

## 5-01-180 Transportation of Injured Civilian Laundry Employees

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**Effective Date:** 05-17-95

**Revision Date:** 03-17-16

**Review Date:** 03-17-18

**Reference:** Laundry Services Procedure Manual R.B. #1-1; MPP 3-02/040.05

### **PURPOSE OF ORDER:**

The purpose of this order is to ensure the proper procedures for transporting civilian laundry employees for minor injuries or illnesses, which occur while on-duty at Pitchess Detention Center (PDC) Laundry Facility.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to PDC South Facility, specifically those working at the Laundry Facility located on the PDC property.

### **ORDER:**

The Laundry Facility is staffed by civilian personnel from Laundry Services and assigned inmate workers from South Facility. PDC South Facility deputies and custody assistants provide security for the Laundry Facility. In the event a minor injury or illness of a civilian employee occurs at the PDC Laundry Facility, the following procedures will be adhered to:

- The civilian laundry supervisor will notify the South Facility watch commander regarding the injury as soon as the situation permits.
- The watch commander will make the appropriate entries regarding the incident in the "Watch Commander's Log."
- If the employee requires non-emergent treatment at a local medical facility, the laundry manager, assistant manager, or supervisor II shall transport the employee to an urgent care facility. If they are unable to transport the employee, the watch commander shall designate personnel to provide transportation.
- In the event of serious injuries and medical emergencies, paramedics shall be summoned by personnel. A supervisor shall ensure treatment is provided by the nearest physician or medical facility. The

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appropriate facility log entries shall also be made.

- The civilian laundry shift supervisor is responsible for completing all corresponding reports, which shall include the following procedures:
    - The laundry supervisor will request and be provided with a Uniform Reporting Number (URN) from the South Facility desk.
    - The employee injury report shall be approved by the laundry manager or assistant manager and forwarded to South Facility operations for retention.
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