

WEBER COUNTY CORRECTIONAL FACILITY

Volume

INMATE SERVICES

Chapter

JG 04 - INMATE LAUNDRY SERVICES

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JG 04/01.00 **GENERAL**

JG 04/01.01 **Purpose**

The purpose of this chapter is to set forth the policies and procedures for the laundering of inmate and arrestee clothing and linens.

JG 04/01.02 **Cross Reference**

JC 03 - Ancillary Admission Functions

JD 06 - Inmate Disciplinary

Utah State Jail Standards

WCCF Inmate Handbook

JG 04/01.03 **Definitions**

arrestee any person arrested and brought to the WCCF who has not yet been "dressed-in" to the WCCF

direct exchange the process by which the Property Officer exchanges clean issue WCCF property (usually clothing and linen) for soiled issue, item for item

DX Direct Exchange

Floor Officer Correctional Officer assigned to a Housing Unit other than the Control Room

inmate for the purpose of this policy, any person who is "dressed-in" to the WCCF

inmate personal any item of clothing not issued by the WCCF, personally owned by the inmate

laundry towels and all washable WCCF issued clothing items, i.e., pants, shirt, socks, bras, etc.

linen sheet, mattress cover, and pillow case

property officer Correctional Officer/Designee assigned to coordinate and manage property, clothing issue, re-issue, inventory, requisition, laundry services, and inmate personal property storage

set-up items prepared in advance for issue to new arrivals

specially an item not issued upon arrival of an inmate which he/she
authorized items has been authorized to possess

WCCF Weber County Correctional Facility

JG 04/02.00 **LAUNDRY**

JG 04/02.01 **Policy**

It is the policy of the WCCF that:

- A. the WCCF shall maintain a Laundry System using the following standards:
 - 1. Cleanliness Standards

Laundered items should be free of odors and stains which indicate the item is not clean;
 - 2. Replacement Standards

Items issued to inmates should be in good condition:
 - a. having no rips, tears, or separated seams which would render them unserviceable;
 - b. having adequate stretch remaining in elastic areas of the pants and underwear; and,
 - c. having no significant string or fiber missing due to wear or deliberate removal;
- B. items not in good condition shall be discarded, or if possible, repaired by laundry staff;
- C. items to be issued should be inspected during processing by the Laundry Staff for cleanliness and serviceability; however, it shall be the responsibility of the inmate receiving the issued items, at the time of issue, to alert the Property Officer to any clothing found to be damaged, soiled, or otherwise unserviceable;
- D. the laundry system should be sufficient to provide necessary cleaning of issued:
 - 1. clothing;
 - 2. linens; or,
 - 3. miscellaneous items needing or requiring laundering;
- E. all WCCF issue clothing and linens shall be laundered prior to storage; and

- F. when disposal occurs, it shall be fully inventoried and articulated in a written report, and approved in writing by the Shift Sergeant/OIC.

JG 04/02.02 **Rationale**

- A. Written policies and procedures are necessary to set forth the requirements and method for staff to provide inmate laundry services to:
1. promote health and proper hygiene;
 2. assist in protecting the WCCF against vermin, odors, and other unsanitary conditions;
 3. provide clean, serviceable laundry and linen to inmates; and
 4. provide a regular schedule of exchange for laundry and linen.
- B. Laundering of inmate or arrestee personal clothing helps the WCCF maintain a sanitary environment, reduces the likelihood of vermin infestation, and controls odors in the property storage area.
- C. Disposal by WCCF Staff of inmate/arrestee personal clothing found to be so contaminated as to constitute a substantial health hazard to the owner and/or the WCCF or Staff may be necessary to protect the health of the owner of the items and all those who come into contact with them. Although not required, if possible, the WCCF may replace the disposed clothing with clean items of a like nature.

