

 Corrections and Community Supervision DIRECTIVE	TITLE Laundry Collection/Distribution		NO. 4070
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SUPERSEDES DIR# 4070 Dtd. 06/06/2017	DISTRIBUTION A B	PAGES PAGE 1 OF 4	DATE LAST REVISED
REFERENCES (Include but are not limited to) Directives #3081, #3086, #4932; ACA Expected Practices 4-4263 & 4-4338 & 4-4340	APPROVING AUTHORITY 		

I. DESCRIPTION: This procedure is designed to provide guidelines for the operation of an efficient collection and distribution system for laundering State issue and non-State issue clothing and flatwork in those facilities which provide centralized laundry service.

The provisions of this directive do not apply in those facilities which have washers and dryers available on the units for inmate use.

II. DEFINITIONS

1. State Issue is the standard issue of clothing and bedding provided to each inmate by the Department.
2. Non-State Issue includes personally owned items of clothing and bedding received from sources other than the Department.
3. Flatwork is defined as sheets, pillowcases, blankets, and towels.
4. Parade System of collection and distribution is accomplished by moving a gallery or more of inmates to the laundry facility, carrying their soiled laundry and [Form #2045A](#), "Laundry Count - Parade."
5. Block System is accomplished by employing inmate porters or inmate laundry workers to collect and distribute checked bags to and from the cell areas.
6. Net Bag System enables inmates who possess net laundry bags to place State issue or non-State issue items, including flatwork, into the net bag(s) if not exchanged on a one-to-one basis. Net bags are white or green in color. The white bag is for sheets, pillowcases, towels, State and non-State issue white items. The green bag is for colored State issue items and any non-State issue colored items. When only one color bag is utilized, white items and colored items should be laundered separately.
7. Cart Cover is placed over the soiled laundry as it is transported to the facility Central Laundry or the laundry room on housing units. Cart covers should be washed on the same schedule as the net bags and placed over the clean laundry upon completion of processing laundry.

III. POLICY

A. Marking of Items/Liability

1. All State issue clothing shall be laundry-marked at the time of issue as set forth in Directive #3081, "Inmate Clothing Issue."

2. If an inmate desires to have a non-State issue clothing item laundered in the facility laundry, it shall be laundry-marked at the time of receipt in the same manner as State issue items. Flatwork shall be marked along an edge to signify non-State issue so that the mark is visible after folding.
3. Any non-State issue item found lacking a laundry-mark shall be held by the supervisor of the laundry for ten consecutive days. If not claimed after ten days, the item should be discarded.
4. The facility shall not be liable for losses incurred in the laundering of items that are not properly marked.

B. Laundry Schedule

1. Each item of State issue clothing and flatwork shall be subject to laundering at the facility laundry to ensure that it is clean and neat. Non-State issue items may be included in the appropriate net bag(s).
2. The laundry schedule will provide for weekly service. Blankets shall be laundered on a quarterly basis in the Central Laundry or State Shop.
3. The laundry service shall be in accordance with a schedule established by the facility upon the approval of the Superintendent.
4. Each of the flatwork items (sheets, pillowcases, and towels) will be placed in the appropriate net bag for laundering or exchange on a one-to-one exchange basis. This is in accordance with a schedule established by the facility upon approval of the Superintendent.
5. Blankets, linens, and towels shall be laundered before reissue.
6. Laundry facilities shall be made available for inmates to have their personal clothing thoroughly cleaned at least once per week.
7. Facilities that do not provide washers and dryers on housing units for individual use shall implement the net bag system to enable inmates to send personal clothing items to the Central Laundry.

C. Mattresses and Pillows

1. Mattresses and pillows will be inspected for excessive wear and soilage. Soiled or worn items will be discarded. Items that pose a security risk due to holes or tearing in the outer material will also be discarded. Items in satisfactory condition will be disinfected with Corcraft Germicidal Cleaner 128 before reissue.
2. Mattresses will be inspected for soilage. To clean observation (OBS) mattresses:
 - a. Prepare a solution of 5 parts Corcraft Hydrogen Peroxide Cleaner and 5 parts water in a spray bottle;
 - b. Apply to the soiled area and let stand for 10 minutes;
 - c. Wipe entire area off;
 - d. Prepare a weaker solution of 1 part Hydrogen Peroxide Cleaner and 10 parts water in a spray bottle;
 - e. Apply to soiled area and let stand for 10 minutes;
 - f. Wipe the entire area off;

- g. Using a clean cloth and plain water, wipe the entire area down; and
 - h. Spray a clean cloth with Corcraft Germicidal Cleaner 128, wipe mattress, and let air dry.
3. Vinyl mattresses shall be thoroughly wiped with Corcraft Germicidal Cleaner 128 and let air dry.
 4. Pillows should be thoroughly wiped with Corcraft Germicidal Cleaner 128 and let air dry.

