

 <p>Department of Corrections and Community Supervision</p> <p>DIRECTIVE</p>	TITLE		NO. 4912
	Maintenance of Living Quarters		DATE 10/27/2025
SUPERSEDES DIR #4912 Dtd. 06/03/22	DISTRIBUTION A B	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 5-ACI-3B-04; Directive #4913	APPROVING AUTHORITY 		

I. DESCRIPTION: This procedure is designed to provide reasonable and consistent standards regarding the sanitation, order, and safety of incarcerated individual living quarters; including cells, dormitories, cubicles, and multiple occupancy rooms.

Clean living quarters create a sanitary environment for incarcerated individual living and employee working conditions. A neat appearance builds morale for all.

Under the supervision of security personnel, each incarcerated individual is responsible for adherence to these standards. Assigned security personnel shall enforce the procedures set forth in this directive.

See Directive #4913, "Incarcerated Individual Property."

II. PROCEDURE

A. Incarcerated Individual Responsibilities: Each incarcerated individual is responsible for the clean and orderly arrangement of their living quarters. Their daily responsibilities include:

1. Making up bed neatly upon rising and leaving it neat when leaving the area.
2. Removing wastepaper, excessive newspapers, and trash from living quarters on a daily basis and placing them in the receptacles provided. Paper bags shall not be used as trash receptacles. Non-combustible trash receptacles shall be used in living quarters. Incarcerated individuals may neither possess plastic trash can liners in their living quarters for any reason, nor will they be allowed to store empty plastic bags of any type.
3. Removing excess empty containers, paper bags, and other containers from the living quarters for disposal. Accumulation of such items is not permitted, except for clean deposit-type containers. Accumulations of up to two cases (48 containers total empty and full) are allowable. Incarcerated individuals must turn in empty containers at their next commissary buy.
4. Keeping the floor of the living quarters clean and uncluttered.
5. Keeping the sink and toilet clean at all times.
6. Keeping cell bars, window, sills, and screens clean and dust-free.
7. Keeping unsealed food containers closed to protect food from dust, insects, etc.
8. Keeping eating utensils clean.

9. Keeping the entire living quarter area unobstructed. Curtains, clothing, and other material shall not be placed or hung in such a manner as to limit or obstruct full vision into the living quarters.
10. Keeping cell lighting fixtures free from coverings which create a fire hazard or obstruct illumination.
11. Inspecting the electrical extension cords and appliances for damage (frayed or exposed wires, broken plugs, etc.).
12. Assuring that all medications (vitamins, OTC, and prescription) and safety razors are not left out. They must be secured in their locker when an incarcerated individual is not in their living quarters.
13. Assuring that cell/room lights, audio units, televisions, and tablets are turned off; and that appliances are unplugged when the incarcerated individual is not present in their living quarters.

- B. Display Area: A bulletin board or wall area no larger than eight square feet shall be designated for the hanging of pictures, photographs, and newspaper clippings. Incarcerated individuals will confine pictures, photographs, newspaper clippings, etc., to this area as designated by the facility. Any pictures depicting nude figures, or pictures depicting scantily clad individuals, are to be displayed in such a way that they are not visible to persons passing the incarcerated individual's living quarters. All materials that are attached to the bulletin board or designated wall area must be fixed in such a way that their removal does not deface the area. Incarcerated individuals may not deface their cell/cube walls with graffiti.

In facilities where adherence to this display area specification is not practical, the Superintendent should request an exemption from the Deputy Commissioner for Correctional Facilities.

- C. Security of Possessions: Incarcerated individuals are responsible for the security of possessions in their living quarters at all times. At those facilities where combination padlocks are allowed, only the Department-approved padlocks may be purchased for use on lockers.

- III. **ENFORCEMENT**: Enforcement of incarcerated individual compliance is the responsibility of the Correction Officers assigned to the housing unit with monitoring responsibilities assigned to the uniformed supervisors. Violations may result in disciplinary action.