

## 3-05-230 Use of Inmate Linens

### PURPOSE OF ORDER:

The purpose of this order is to establish guidelines and procedures regarding the use of county property, specifically inmate linens.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

No one shall use county property for personal purposes. Inmate linens shall not be removed from department facilities and shall be strictly utilized for inmate use only. Specifically, county towels shall not be used by personnel taking showers after utilizing the gym facilities. Employees using those facilities must supply their own towels. Towels shall not be used to clean grills, polish vehicles, brass, badges, or shoes.

In addition, blankets shall not be used to clean up spills, leaks, etc. Personnel shall not direct inmates to utilize blankets and/or towels for such clean-up purposes. Wet-dry vacuums (Shop-vacs) are available as a clean-up tool. A wet-dry vacuum is located on the [REDACTED TEXT] of [REDACTED TEXT] and the [REDACTED TEXT] of [REDACTED TEXT] The Logistics Unit also has rags which may be used for general housekeeping chores. These rags are dyed red and are located in the Laundry room in [REDACTED TEXT] Rags must be ordered in advance when planning large cleaning or repair projects that involve possible spills.

---