



*The Commonwealth of Massachusetts*  
*County of Norfolk*

OFFICE OF THE  
SHERIFF



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March 14, 2016

Marian Robertson, Environmental Health Inspector  
Department of Public Health  
Bureau of Environmental Health  
Community Sanitation Program  
5 Randolph Street  
Canton, MA 02021

Dear Ms. Robertson:

Enclosed is a copy of the plan of action report for the Norfolk Sheriff's Office Correctional Center and Dedham Alternative Center in response to the report that was filed for the Department of Public Health Inspection that was conducted on January 15, 2016.

Should you have any questions concerning this plan of action, please do not hesitate to contact me.

Sincerely,

Michael G. Bellotti  
Sheriff of Norfolk County

Enclosure: DPH Plan of Action Report

cc: Gerard Horgan, Superintendent of Operations  
Steve Randall, ADS of Support Services  
David Munchbach, Sgt/EHO  
Marylou Sudders, Secretary, EOHHS  
Carol Higgins O'Brien, Commissioner, DOC  
William Welch, Massachusetts Senate Clerk  
Steven T. James, Massachusetts House of Representatives Clerk

**Norfolk Sheriff's Office  
Correctional Center and Dedham Alternative Center  
February 2016 Department of Public Health Plan of Action Report**

**Food Service**

**Staff Dining**

**Main Area**

FC 6-501.11

Maintenance and Operation; Repairing: Facility not in good repair, floor damaged under table

***Plan of Action:***

***Repair of the staff dining area floor will be submitted as a budgetary item with an expected date of completion will be 3/22/16.***

**Female Bathroom**

FC 6-501.12(A)

Maintenance and Operation; Cleaning: Facility not cleaned properly, ceiling vent dusty

***Plan of Action:***

**The ceiling vent in the food service female bathroom was cleaned.**

**Kitchen**

**Janitor's Closet Slop Sink**

FC 5-205.15 (B)

Plumbing System, Operations and Maintenance: Plumbing system not maintained in good repair, slop sink faucet leaking

***Plan of Action:***

***The maintenance department will replace the leaking faucet on the slop sink by 4/11/16.***

**2-Bay Sink**

FC 5-205.15 (B)

Plumbing System, Operations and Maintenance: Plumbing system not maintained in good repair, faucet leaking

***Plan of Action:***

***The maintenance department will replace the leaking faucet on the 2 bay sink by 4/11/16.***

**Walk-In Freezer**  
FC 4-501.11(A)

Maintenance and Operation, Equipment: Equipment not maintained in a state of good repair, ice build-up observed on ceiling

**Plan of Action:**

***The ice build-up in the kitchen walk in freezer was removed and will be cleaned on a weekly basis to avoid ice build-up.***

**Receiving Dock**  
**Can Room**  
105 CMR 451.353

Interior Maintenance: Door frame damaged

**Plan of Action:**

***Replacement of the can room door frame will be submitted as a budgetary item with an expected completion date of 8/1/16.***

**Maintenance Department**  
**Break Room**

FC 4-501.11 (B)

Maintenance and Operation, Equipment: Equipment components not maintained in a state of good repair, refrigerator gaskets damaged

**Plan of Action:**

**The maintenance department will replace the refrigerator gaskets by 4/11/16.**

**Laundry**

**Small Chemical Room**  
105 CMR 451.353\*

Interior Maintenance: Floor Damaged

**Plan of Action:**

**The maintenance department will repair the floor damage in the small chemical room by 4/11/16.**

**Intake**  
**Large Holding Cell**  
105 CMR 451.353

Interior Maintenance: Floor paint damaged

**Plan of Action:**

**The maintenance department will paint the floor in the large holding cell in intake by 4/11/16.**

**Holding Cells**

105 CMR 451.353

Interior Maintenance: Floor paint damaged in holding cell #3, 4, and 5

**Plan of Action:**

**The maintenance department will paint the floors in the intake holding cells #3, 4 and 5 by 4/15/16.**

**Medical**

**Inmate Bathroom #1**

105 CMR 451.110(A)\*

Hygiene Supplies at Toilet and Hand wash Sink: No paper towels at hand wash sink

***Plan of Action:***

**Paper towels were immediately re-stocked in inmate bathroom #1 in medical.**

**Cleaning Supply Closet**

105 CMR 451.353\*

Interior Maintenance: Floor paint peeling

***Plan of Action:***

**The maintenance department will paint the floor in the medical cleaning supply closet by 4/20/16.**

**Medical**

**Room #6**

105 CMR 451.353

Interior Maintenance: Door paint damaged

***Plan of Action:***

**The maintenance department will paint the cell #6 door in medical by 4/15/16.**

**Segregation and Isolation Units**

***(Please note that the name of these units have been changed to Special Management Housing)***

**Control Bathroom**

105 CMR 451.123

Maintenance: Door frame rusted

***Plan of Action:***

***Replacement of the segregation control bathroom rusted door frame will be submitted as a budgetary item with an expected completion date of 8/1/16.***

**Isolation Unit**

*(Please note that the name of this unit has been changed to Special Management Unit: SMU)*

