

SDSD Detention Services Bureau – Manual of Policies and Procedures South Bay Detention Facility

DATE:	April 17, 2022
NUMBER:	L.1.S
SUBJECT:	LAUNDRY SCHEDULE

PROCEDURE

I. LAUNDRY EXCHANGE

- A. Laundry exchange will be conducted during night shift.
- B. Laundry exchange will be conducted in conjunction with hygiene inspection.

<u>DAYS</u>	<u>MODULES</u>	<u>ITEMS TO BE DISBURSED</u>	<u>BLANKETS & PRAYER RUGS</u>
MONDAY	1A/1B	WHITES/BLUES	EVERY 1 st & 3 rd MONDAY OF THE MONTH
TUESDAY	2A/2B	WHITES/BLUES	EVERY 2 nd & 4 th TUESDAY OF THE MONTH
WEDNESDAY	<u>Facility Wide</u>	Religious Headwear	
THURSDAY	4A/4B Area 5A	WHITES/BLUES WHITES/BLUES	EVERY 2 nd & 4 th THURSDAY OF THE MONTH
FRIDAY	3A	WHITES/BLUES	EVERY 1 st & 3 rd FRIDAY OF THE MONTH
EVERYDAY	3B	ALL TYPES OF LAUNDRY 2100 -2200 (ONLY)	

II. INCARCERATED WORKER CLOTHING EXCHANGE

- A. Each incarcerated worker will be allowed to have two (2) sets of clothing according to their assigned job. Kitchen workers will have one (1) set of white and one (1) set of tan uniforms and two (2) white rolls. Non-kitchen workers will have two (2) tan uniforms and two (2) white rolls.
- B. Sweatshirts will be exchanged in Module 3B (seasonal). Each incarcerated worker will be required to turn in their sweatshirt. They will be laundered and returned on Friday.

C. At no time will the room storing laundry items/clothes be unlocked without a deputy present. This is to prevent excess laundry within the module.

II. PROTECTIVE CUSTODY LAUNDRY EXCHANGE

A deputy will be present at all times when conducting laundry exchange with incarcerated individuals that are in protective custody. At no time will inmate workers be allowed in the module or conduct laundry exchange without the direct supervision of a deputy.

III. RELIGIOUS ITEMS

In conjunction with blanket exchange, any prayer rug will be available for exchange as well. The religious headwear (ex. Hijabs) will be available for exchange weekly on Wednesdays.