 9NYCRR Part 7006.

II. Sanitation Equipment

A. The Quartermaster's Office will maintain a sufficient supply of sanitation equipment to include but not to be limited to the following:

1. Mops, mop buckets and wringers.
2. Broom heads and handles.
3. Dust pans.
4. Garbage liners and containers.
5. Scrub brushes, sponges and paper towels.
6. Spray bottles and nozzles.
7. Cleaning solutions, disinfectants and floor waxing products.

B. Sanitation equipment will be supplied by the Quartermaster's Office to all housing/booking/reception area's and will be stored and secured in a storage closet within each area. Sanitation equipment will be replaced as necessary upon request in accordance with this directive.

C. Each week, the Quartermaster will deliver sanitation/cleaning supplies to the housing areas within the MCJ. These supplies will be provided as needed (see paragraph B). For the replacement of durable goods such as mop buckets, an Intra-Departmental Correspondence is to be submitted to the Quartermaster and the item(s) will be exchanged one for one. Floor care items such as wax, stripper and buffing pads are ordered and maintained by the 2nd Platoon Jail Sergeant. The Quartermaster will replenish those inventories as requested by the 2nd Platoon Jail Sergeant. Sanitation/Cleaning supplies will be delivered each week to MSA for distribution as needed by the Deputy responsible for supply activities.

D. Staff will inspect all new equipment and ensure that all metal or removable attachments which if in the possession of an II constitutes contraband, is removed from the equipment and from the secure limits of the MCJ/MSA.

III. General Facility Sanitation

A. Housing area staff will ensure housing areas and all surrounding areas are maintained in a sanitary condition. Staff will conduct daily inspections of all II living and common areas within their assigned area. Daily inspections are to be recorded and documented in the housing area's electronic log.

B. Staff will require IIs to clean their individual living space daily and will supply IIs with necessary sanitation equipment to maintain an acceptable living space. IIs, who fail to maintain an acceptable living space in accordance with the Incarcerated Individual Handbook, may be subject to the MCJ/MSA disciplinary sanctions in accordance with **JBGO-007 Incarcerated Individual Disciplinary Procedures** and 9NYCRR 7006.

C. IIs will be permitted to store their commissary items within their living quarters, however the Superintendent or their designee may limit any item(s) that may create an unsanitary environment. IIs will not be permitted to store any food items prepared by the food service agency within their living quarters.

D. Staff will utilize and supply approved trustees with the proper sanitation equipment to facilitate an overall sanitary environment. Approved trustees will not be permitted to work unsupervised in any area of the MCJ/MSA.

E. Approved housing area trustees will clean under active supervision after every meal which will include but not be limited to the following tasks:

1. Sweep and mop the floors.

2. Disinfect all eating areas, toilets, sinks and showers.

3. Empty remains of eating trays into garbage receptacles and secure all food trays on carts.

4. Empty garbage cans and replace with garbage liners.

F. All garbage will be collected twice daily and removed from the facility via the freight elevator and loading dock. Only approved trustees that have outside clearance will be utilized by security staff for trash removal. Constant Supervision will be maintained when utilizing trustees outside the facility.

G. Staff will assign and supervise approved trustees to clean facility bars, walls, screens and windows at a minimum of once every monthly but may do so more frequently as necessary. Cleaning details when outside the housing unit such as on the catwalk will require staff

supervision the IIs to maintain constant supervision of each II during the cleaning detail.

IV. Food Service Sanitation

A. The MCSO maintains a service agreement with a contracted food service agency specified by the Office of the Sheriff to provide meals to IIs housed within the MCJ/MSA. The contracted food service agency is required to maintain a sanitary food service area at all times. In addition, MCSO staff will ensure equipment and utensils used to prepare food, conform to standards of sanitation set by the New York State Department of Health. All equipment and utensils will be installed and maintained to satisfy the following standards:

1. Cleaning of such equipment, utensils and all adjacent areas.

2. Conforms to all applicable State and local building, plumbing, electrical and fire protection regulations.

3. Made of smooth textured material designed to be easily cleaned and durable. The contact surfaces of the equipment will be accessible for cleaning, non-toxic, corrosion resistant and relatively non-absorbent.