Kitchenette Area  
105 CMR 451.130

Plumbing: Plumbing not maintained in good repair, sink faucet leaking

**Plan of Action:** *The maintenance department will repair the leaking faucet in the isolation unit kitchenette area by 4/12/16.*

Cells

105 CMR 451.103

Mattresses: Mattress damaged in cell #7

**Plan of Action:** *The damaged mattress in cell #7 has been replaced.*

AD Segregation Unit

*(Please note that the name of this unit has been renamed Special Housing Unit: SHU)*

**Showers**

105 CMR 451.123

Maintenance: Several sprinkler heads rusted

**Plan of Action:** *Replacement of the sprinkler heads in the Ad Seg (SHU) Showers will be submitted as a budgetary item with an expected date of completion of 8/1/16.*

**Laundry Room**

105 CMR 451.353\*

Interior Maintenance: Floor paint peeling

**Plan of Action:** *The maintenance department will paint the laundry room floor by 4/13/16.*

**Cells**

105 CMR 451.321\*

Cell Size: Inadequate floor space in all cells

**Plan of Action:** *An overcrowding waiver is in effect for all inadequate space issues. With inmate population counts fluctuating, the quality of life for both staff and inmates has not been impacted. Out of cell programming and*

services to include daily access to outside recreation helps to compensate for the cell space deficiencies that exist.

**Pre-Trial Units  
Control Bathroom**  
105 CMR 451.123

Maintenance: Wall paint damaged under soap dispenser

**Plan of Action:**

***The maintenance department will repaint the pretrial control bathroom wall by 4/13/16.***

**Pre-Trial Medium  
Showers**  
105 CMR 451.123

Maintenance: Handicapped showerhead leaking

**Plan of Action:**

***The maintenance department will repair the leaking showerhead in the handicapped control bathroom wall by 4/11/16.***

**Cells**  
105 CMR 451.320\*

Cell Size: Inadequate floor space in all cells

**Plan of Action:**

An overcrowding waiver is in effect for all inadequate space issues. With inmate population counts fluctuating, the quality of life for both staff and inmates has not been impacted. Out of cell programming and services to include daily access to outside recreation helps to compensate for the cell space deficiencies that exist.

**Barber Shop**  
105 CMR 451.353

Interior Maintenance: Floor paint damaged

**Plan of Action:**

***The maintenance department will paint the barber shop floor by 4/13/16.***

**Programs Administrative Area**

**Inmate Bathroom**  
105 CMR 451.123

Maintenance: Ceiling vent dusty

**Plan of Action:**           **The ceiling vent in the inmate bathroom in the program's area was cleaned.**

**Male Staff Bathroom**  
105 CMR 123\*

Maintenance: Ceiling vent dusty

**Plan of Action:**           **The ceiling vent in the male staff bathroom in the program's area was cleaned.**

**House 1A  
Showers**  
105 CMR 451.123

Maintenance: Several light fixture covers rusted

**Plan of Action:**           **The maintenance department will replace the rusted light fixture covers by 4/14/16.**

**Showers**  
105 CMR 451.123

Maintenance: Several sprinkler heads rusted

**Plan of Action:**           **Replacement of the sprinkler heads in House 1A Showers will be submitted as a budgetary item with an expected date of completion of 8/1/16.**

**Cells**  
105 CMR 451.321\*

Cell Size: Inadequate floor space in all cells

**Plan of Action:**           An overcrowding waiver is in effect for all inadequate space issues. With inmate population counts fluctuating, the quality of life for both staff and inmates has not been impacted. Out of cell programming and services to include daily access to outside recreation helps to compensate for the cell space deficiencies that exist.

**House 1B**  
**Cells**  
105 CMR 451.321\*

Cell Size: Inadequate floor space in all cells

**Plan of Action:**           An overcrowding waiver is in effect for all inadequate space issues. With inmate population counts

fluctuating, the quality of life for both staff and inmates has not been impacted. Out of cell programming and services to include daily access to outside recreation helps to compensate for the cell space deficiencies that exist.

**Cells**

105 CMR 451.353

Interior Maintenance: Wall paint damaged in cell #2, 4, and 12

**Plan of Action:**

**The maintenance department will paint the walls in cells #2, 4 and 12 by 4/11/16.**

**House 2A**

**Cells**

105 CMR 451.321\*

Cell Size: Inadequate floor space in all cells

**Plan of Action:**

An overcrowding waiver is in effect for all inadequate space issues. With inmate population counts fluctuating, the quality of life for both staff and inmates has not been impacted. Out of cell programming and services to include daily access to outside recreation helps to compensate for the cell space deficiencies that exist.

**House 3**

Bathroom/Showers

105 CMR 451.123

Maintenance: Ceiling vents dusty throughout area

**Plan of Action:**

**The ceiling vents in the House 3 bathroom was cleaned.**

***Dedham Alternative Center***

**First Floor**

**South Wing**

**Bedrooms**

105 CMR 451.353

Interior Maintenance: Floor damaged in room #18

**Plan of Action:**

**The maintenance department will repair the floor in room #18 by 4/17/16.**



**Bathrooms**

105 CMR 451.123

Maintenance: Ceiling access panels rusted

**Plan of Action:**

**The maintenance department will replace the rusted ceiling access panels by 4/11/16.**