I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections to control pests and vermin and provide a clean, safe environment for its staff and residents and to establish procedures that ensure those conditions are maintained on a continuous basis.

The consistent use of professional services to control and eliminate vermin and pest is enhanced through early detection, reporting and documentation. Vermin and pest control programs are consistent with applicable health and professional standards.

IV. CONTENTS

Procedure A: Staff Responsibilities
Procedure B: Inspections and Safety Precautions
Procedure C: Documentation

V. ATTACHMENTS

None
VI. PROCEDURES:

Procedure A: Staff Responsibilities

1. Each facility shall implement procedures for the Department's pest and vermin control program. The Maintenance Supervisor shall coordinate and manage the facility's pest and vermin control program.

2. Each facility shall contract with a licensed pest control firm or individual to provide adequate pest and vermin control services. The contracted firm or individual shall be available to provide major services to control and eliminate any identified insect, animal, or vermin that causes or has the potential to create an annoyance, discomfort, or disease which could jeopardize the safety of persons working, living, or using the facility or the surrounding community.

3. The facility's health care authority shall consult with the Deputy Superintendent of Support Services or the Juvenile Facility Operations Supervisor to carry out mass pest control efforts involving ectoparasite control procedures (i.e., personal decontamination/delousing).

4. Staff shall enforce rules and regulations related to the storage of perishable items by residents from meals to prevent opportunistic pestilence such as gnats and rodents. At each facility, staff shall not allow residents to keep insects, rodents or other animals as pets for health and safety reasons unless authorized by a departmental program or facility operation. Where applicable, the program plan for any program involving residents' grooming or care of animals shall include appropriate provisions for establishing and maintaining sanitary conditions.

5. Facility clothing, bedding, and linen shall be inspected for signs of parasites and other pestilence when complaints are received and appropriate corrective action shall be taken to disinfect and eliminate such problems.

6. Staff shall be responsible for identifying, reporting and assisting in the verification of complaints involving pests and vermin. Work orders shall be completed and submitted for review by the appropriate staff when pests or vermin problems are identified. The Maintenance Supervisor or designee shall be responsible for supervising the contracted pest control provider in eradicating pests and vermin.

7. Pest control service providers shall not be allowed to use pest control products that can endanger the health or safety of persons in the facility. Documentation of the products used shall be kept on file by the facility's Maintenance Supervisor and reviewed by the Medical Department for safety.
8. Items that have been contaminated, damaged or destroyed as a result of pests or vermin shall be disposed of appropriately. Resident complaints regarding personal property that is damaged or destroyed as a result of facility attempts to eradicate pests or vermin shall be considered and resolved in accordance with the established grievance process. See Chapter 14, Resident Rights.

Procedure B: Inspections and Safety Precautions

1. Each facility’s daily inspection of housing units shall include checking for the presence of pests or vermin.

2. Major and minor pest and vermin control services shall be completed by the facility’s contracted service provider(s).

3. Each facility and designated work and living areas may be subject to inspection by health department officials. When health department officials cite deficiencies in the pest and vermin control program, corrective actions shall be completed and submitted to the Maintenance Supervisor. A copy of the deficiency report and subsequent pest control services shall be forwarded to the Deputy Superintendent of Support Services.

4. When not in use, materials, devices or substances used for the eradication or control of pestilence or vermin shall be dispensed and stored in appropriate containers, and secured in an area that is inaccessible to unauthorized persons.

5. As necessary, Central Office staff shall be assigned to monitor the facility’s pest and vermin control program on an annual basis and shall report all significant findings to the Commissioner, or designee.

Procedure C: Documentation

1. At each facility, a copy of all documentation related to pest and vermin control shall be forwarded to the Maintenance Supervisor and the Deputy Superintendent of Support Services.

2. Documentation of pest and vermin control shall be maintained for the period required by the health department and/or the Department of Corrections.

VII. PROFESSIONAL STANDARDS:

ACA:

4-JCF-1A-07 (MANDATORY) The facility is clean, sanitary, and safe. The facility complies with applicable federal, state, and local safety, sanitation, and health codes.
1. There is an annual health/sanitation inspection of the facility by appropriate government officials, as required by federal/local/state codes.
2. There are weekly safety and sanitation inspections of all facility areas.
3. Inspections are reviewed, and deficiencies are corrected.
4. The facility’s potable water source and supply, whether owned and operated by the public water department or the institution, is approved by an independent outside source to be in compliance with jurisdictional laws and regulations.
5. Waste is disposed of according to a plan approved by the appropriate regulatory agency.
6. Vermin and pests are controlled.