

# POLICY AND PROCEDURES

NUMBER: 602

SUBJECT: Vermin/Pest Control

ACA STANDARDS: 4-ALDF-1A-03

DIRECTOR: Herbert Bernsen

PUBLIC WORK'S FACILITIES MANAGER: Don Scheffing

EFFECTIVE DATE: 1/99 REVISION DATE: 9/06, 11/13



## I. POLICY

The St. Louis County Department of Justice Services will ensure, through the Department of Public Works, that a contract is maintained with a licensed pest control professional to make monthly service visits to the Justice Center for the control of vermin and pests.

## II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff, in cooperation with the Department of Public Works' staff, are responsible for the following procedures.

## III. PROCEDURES

- A. The St. Louis County Department of Public Works is responsible for the contracting of a licensed pest control professional to make monthly and quarterly service visits to the St. Louis County Justice Center.
- B. The Department of Public Works shall maintain a record of all pest control problems and services rendered.
- C. The annual contract with a licensed pest control professional shall provide pest and vermin control services which includes:
  1. Monthly facility inspection of the Justice Center for vermin and pests
  2. Pest/vermin control services on a monthly basis for the loading

dock, waste management areas, kitchen, commissary, warehouse and plumbing chases of the Justice Center

3. Pest/vermin control services on a quarterly basis for the administrative areas of the Justice Center
  4. Emergency (on-call) pest/vermin control services for the Justice Center.
- D. Should vermin and/or pest still be evident at any time following the monthly scheduled treatment, arrangements will be made through the Department of Public Works with the contracted pest control professional to return to the facility to provide additional services. The Watch Commander will contact Public Works Facility Management upon knowledge of any additional pest control services needed.
- E. The control of vermin and pests shall be enhanced through good housekeeping practices. Some preventive measures that will be used are as follows:
1. Housing Unit Floor Officers and supervisory personnel conducting routine housekeeping inspections shall also look for possible vermin and pest control problems. This includes ensuring inmates keep only wrapped commissary food items in their cells. Inmates are not allowed to keep food from meals in their cells.
  2. Staff assigned to other areas of the Justice Center, including the kitchen, commissary, warehouse, laundry, Intake, etc. shall inspect their areas on a weekly basis and look for possible vermin and pest control problems.
- F. The contracted pest control professional shall make certain that poisons or pest control substances are not placed in areas accessible to inmates. If the staff locate any poisons or control substances within the reach of inmates, the items will be removed with caution and the Watch Commander will be notified immediately.