

DATE:	JANUARY 17, 2020
NUMBER:	L.1
SUBJECT:	LAUNDRY SCHEDULE
RELATED SECTIONS:	J.3 , J.4 , M.25 , Q.57 , R.13

PURPOSE

To establish guidelines for laundry exchange and define bedding and clothing allowed each inmate.

POLICY

Inmate bedding, linen and clothing shall be exchanged according to established facility schedules. Each facility will develop laundry procedures and a facility green sheet for the exchange of laundry.

PROCEDURE

I. LAUNDRY SCHEDULE

- A. Laundry hours may vary at each facility.
- B. Laundry pick-up/exchange may be made as needed.

II. STANDARD BEDDING

- A. The standard issue of bedding and linen shall include:
 - 1. One mattress
 - 2. One white towel
 - 3. Two cotton/wool blankets
- B. Exceptions may be made if special circumstances exist (e.g., medical accommodation as determined by medical staff).
- C. One towel shall be issued to each inmate and will be exchanged twice a week.
- D. Two blankets shall be issued to each inmate. One of the blankets will be an alternative to a sheet. The facility commander may authorize the issuance of a third blanket if temperatures warrant. If issued, the third blankets should be distributed beginning the week after Thanksgiving Day and should be recovered the week after Memorial Day. One blanket of the inmate's choosing shall be exchanged on a bi-weekly basis (refer to facility green sheets for blanket exchange schedules).

- E. A Jail Information Management System (JIMS) "Laundry Exchange" log entry will be made to record each exchange. The type of exchange (e.g. "Linen," "Blankets") will be noted in the "Description" field of the log entry. In the event an item is unavailable for the laundry exchange, the deputy of the affected area shall document which item was not exchanged in the "Notes" section of the log entry.

III. SAFETY BEDDING

- A. For safety and security purposes, cotton/wool blankets are prohibited for the following:
 - 1. Mainline male inmates in pre-arraignment housing (San Diego Central Jail and Vista Detention Facility only)
 - 2. Administrative segregation housing
 - 3. Psychiatric Stabilization Units (PSU/WPSU)
 - 4. Enhanced Observation Housing (EOH) units
- B. Inmates housed in the aforementioned units will be issued safety blankets in lieu of the cotton/wool blankets.
- C. For inmates issued two safety blankets, one safety blanket of the inmate's choosing shall be exchanged on a bi-weekly basis (refer to the facility green sheets for safety blanket exchange schedules).
- D. A JIMS laundry exchange log entry will be made to record each exchange. The type of exchange (e.g., "Safety Blankets") will be noted in the "Description" field of the log entry.

IV. CLOTHING EXCHANGE

Inmates shall be offered clothing exchange according to the following guidelines (exceptions may be made if special circumstances exist):

- A. The standard issue of clothing shall include:
 - 1. One pair of footwear
 - 2. Outer color-coded garments as outlined in Detention Services Bureau Policies and Procedures (DSB P&P) I.47
 - a. One appropriately colored shirt
 - b. One pair of appropriately colored pants
 - 3. Under garments (defined as "Whites") as noted below:
 - a. For males – One underwear, one pair of socks and one white t-shirt
 - b. For females – One bra, one pair of socks and two pairs of panties

- c. Upon request, transgender and intersex inmates will be given jail-issued under garments that match with their gender identity (e.g., female undergarments for a transgender female inmate or male undergarments for a transgender male).
- B. Inmates may be issued facility specific clothing (e.g., sweatshirts, sleeping garments, shorts). The issuance and exchange of facility specific clothing will be detailed in facility green sheets.
- C. Outer color-coded garments shall be exchanged once a week.
- D. Socks, undergarments and t-shirts shall be exchanged twice a week. Inmate workers may exchange these items on a daily basis.
- E. Inmates may be permitted to wear other than standard issued clothing at the request of a physician (e.g., medical shoes).
- F. Inmates in EOH for longer than 48 hours will have their green safety garments exchanged as needed based on sanitary conditions (Refer to DSB P&P J.4).
- G. The "Notes" section of the log shall record the names of the inmate(s) receiving the exchange if only specific inmates are receiving the exchange rather than an entire module.
- H. A JIMS "Laundry Exchange" log entry will be made to record each exchange. The type of exchange (e.g., "Blues," "Whites") will be noted in the "Description" field of the log entry. In the event an item is unavailable during the laundry exchange, the deputy of the affected area shall document which item was not exchanged in the "Notes" section of the log entry.
- I. Torn clothing that can be salvaged by sewing or patching shall be delivered to the seamstress at the Las Colinas Detention and Reentry Facility for repair.

V. RELIGIOUS ITEMS

- A. Religious items are tracked in JIMS under "special conditions."
- B. Religious items will be exchanged according to facility schedules within the following guidelines:
 - 1. Prayer Rugs – monthly
 - 2. Religious headwear (e.g., Hijab, Kufi) – weekly
- C. A JIMS "Laundry Exchange" log entry will be made to record each exchange of religious items.
- D. Religious items are tracked in JIMS under "special conditions."

VI. CONTAMINATED LAUNDRY

- A. Medical staff may require a more frequent laundry exchange of items for an ill inmate or for medical reasons. Deputies will coordinate any unscheduled laundry needs.
- B. Contaminated laundry includes clothing, bedding, linen, safety blankets and safety garments that:
 - 1. Are soiled with potentially infectious bodily fluids, such as blood, urine, vomit or feces.
 - 2. Has come in contact with an inmate infested with vermin.
- C. Deputies will have an inmate immediately exchange any item, which is excessively soiled, is contaminated, or the serviceability/odor presents a safety/health risk or hygiene problem.
- D. For contaminated laundry that is washable, deputies will wear any necessary personal protective equipment and seal the item in a blue bag to be sent to laundry. Laundry workers should wash the contaminated laundry in conjunction with laundry services procedures.
- E. For contaminated laundry that is not salvageable, deputies will wear any necessary personal protective equipment and place the item in a clearly marked red biohazard bag. The biohazard bag will be disposed of in compliance with DSB P&P M.41.