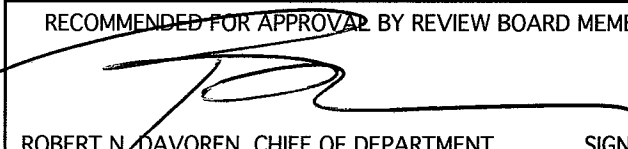



THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input checked="" type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input type="checkbox"/> REVISED		SUBJECT	
EFFECTIVE DATE		*TERMINATION DATE	
04/24/03		/ /	
CLASSIFICATION	SUPERSEDES	DATED	DISTRIBUTION
# 3915			A
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER		AUTHORIZED BY THE COMMISSIONER	
 ROBERT N. DAVOREN, CHIEF OF DEPARTMENT SIGNATURE		 MARTIN F. HORN SIGNATURE	

I. PURPOSE



To establish policy and procedures regarding the implementation of the Safe House/Clean House Program throughout the N.Y.C. Department of Correction (DOC) facilities.

II. POLICY

It shall be the policy of the Department to maintain a safe and sanitary environment in each facility. The Safe House/Clean House Program recognizes the joint effort of both staff and inmates needed to maintain an environment that is secure, safe and clean. This program acknowledges members of the Department and the inmates under their charge for attaining the standards of this initiative.

III. PROCEDURE

- A. Each housing area will be inspected daily by the area supervisor and weekly by the facility's EHO Captain to determine its eligibility for an incentive award pursuant to this Directive. Punitive Segregation Units shall be excluded from the Safe House/Clean House Program.
1. Each housing unit must ensure full compliance with Directive #3901R-A, Housekeeping Procedures. All cleaning procedures outlined in Directive 3901R-A, Section IV. B., Housekeeping for Housing Areas are to be complied with, and inmates shall maintain their housing unit free of dust, dirt, mildew, and soap scum.
 2. The housing area must be free of any infractions and/or incidents relating to violence, as noted in Section III. C. of this Directive.
- B. 1. All area supervisors shall inspect all eligible housing units under their jurisdiction daily to ensure that those housing units are being sanitized in accordance with Directive #3901R-A, Housekeeping Procedures and maintained in a clean condition. Each area supervisor shall instruct the staff

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III. PROCEDURE continued

assigned to the area to immediately remedy any deficiencies observed during their tour of inspection. Officers assigned to a housing unit shall ensure that the housing unit is thoroughly cleaned and sanitized on a daily basis, or more frequently as needed.

2. On a weekly basis a thorough sanitation and cleanliness inspection shall be conducted by the EHO Captain and recorded on the Safe House/Clean House Inspection Form (form #3915, see attachment).
3. The inspections will be conducted Monday through Friday.
4. The Safe House/Clean House Inspection Forms shall be forwarded to the office of the Deputy Warden of Programs on the Monday following the weekly inspection.

C. PROGRAM ADMINISTRATION

1. The Deputy Warden of Security shall provide a listing by housing area of any Infractions/Violent Incidents, which occurred during the week of inspection (the reporting period is Sunday through Saturday), to the Programs office.
2. Violent incidents shall be defined as Use of Force, Assault on Staff, Inmate Fights, Stabbings/Slashings, or Contraband incidents occurring within the housing area.
3. Infractions that will eliminate a housing area for contention shall also include the following:
 - a. Grade I Assault on Staff 101.10 – Assault on inmates 101.12, 101.13
 - b. Grade I Fighting - 101.11, 101.14, 101.15, 101.16, 101.17
 - c. Grade I Contraband – 103.10,103.10.5,103.11,103.12
 - d. Grade II Contraband – 103.13,103.13.5,103.13.7
 - e. Grade I Disrespect of Staff – 109.10,109.11
 - f. Any other Grade I or II offense that has an adverse impact on the safety, security, and sanitation of a facility, deemed appropriate by the Deputy Warden for Security. A written justification of elimination shall be forwarded to the Commanding Officer.

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III. PROCEDURE continued

D. The Deputy Warden of Programs and his/her designees shall administer and manage the program, to include but not limited to: review of infractions and security logbooks, inspection of sanitary conditions, and any other criteria that the Deputy Warden of Programs deems appropriate in ensuring that the mandates of the program are satisfied.

- Note: Facilities with 16 - 25 housing areas will select the top two (2) housing units.
- Facilities with 25 - 45 housing areas will select the top three (3) housing units.
- Facilities with 45 - 65 housing areas will select the top four (4) housing units.
- Facilities with 65 and above housing areas will select the top five (5) housing units.
- Each side in a housing area is to be evaluated as a separate housing unit.



E. Each sheet shall be evaluated to ascertain the total number of points earned during the inspection process. The total points are to be computed to derive at a total score. Once all the scores are tallied, a list of the housing areas which have accumulated the most points in rank order shall be eligible for recognition as outlined below in Section III. F. The Warden or his/her designee and the Deputy Warden of Programs shall review the list before it is posted. The winners for the week will be announced each Wednesday. Once approved by the Warden, the list of scores shall be posted in each housing area.

F. RECOGNITION

The following forms of recognition may be considered by the Commanding Officer. He/she may choose some or all of the options based on their discretion and available resources.

1. UNIFORMED MEMBERS

All correction officers of the command assigned to a steady housing unit, or who have been assigned to a selected area at least (3) three days during the week of selection, shall be eligible to receive a day off of their choice to be deducted from their compensatory time leave balances only if:

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III. PROCEDURES continued

- a. The housing unit has won the award for the third time within a six month period; and
- b. The request is submitted for a day that is within a two (2) week period from the time the third recognition was acknowledged and the day is not a holiday.

