

SDSD Detention Services Bureau—Las Colinas Detention and Reentry Facility Green Sheet

DATE: MAY 6, 2022
NUMBER: L.1.L
SUBJECT: LAUNDRY SCHEDULE

PROCEDURE

I. TYPES AND FREQUENCY OF EXCHANGES

A. Each housing unit will have laundry workers conduct laundry exchange in their unit once per week. The exceptions will be:

1. House 1 (incarcerated workers) will have the means to conduct laundry exchange on their work days, generally at the end of their work shift.
2. Blanket exchange will occur on the 1st and 3rd week of each month on the following schedule:

Monday	House 1
Tuesday	House 2
Wednesday	House 3
Thursday	MOB & PSU
Friday	Houses 4 & 5

3. Religious Items:

- a. A JIMS "Laundry Exchange" log entry will be made to record each exchange of religious items.
- b. Assigned religious items are tracked in JIMS under "special conditions."
- c. Religious items will be exchanged according to the facility housing schedules within the following guidelines:

Prayer rugs – once per month
Religious headwear (e.g. Hijab, Kufi) – once per week

II. LAUNDRY EXCHANGE PROCESS

A. ADMINISTRATIVE SEPARATION

1. An available House 5 deputy will escort the laundry incarcerated workers throughout the housing unit. Laundry exchange will be conducted cell to cell for officer safety. The deputy will ensure each incarcerated person receives appropriately sized clothing. Clothing shall not be excessively baggy or tight.
2. The housing deputy will open the food flap at each cell, one at a time and laundry exchange will be conducted. Each incarcerated person housed in House 5 should

place their dirty laundry through the food flap, which will be collected by one of the laundry incarcerated workers. The clean laundry will be passed through the open food flap to the incarcerated person and the food flap will be closed.

A log entry shall be made into JIMS Area Activity that laundry exchange has been completed and the type of laundry or clothing exchanged.

B. HIGH LEVEL MAINLINE AND MEDICAL OBSERVATION

1. An available House 4 deputy will stand by with the laundry incarcerated workers and instruct the House 4 control deputy to open 2-3 cells at a time for officer safety. The deputy will ensure each incarcerated person receives appropriately sized clothing. Clothing shall not be excessively baggy or tight.
2. The incarcerated persons whose cells were opened will be called into the dayroom with their dirty laundry. They will exchange their laundry and return to their assigned cell.
3. A log entry shall be made into JIMS Area Activity that laundry exchange has been completed and the type of clothing or laundry exchanged.

C. HOUSING UNITS 2 AND 3

1. The housing deputy will stand by with the laundry incarcerated workers and call out a manageable number of cells/cubicles (deputy's discretion) into the dayroom. Each incarcerated person will exchange their laundry and return to their cell/cubicle. Once an incarcerated person has exchanged their laundry, they should remain inside their cell/cubicle until laundry exchange has been completed. The deputy will ensure each incarcerated person receives appropriately sized clothing. Clothing shall not be excessively baggy or tight.
2. A log entry shall be made into JIMS Area Activity that laundry exchange has been completed and the type of clothing or laundry exchanged.

D. INCARCERATED WORKERS

1. Incarcerated workers will conduct their own laundry exchange on a daily basis.
2. Each unit in House 1 will have a room within the housing area which will store laundry for incarcerated workers. There will be specific incarcerated workers assigned as laundry leads who will handle the laundry exchange for the incarcerated workers in House 1. As part of their daily duties, they will need to take all dirty laundry to laundry and bring back clean laundry, ensuring they always have a stock of clean laundry on hand.

III. LAUNDRY SCHEDULE

Monday	House 3	Blues, personals, gowns, sweatshirts, towels, masks
Tuesday	MOB/PSU	Blues, personals, gowns, sweatshirts, towels, masks
	House 5	Blues, personals, gowns, sweatshirts, towels, masks
Wednesday	House 2	Blues, personals, gowns, sweatshirts, towels, masks
Thursday	House 4	Blues, personals, gowns, sweatshirts, towels, masks
Friday	House 1	Restock Closets

IV. LAUNDRY SCHEDULE FOR INCARCERATED WORKERS

Day	Housing Unit	Laundry to be Exchanged
Monday	House 1A	Personals / Towels / White T-shirts / Kitchen Whites / Tans
	House 1B	Personals / Towels / White T-shirts / Kitchen Whites / Tans
	House 1C	Personals / Towels / White T-shirts / Kitchen Whites / Tans / Long Sleeves (Landscaping)
Tuesday	House 1A	White T-shirts / Kitchen Whites / Tans
	House 1B	White T-shirts / Kitchen Whites
	House 1C	White T-shirts / Kitchen Whites / Long Sleeves (Landscaping) / Tans
Wednesday	House 1A	Personals / Towels / Pillowcases / Gowns / Sweatshirts Hand Towels / White T-shirts / Kitchen Whites / Tans
	House 1B	Personals / Towels / Pillowcases / Gowns / Hand Towels / White T-shirts / Kitchen Whites
	House 1C	Personals / Towels / Pillowcases / Gowns / Hand Towels / White T-shirts / Kitchen Whites / Long Sleeves
		Tans (Landscaping)
Thursday	House 1A	White T-shirts / Kitchen Whites / Tans
	House 1B	White T-shirts / Kitchen Whites / Tans
	House 1C	White T-shirts / Kitchen Whites / Tans / Long Sleeves (Landscaping)
Friday	House 1A	White T-shirts / Kitchen Whites / Tans
	House 1B	White T-shirts / Kitchen Whites
	House 1C	White T-shirts / Long Sleeves (Landscaping) / Kitchen Whites / Tans
		Shorts and sweatshirts exchanged once a week