B. The contracted food service agency will ensure that the following sanitation procedures are conducted within the food preparation area at all times.

1. Equipment and utensils will be cleaned thoroughly with detergent prior to each use in preparing, holding or serving food.

2. Surfaces of equipment which do not come in contact with food will be cleaned daily at intervals sufficient to ensure that such surfaces are free from accumulated dust, dirt, food particles and other debris.

3. All utensils, food contact and cooking surfaces used in preparation, storage or serving of food and/or beverages will be thoroughly cleaned after each use.

4. After surfaces of equipment and utensils have been cleaned and until they are used, a reasonable effort will be taken to prevent exposure to contamination.

5. Food service supervisors will ensure all refrigerated food storage areas are maintained within the prescribed temperature zones in accordance with the State Department of Health.

6. Employees of the contracted food service agency and trusties assigned to the kitchen will maintain a high level of cleanliness and conform to personal hygienic practices while assigned to the food service area. All persons assigned to the food service area will employ basic hygienic practices to include, but not be limited to washing their hands, wearing gloves and hairnets before preparing food or coming in contact with the food preparation at all times.

C. Sanitation and food service equipment will be inspected and inventoried at the beginning and end of each shift daily. Food service supervisors will document sanitation and food service equipment in the appropriate log(s).

V. Insect and Rodent Control

A. The MCSO maintains a service agreement with a contracted insect and rodent control agency specified by the Office of the Sheriff. The insect and rodent control agency will employ procedures designed to eliminate or minimize insect or rodent infestation, which will

include but not be limited to the following:

1. Proper screening.

2. Eliminating or control of breeding places.

3. Use of safe and effective pesticides.

B. A staff member will be assigned to escort the person(s) applying the pesticides throughout appropriate areas of each facility. In addition, the staff member will document the specific areas serviced in the Jail Maintenance log.

C. Pesticides used or the applicator used in either facility will be maintained in a safe and secure manner, used as directed by the manufacturer and registered by the New York State Department of Environmental Conservation (NYSDEC). All pesticides used within the MCJ/MSA will be applied in accordance with the requirements established by the NYSDEC.

VI. Bio-Waste Handling and Storage

A. Bio-Waste containment supplies are available through the Quartermaster for all departmental operations. Personnel shall handle bio-waste in accordance with accepted industrial hygiene practices and as may be prescribed by NYS Department of Labor, Department of Health, OSHA or PESH regulations and policies as applicable.

B. Bio-Waste containment shall be stored in a designated storage area with controlled access. A NYSDEC certified collections company will collect bio-waste from MCJ on a scheduled basis. MSA bio-waste is taken to the Monroe County Medical Examiner's Office for proper disposal.

C. Bio-Waste Storage rooms will not be used for any other purpose. All Bio-Waste material will be placed into appropriately marked, red Bio-Hazard bags. All bags will be sealed and then placed into the marked bio-waste containers.

1. At MCJ, the Bio-Waste storage room is located on the City Mezzanine and the collection and removal of such will be completed by the contract medical provider on a schedule maintained by the contract medical provider.

2. At MSA, the Bio-Waste storage room is located between the 011-012 doors and maintained in two red secured lockers. Collection and removal of bio-hazard items will be completed by the contract medical provider.

VII. Local Health Department Sanitation Inspection

The Chief Administrative Officer will take appropriate steps to ensure that the local or State health department schedules and conducts annual inspections of the facilities. The annual inspection will ensure compliance with the requirements of 9NYCRR Part 7015 and the New York State Sanitary Code. Results of this inspection will be documented in writing, together with a summary of the action taken to address any deficiencies, and will be maintained on file in Jail Administration.

By Order of the Sheriff,

Todd K. Baxter