

2-01-565 Title 15/Laundry Deputy

RESPONSIBLE TO: Title 15 Supervising Line Deputy

WORK SCHEDULE: Five day post, Monday through Friday (0600-1400; 1400-2200)

GENERAL DUTIES:

The Title 15 Laundry Deputy is responsible for ensuring that Title 15 laundry requirements are met for all inmates housed at North Facility by supervising an inmate work crew and coordinating the distribution and ordering of linen, shoes, and mattresses.

SPECIFIC DUTIES:

- Pick up the laundry truck at South Main Laundry front dock and deliver to North Facility.
- Pick up the laundry work crew from their housing location as early as possible in the shift. Check all work crew assignments and compare with the work crew roster, assuring the correct worker is leaving for his assignment. Always count the number of workers leaving the module. Leave a copy of the list of workers checked out with the affected Dormitory Control Officer (DCO) and Module Control Officer (MCO).
- Work crews will be dressed in green jumpsuits and strip searched prior to their return to their housing location. Utilize inmate processing area personnel to affect the search of the work crews and assist as needed.
- Conduct an hourly count of all inmates assigned to the laundry work crew.
- Ensure that the linen to be exchanged each day is clean, rolled, and in carts, ready for delivery.
- Deliver the clean linen to be exchanged to all the modules on the proper days. Clear both yards prior to delivery and secure both yards after delivery. Pick up all dirty laundry from the modules.
- Ensure that all inner wear (t-shirt, socks, and boxer briefs) are exchanged twice per week, all outerwear (jumpsuit, towel, and sheet) are exchanged once per week and all blankets are exchanged no less than once every three months.
- Supervise the inmate laundry work crew while they unload the clean laundry from the laundry truck and load the dirty laundry. All laundry work crew inmates shall have medical exam gloves, masks, and gowns available for loading the dirty laundry. The Laundry Deputy is responsible for keeping an inventory of all incoming clean laundry from the laundry truck.
- Supervise the cleaning and disinfecting of all laundry carts.
- Conduct a count of the inmate laundry crew immediately after the truck is done being loaded prior to taking it back to South Main Laundry.
- Take the laundry truck back to the South Main Laundry rear dock.
- Determine what laundry needs to be folded each day to maintain an inventory of clean linen ready for laundry exchanges.
- Supervise the inmate laundry work crew as they sort, fold, and roll linen.
- Deliver any linen, shoes, and mattresses to the modules per need and request.
- Order all linen, shoes, property bags, and mattresses needed for the North inmate population from South Main Laundry.

- Ensure that the Inmate Processing Area (IPA) has all the clean linen and property bags needed for processing incoming and court return inmates.
- Keep a storage of clean new linen for special circumstances such as an infestation, quarantine, or Methicillin-resistant Staphylococcus aureus (MRSA) diagnosis.
- Supervise the inmate laundry work crew while they clean and disinfect the laundry area at the end of every shift.
- Contact the classification officer when any inmate worker is released or transferred so they can hire a replacement.
- Maintain immediate security of assigned inmates at all times.
- Work crews reporting to and from work will do so through the rear sally port of the module.
- Work crews are not to mingle or communicate with any other inmates while working.
- Work with the laundry officer and determine if there are any additional duties that need to be performed.

RESPONSIBILITIES OF EVERY DEPARTMENT MEMBER:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.
