

|                                   |               |
|-----------------------------------|---------------|
| <b>Chapter No.</b><br><b>5102</b> | <b>Page 1</b> |
| <b>Issue Date:</b> 02/01/97       |               |
| <b>Revised:</b> 09/24/21          |               |

**Notes and  
References**

**PROGRAM INSPECTIONS**

**I. Inspections**

All written reports of facility inspections by outside parties will be reviewed by the facility Manager and maintained on the premises for a period of five (5) years.

- A. The premises at the Los Prietos Boys Camp (LPBC) are inspected annually by the: Fire Department (biennial), State Fire Marshall (annual), Public Health Department-Environmental Health Division (includes inspections of living quarters, food preparation/dining facilities, menu review for nutrition standards and Medical/Mental Health Services review); United States Forestry Service (USFS) and the Building Department. The Santa Barbara County Education Office provides an annual update of staffing levels and programming. The above inspection reports will be provided to the USFS by the facility Manager, upon request.
- B. The Judge of the Juvenile Court will conduct annual inspections for suitability and compliance with minimum standards.
- C. The Santa Barbara Grand Jury and Juvenile Justice Delinquency Prevention Commission conduct annual inspections of the programs.
- D. The Board of State and Community Corrections will conduct biennial inspections of the facility to ensure compliance with Titles 15 and 24 Minimum Standards for Juvenile Facilities.
- E. Every two (2) years the Institute for Medical Quality (IMQ) inspects medical record keeping, procedures and treatment. Medical services at LPBC are fully accredited by this organization.
  - 1. The Public Health Department conducts a pharmacy review annually.
  - 2. The Public Health Department conducts a review of Medical/Mental Health services annually (see I. A. above).

Accreditation  
Certificate  
posted in  
Medical  
Office

|                             |               |
|-----------------------------|---------------|
| <b>Chapter No.</b><br>5102  | <b>Page 2</b> |
| <b>Issue Date:</b> 02/01/97 |               |
| <b>Revised:</b> 09/24/21    |               |

**Notes and  
References**

**Program Inspections (Continued)**

- F. Monthly Fire and Life Safety and Safety/Security inspections are conducted by designated LPBC staff and documented on the Fire and Life Safety and Safety/Security inspection log.
- G. There will be an annual review and evaluation of the Operations Manual and internal and external security measures (which includes a facility walkthrough) by the facility Manager that will be documented in the Operations manual and Safety/Security log, respectively.
  - 1. Monthly facility safety reviews are conducted and reported quarterly to Professional Standards Unit in accordance with the Injury Illness Prevention Program.
- H. The California Department of Education Nutrition Services Division conducts periodic inspections to ensure nutritious breakfast and lunch meals are served daily, to verify eligibility for revenues, and for participation in the Federal Commodities Program.
- I. To insure compliance with the Conditional Use Permit between the Probation Department and the USFS and with the Maintenance and Operations Plan (MOP), the facility is subject to periodic inspections.
  - 1. There will be a periodic review and evaluation of the Maintenance and Operations Plan for the Los Prietos Boys Camp, with the USFS, by the facility Manager and the USFS Land/Minerals Use Officer.
  - 2. Water usage records will be maintained and available for inspection by the USFS on a monthly basis and via an annualized report upon request, to insure that LPBC water usage does not exceed 240,000 gallons per month.

**II. Building Maintenance and Inspections**

An assigned County General Services Maintenance Worker generally completes or coordinates most building repairs and maintenance at LPBC.

- A. The maintenance of a clean and safe work environment is the responsibility of all staff.

|                                   |               |
|-----------------------------------|---------------|
| <b>Chapter No.</b><br><b>5102</b> | <b>Page 3</b> |
| <b>Issue Date:</b> 02/01/97       |               |
| <b>Revised:</b> 09/24/21          |               |

