

## **2-01-645 Title 15/Laundry Officer**

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

### **SPECIFIC DUTIES:**

- Assist the laundry deputy with picking up the laundry truck at South Main Laundry front dock.
- 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.
- Keep a daily list of all inmate laundry workers.
- 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.
- Supervise the inmate laundry work crew in the laundry area while they organize and stack the incoming clean laundry off the laundry truck. Ensure all clean laundry is stored off the ground.
- Supervise the distribution of cleaning supplies to the inmate workers for the cleaning and disinfecting of laundry carts and laundry sorting area.
- 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.
- Assist the laundry deputy while they return the laundry truck back to South Main Laundry rear dock.
- Supervise the inmate laundry work crew as they sort, fold, and roll linen.
- Ensure that the inmate laundry work crew receives meals and timely restroom breaks.
- Keep an inventory of large sized inmate inner and outer clothing per the inmate population needs.
- Ensure that the Inmate Processing Area (IPA) is cleaned after new inmate arrival and court returnee lines.
- Keep the back storage room clean, organized, and accessible.
- Ensure all cleaning supplies are returned and secured at the end of the shift.
- 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 deputy 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.*

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