IV. PROCEDURE

A. Collection of Soiled Laundry - Net Bag System - Block System

1. A designated inmate collects net bags from inmate cells or cubes;
2. A designated inmate brings the soiled laundry to the Correction Officer in charge of the net bag system;
3. The Correction Officer will complete [Form #2045](#), "Laundry Count - Block," for each housing unit transporting laundry to the facility Central Laundry;
4. Inmate will transport the soiled laundry to the facility Central Laundry in a covered cart;
5. The facility Central Laundry Supervisor will inspect the soiled laundry net bags against the count on [Form #2045](#);
6. The facility Central Laundry Supervisor will sign [Form #2045](#) if the physical count matches the count documented by the Correction Officer; and
7. Any errors on the physical count will be noted in red by the facility Central Laundry Supervisor on [Form #2045](#).

B. Collection of Soiled Laundry - Parade System

1. Inmate
 - a. Sorts the soiled items into bags once a week according to the Central Laundry processing schedule; and
 - b. Lists the number of net bags on [Form #2045A](#), "Laundry Count - Parade," and signs it.
2. Laundry Supervisor or Inmate Laundry Worker
 - a. Checks net bag count against list;
 - b. Notes any errors in red;
 - c. Checks for presence of laundry-marks (labels) on each net bag; and
 - d. Replaces or reseals loose labels as appropriate.

C. Inspection

1. The Laundry Supervisor will check for the presence of laundry-marks (labels) on each net bag;
2. The Laundry Supervisor will replace or reseal any loose labels as appropriate on each net bag;

3. Any net bag that is not completely closed (or if items have dropped from it) will be examined by the facility Laundry Supervisor who will determine if it can be processed. If it cannot be processed it will be returned to the Correction Officer on the block or housing unit;
 4. Flatwork that is not processed in the net bags will be exchanged on a one-to-one basis and will be inspected by the Laundry Supervisor;
 5. The facility Central Laundry Supervisor determines whether State issue flatwork requiring replacement due to wear, tear, or loss shall be replaced with "new" or "serviceable" items. Flatwork replacement guidelines are outlined in Directive #3086, "Linen Inventory Control"; and
 6. The Laundry Supervisor determines the disposition of the replaced items.
- D. Distribution of Clean Laundry - Net Bag System - Block System
1. The inmate will return the clean laundry to the Correction Officer at the original pick up location in a covered cart;
 2. The Correction Officer will complete [Form #2045](#), "Laundry Count – Block," and check the clean count against the physical count originally sent to the laundry; and
 3. The inmate will distribute net bags to inmate cells or cubes.
- E. Distribution of Clean Laundry - Parade System: Laundry Supervisor will distribute the laundry to each inmate at the completion of processing at the facility Central Laundry.

V. RESTITUTION

- A. Every attempt should be made to obtain restitution from inmates for all items altered, lost, or purposely damaged. If the inmate responsible for the loss, damage, or alteration refuses to make voluntary restitution, a misbehavior report is issued.
- B. The Laundry Supervisor and Housing Unit Supervisor bear the primary responsibility for confronting inmates who have lost or possess damaged or altered flatwork and for initiating action to secure restitution.
1. The staff member in charge of the area must explain to the inmate the circumstances surrounding the need for restitution. It will further be explained to the inmate that he or she cannot be compelled to sign a disbursement form for restitution.
 2. If after explanation, the inmate agrees to make voluntary restitution for State issued flatware, he or she will fill out [Form #2706](#), "Disbursement or Refund Request," which will be reviewed and signed by the Area Supervisor before forwarding it to the business office for processing.
 3. If the inmate indicates he or she does not feel they are responsible for the loss or damage to the property, a misbehavior report will be filed and the issue will be addressed through the disciplinary process in accordance with Directive #4932, "Chapter V, Standards Behavior & Allowances."