**Notes and  
References**

**Program Inspections (Continued)**

- B. Staff noting an unsafe situation will report it to the Senior Juvenile Institutions Officer (Sr. JIO) or Deputy Probation Officer, Senior (Sr. DPO) on duty. If the situation can be easily rectified, a staff on duty will do so.
- C. If repairs or new purchases for repairs are necessary, a Sr. JIO or Sr. DPO will complete an automated Facilities Maintenance Work Order online under the General Services tab on the Santa Barbara County Intranet site with an email to the assigned Administrative Office Professional (AOP), Sr. DPOs and Supervising probation Officer (SPO) advising of the request.
- D. On a daily basis, youth, under the direct supervision of staff, clean the kitchen/dining hall, dormitory, office building and school rooms.
- E. Under staff direction, youth are to wear proper safety equipment (i.e., safety glasses, protective gloves, outer clothing) when working with cleaning materials. Staff will take care not to allow youths to mix chemicals.
- F. First Aid kits are located in all buildings and facility vehicles.
- G. Minimal amounts of hazardous materials will be stored on site. Said materials will be locked in solid-sided vented lockers or in the covered fenced tool area, built into the retaining wall area adjacent to the kitchen. Storage of this material onsite will be temporary, pending use or lawful disposal. (Petroleum products will be turned over to the County Garage and other products will be disposed of per County policy).
- H. Cleaning agents and aerosol products will be stored in locked, vented cabinets or in the staff offices or staff restrooms.
- I. Use of chemicals shall be done in accordance to the product label and Safety Data Sheets which may include the use of Personal Protection Equipment (PPE).

**III. Biohazard Disposal**

- A. During normal operations within Santa Barbara County Juvenile facilities the use of razors, needles and dressings that are contaminated with blood or bodily

|                             |               |
|-----------------------------|---------------|
| <b>Chapter No.<br/>5102</b> | <b>Page 4</b> |
| <b>Issue Date: 02/01/97</b> |               |
| <b>Revised: 09/24/21</b>    |               |

## **Program Inspections (Continued)**

## **Notes and References**

fluids require proper handling and disposal. Based upon OSHA standards and medical protocol, these items are to be handled and disposed of in an approved manner. This protocol will address the initial handling, securing, holding area, and disposal of these items.

1. Initial Handling of Contaminated areas/items
  - a. In accordance with Departmental protocol all Probation Department staff are required to attend Blood Borne Pathogens Training class. This course will cover blood borne diseases, bodily fluids, their transmission, exposure control plans, personal protective equipment, Hepatitis B vaccine, response to, disposal of, and decontamination routine for emergencies involving blood or bodily fluids, post-exposure evaluation, and follow up program.
  - b. Staff are directed to abide by the Blood Borne Pathogen guidelines. Whenever blood or bodily fluids are present, it should be considered contaminated. The use of protective barriers in the presence of blood or bodily fluids is always recommended. Cleaning of blood or bodily fluids from environmental surfaces (tables, walls, and floors) shall be done using a freshly mixed solution of one part household bleach to ten parts water.
2. Securing contaminated areas/items
  - a. Contaminated gloves, bandages, gauzes, any type of dressings and all “Sharps” will be secured in designated containers provided by medical staff. Storage containers, including bags, will be provided by the facility medical staff and are considered disposable items.
  - b. Cleaning materials, such as towels and mop heads, as well as contaminated clothing, should be properly secured in the red plastic bio-hazard bags.

|                             |               |
|-----------------------------|---------------|
| <b>Chapter No.<br/>5102</b> | <b>Page 5</b> |
| <b>Issue Date: 02/01/97</b> |               |
| <b>Revised: 09/24/21</b>    |               |

### **Program Inspections (Continued)**

### **Notes and References**

- c. During regular business hours, medical staff will be responsible for securing, transporting and depositing the storage containers. After hours, on-site staff will facilitate this routine.
- 3. Holding Area
  - a. All disposable items will be stored in containers labeled **Biohazard**.
  - b. Contaminated cleaning materials and clothing are maintained in red biohazard bags and placed in the laundry bins to go out on scheduled laundry days.
- 4. Disposal
  - a. Per California Forensic Medical Group (CFMG) policy, items in the **Biohazard** cans will be picked up for disposal every 12 weeks, or as needed, which will be coordinated by medical personnel.

#### **IV. Safety Drills**

Monthly fire and earthquake drills are conducted by designated supervisory or lead staff, shall be entered into the Emergency Event Log, and are documented in the quarterly IIPP report provided to the Professional Standards Unit (PSU).