JG 04/02.03 **Procedure: Laundry and Direct Exchange (DX)**

- A. The Property Officer shall:
1. administrator Laundry Room procedures and coordinate with Laundry staff;
 2. complete DX with inmates as scheduled; and,
 3. coordinate unscheduled laundering of inmate personal clothing as necessary.
- B. **Direct Exchange (DX) of Inmate Issued Property**
1. On a regularly scheduled basis, the WCCF shall provide clean laundry to individual inmates. This shall be done by DX of a soiled item for a like clean item, including:
 - a. one pair of pants,

- b. two shirts,
 - c. two pair of socks,
 - d. two pair of underwear,
 - e. one towel,
 - f. two bras (females),
 - g. one mattress cover,
 - h. one pillow case,
 - i. one sheet.
2. When the Property Officer arrives at the Housing Unit with laundry cart:
- a. all inmates shall have ready the items to be exchanged; and,
 - b. all inmates shall go to their cells, close and lock the door; or
 - c. when the housing area is a dorm, all inmates shall go to their assigned bunk where they shall stay, unless otherwise directed, until DX for the entire dorm is completed.
3. The Property Officer should then call each inmate, one at a time, to the cart where:
- a. each item to be laundered should be inspected, accounted for, and deposited into a laundry bin for soiled items;
 - b. clean items should then be issued, and;
 - c. the inmate shall return to his cell/bunk.
4. Inmates shall be responsible for any damage or destruction to WCCF-issued items caused by altering or rendering them unserviceable in a manner not caused by normal and customary wear.
5. Inmates who have destroyed WCCF property are subject to Administrative disciplinary action.

C. Inmate Compliance

Each inmate shall exchange the designated items in the quantities noted unless

excused by the Property Officer for good cause, including:

1. new arrival; or
2. special circumstances resulting in DX being completed before scheduled exchange day (within 24 hours).

D. Laundry Room Staff

1. The Laundry Room Staff shall be responsible for the:
 - a. sorting;
 - b. washing;
 - c. drying;
 - d. folding;
 - e. repair;
 - f. stacking; and,
 - g. storage of the inmate issued items as listed in JG 04.
2. The Laundry Room Staff shall:
 - a. mark new replacement items with a WCCF identifying ink stamp;
 - b. re-stamp items as required;
 - c. assemble set-ups and maintain an adequate supply of set-ups for issue.

JG 04/02.04 **Procedure: Laundry Schedule**

A. Clothing/Towels

1. DX should occur twice weekly.
2. The WCCF Property Officer shall post, and keep current, a schedule outlining when DX shall occur. That schedule shall be available to all inmates.

3. The schedule shall be posted in a conspicuous place and updated as appropriate by the Property Officer.

B. Linen

1. DX should occur once weekly.
2. The WCCF Property Officer will post, and keep current, a schedule outlining when DX shall occur. That schedule shall be available to all inmates.
3. The schedule shall be posted in a conspicuous place and updated as appropriate by the Property Officer.

C. Specially Authorized Items

1. Laundering or cleaning of any Specially Authorized Items may be requested by an inmate through the Floor Officer to the Property Officer as needed.
2. The Property Officer shall determine the need for cleaning and/or whether the WCCF is properly equipped to grant the request.

D. Inmate Worker Clothing

1. Inmate workers may have special clothing needs relative to their individual work assignments.
2. Inmate workers may be provided clean work clothing, on a case-by-case basis, as determined by the Property Officer and the Inmate Work Supervisor, or as directed by competent authority.

JG 04/02.05 **Procedure: Laundering Inmate/Arrestee Personal Clothing**

- A. Inmate/arrestee personal clothing should be laundered when the clothing is to be stored in the WCCF property storage room, and the clothing is:
1. heavily soiled;
 2. vermin infested;
 3. foul smelling;
 4. found to be launderable without concern for:
 - a. contamination of the WCCF; or

- b. damage which may occur to clothing requiring special handling, such as wool or silks.
- B. An inmate may be granted a request that personal clothing be laundered if:
 - 1. the criteria above are met; or
 - 2. special circumstances exist requiring the inmate to wear personal clothing such as:
 - a. court appearance/jury trial;
 - b. other circumstances deemed valid by the Property Officer.
- C. Granting a request to launder inmate personal clothing shall require the availability of:
 - 1. time;
 - 2. staff and mechanical resources; and,
 - 3. the absence of any extraordinary requirement for cleaning for which the WCCF may not be equipped, including:
 - a. dry process cleaning; or
 - b. special handling; and
 - c. the ability of the inmate to pay for services outside the capabilities of the WCCF.
- D. Inmate personal clothing to be laundered should be processed through the WCCF Laundry Room.
- E. The Property Officer shall coordinate the task with laundry personnel, and return the cleaned clothing to property storage, or the inmate (if appropriate) after completion.