

LAUNDRY SCHEDULE

DORMS A-D

Laundry exchange for incarcerated persons in Dorms A-D will take place at the conclusion of their workday. All garments (tans, t-shirts, socks and underwear) and towels will be exchanged.

Workers in the Central Production Center (CPC) will have their laundry exchanged by the Main Kitchen and/or Laundry Deputies at the Main Laundry storage area. Laundry exchange for all other incarcerated persons work crews or workers assigned to vocational positions within the camp (i.e., Dorm Workers, Barbers, and Classroom Assistants) will have their laundry exchanged in Processing. Deputies responsible for the individual work crews will conduct the laundry exchange with the assistance of the Transportation Deputy. The Main Kitchen, Laundry and Processing deputies will make the required entries in their JIMS area activity log at the conclusion of all laundry exchanges.

One blanket (formerly the Sheet) exchange will take place on Monday's during nightshift, in conjunction with weekly hygiene inspection. At the completion of blanket exchange, the Dorm Deputies will log under the drop down entry LAUNDRY EXCHANGE, "one blanket exchanged or offered to each incarcerated person" in the description area of JIMS area activity for Dorms A, B, C, D. If the scheduled laundry does not occur for some reason, a JIMS notation shall be made.

INCENTIVE BASED HOUSING (IBH)

The IBH population will have their garments (tans, shorts, t-shirts, socks and underwear) pillowcases and towels exchanged on Fridays during dayshift. At the completion of the exchanges, the IBH Deputies will make the required entries in their JIMS area activity log.

Kitchen workers and the IBH population will keep their extra clothing folded and, on their beds, or in their bins at all times.

HOUSES 3 & 4

Laundry exchange and hygiene inspection for incarcerated persons in House 3 will be conducted on Tuesdays during nightshift. Laundry exchange and hygiene inspection for incarcerated persons in House 4 will be conducted on Thursdays during nightshift.

All garments (blues, t-shirts, socks, and underwear), one blanket of the incarcerated person's choice, and towels will be exchanged. At the completion of laundry exchange, the Housing Control Deputies will enter the laundry exchanged as required in the description area of the JIMS area activity log, see example below

Blue shirts, blue pants, 2 t-shirts, 2 pairs of socks, 2 under wear, 2 towels and 1 blanket exchanged to all incarcerated persons

EXTRA BLANKETS AND SWEATSHIRTS DURING SEASONAL PERIODS

Extra blankets and sweatshirts are generally issued to incarcerated persons during cold months, or as directed by the Facility Commander and Main Laundry Supervisor. Extra blankets and sweatshirt exchange for Dorms A-D will be conducted on the first Tuesday of the month. Extra blanket and sweatshirt exchange for Houses 3 & 4 will be conducted on the first Thursday of the month.

LAUNDRY TO BE ISSUED

A. Religious items are tracked in JIMS under "special conditions" which is monitored and conducted by the EMRF Programs Deputy on Monday's for the items below.

B. Religious items will be exchanged 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, which is assigned to the EMRF Programs Deputy.

Incarcerated Persons in Houses 3 & 4 will be issued the following items:

One set of outer garments (a pair of blue pants and blue shirt)

Two under garments and towels (2 towels, t-shirts, 2 pairs of socks, and 2 underwear.

One pair of shower shoes

Two blankets

***One extra blanket and sweatshirt to be issued as outlined above

Incarcerated Persons in Dorms A-D will be issued the following items:

One set of outer garments (a pair of tan pants and tan shirt)

One set of under garments and towel (towel, t-shirt, pair of socks, underwear)

One pair of shower shoes

One pair of incarcerated worker tennis shoes

Two blankets

***One extra blanket and sweatshirt to be issued as outlined above

Inside Kitchen workers will be issued the following additional items:

One set of kitchen whites outer garments (pair of white pants and white shirt)

The IBH population will be issued the following additional items:

One additional set of outer garments (a pair of tan pants and tan shirt)

One additional set of under garments (t-shirt, pair of socks, underwear) and towel

SDSD Detention Services Bureau- East Mesa Reentry Facility

DATE: 1/16/2022

NUMBER: L.1.M

SUBJECT: LAUNDRY SCHEDULE

RELATED SECTIONS:

One pair of shorts

One pillowcase