2. HOUSING UNIT



The winning housing unit shall be eligible for one of the following rewards:

- a. Have access to a color television and VCR to view a movie that is not on the regular schedule of events. The viewing time frames and movie titles shall be subject to determination by the Deputy Warden of Programs or a designee;
- b. Based on a schedule set forth by the Deputy Warden of Programs, the housing unit shall have an opportunity to have an extended visit session, during Wednesday or Thursday visit hours which is contingent on workload, space capacity and ability to accommodate the additional visits;
- c. Priority participation in Special Events; and/ or
- d. Special Sports Tournaments;
- e. Based on a schedule set forth by the Deputy Warden of Programs, the entire housing unit may be permitted an additional gym period.

G. Quarterly Recognition

On a quarterly basis the programs Captain shall review all inspection forms to determine which housing units have earned the highest number of points for the quarter. The total number of housing units selected shall be determined pursuant to Section III. D. The units with the highest number of points will be eligible for one of the following rewards:

1. A Barbecue or Special Meal Event, depending on the season and availability of food; or
2. A Special Family Day.

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IV. REFERENCE

DIRECTIVE 3901R-A, HOUSEKEEPING PROCEDURES, dated 1/10/02.

V. ATTACHMENT

SAFE HOUSE/CLEAN HOUSE INSPECTION FORM, FORM #3915.

VI. SPECIAL INSTRUCTIONS

- A. Commanding Officers shall promulgate a command level order based on the provisions in this Operations Order.
- B. Commanding Officers shall ensure that the staff and inmates are apprised of this program.



**CITY OF NEW YORK
DEPARTMENT OF CORRECTION**

Form : #3915

Eff. : 04/24/03

Ref. : Dir. 3915



SAFE HOUSE/CLEAN HOUSE INSPECTION FORM

Date:

Housing Area:

A complete inspection is to be made of the entire housing area. The total points allowed for each item listed shall only be given if there are no deficiencies observed. (Example: if all beds are made the area earns a total of five (5) points. If some beds are unmade points shall be deducted not to exceed five (5) points.

If the housing area is found to have any grade I or II offenses as listed in the Inmate Rule Book, the housing area shall have ten (10) points deducted for each violation.

Item Number	Area	Description	Maximum Points	Points Earned
1	Beds	All Beds are Properly Made and Free of Clutter	5	
2	Lockers	All Locker Tops are Clear	5	
3	Floors - Living Quarters and Dayroom	Free of Dirt and Debris	5	
4	Window Sills	Free of Dirt and Debris	5	
5	Walls - Living Quarters, Dayroom, and Hallways	Free of Debris and Graffiti	5	
6	Ceiling Vents	Free of Dirt and Dust	15	
7	Showers	Free of Mildew, Soap Scum, Poned Water, etc.	30	
8	Toilets	Cleaned and Unclogged	5	
9	Bathroom Floors	Clean and Free of Poned Water	5	
10	No Infractions	Contraband, Disrespect of Staff, etc.	10	
11	No Violent Incidents	Use of Force, Assault on Staff, Fights, Stabbings/Slashings, etc.	10	
Total			100	

Name (print):

Rank/Shield:

Signature:

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2012-006394
SENT: 10/16/12 1757 HRS

TELETYPE ORDER NO. HQ -02393-0

DATE OCTOBER 16, 2012

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM MICHAEL HOURIHANE, CHIEF OF DEPARTMENT

SUBJECT LIBERTY 670 AND 671

1. IN AN EFFORT TO KEEP POTENTIALLY HAZARDOUS MATERIALS SUCH AS THE WATER SOLUBLE PACKETS OF LIBERTY 670 AND 671 CLEANING SOLUTIONS FROM BEING USED INAPPROPRIATELY BY THE INMATE POPULATION, THE FOLLOWING PROCEDURES SHALL BE ADHERED TO WITHOUT EXCEPTION.

2. THE LIBERTY 670 AND 671 (SOAP BALLS) CONTAINERS SHALL BE SECURED AT ALL TIMES IN LOCKED JANITOR'S CLOSETS ONLY, WHEN NOT IN USE.

3. WHENEVER THE SANITATION DETAIL OR ANOTHER INMATE IS ASSIGNED TO CLEAN A PARTICULAR AREA, THE SOAP BALL WILL BE ISSUED UNDER THE SUPERVISION OF AN OFFICER, WHO SHALL ENSURE THAT WHEN EITHER PRODUCT IS USED, EACH SOAP BALL SHALL FIRST BE MIXED WITH THREE (3) GALLONS OF WATER IN THE MOP BUCKET. STAFF SHALL NEVER PROVIDE INMATES WITH A SOAP BALL UNLESS A BUCKET OF WATER CONTAINING THREE GALLONS OF WATER IS PROVIDED FOR DILUTION AT THE SAME TIME.

4. AT NO TIME IS A SOAP BALL PACKET TO BE REMOVED FROM THE JANITOR'S CLOSET OTHER THAN TO MIX AND DILUTE WITH WATER IN THE MOP BUCKET AS SPECIFIED ABOVE.

5. STAFF IS REMINDED THAT THESE CLEANING PRODUCTS ARE POTENTIALLY HARMFUL IF SWALLOWED OR OTHERWISE USED INAPPROPRIATELY.

6. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS ARE TO ENSURE THAT THE CONTENTS OF THIS TELETYPE ORDER ARE READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS AND POSTED IN THE APPROPRIATE EMPLOYEE AREAS.

AUTHORITY:
OFFICE OF THE CHIEF OF DEPARTMENT
MM/CR