

## 5-03-010 Laundry Exchange Procedures

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**Effective Date:** 05-07-97

**Reviewed Date:** 02-01-24

**Reference:** CDM 5-07/010.00, 5-07/020.00; 5-11/060.00; CCR Title 15, Section 3031

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for exchanging inmate linen at Pitchess Detention Center (PDC) South Facility.

#### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

#### **ORDER:**

Laundry exchange shall be conducted Monday through Friday, once per week for each barrack. Laundry exchange shall be overseen by the Inmate Processing Area (IPA) personnel with the help of compound ~~rovers~~ personnel.

All clothing shall be transported, via laundry carts, to the barracks scheduled for clothing exchange. Each inmate shall receive the following items:

- Inmate uniform (once weekly)
- One (1) set of thermals (once weekly)
- Two (2) pair underwear (once weekly)
- Two (2) undershirts (once weekly)
- Four (4) socks/two (2) pairs (once weekly)
- One (1) mattress cover/sheet (once weekly)
- One (1) towel (once weekly)
- One (1) blanket (once monthly)

The above indicated items are mandated to be exchanged per Title 15. The exchange reporting period is Thursday of each week. If laundry exchange cannot be conducted on the assigned shift, the following shift shall facilitate the exchange. If there is any reason why laundry exchange cannot conform to Title 15 requirements, the unit commander shall be notified.

IPA personnel shall announce laundry exchange in the specific compound where the exchange is taking place, using the Department radio, South Facility frequency. Main control desk [REDACTED TEXT] personnel shall use the public announcement (PA) system to advise the inmates to prepare for laundry exchange. IPA personnel shall be assisted in facilitating the exchange by personnel assigned to the compound.

Inmates shall be instructed to place all their personal property and any county issued property that is not being exchanged on their assigned bunk. Inmates shall then receive a clean linen roll (consisting of the items listed above), exit the barrack, and line up in the count box in front of the adjacent barrack.

All items found on, or near inmate bunks which do not fit into the respective inmate's assigned county issued property bags shall be considered contraband and removed from the barracks. All inmates shall be reminded of the contraband policies found in Custody Division Manual (CDM) sections 5-07/010.00, "Contraband Defined" and 5-07/020.00, "Contraband Disposal," prior to laundry exchange.

Compound personnel may search an inmate's property bag but shall not discard or destroy any item unless it expressly fits the definition of contraband per CDM section 5-07/010.00, "Contraband Defined."

If an inmate claims a piece of personal property was removed from their property bag during the search, reasonable accommodations shall be made to allow the inmate to look through the items that were removed from the barrack. Inmates shall not be allowed to look through removed contraband items without direct supervision by compound personnel.

Once the barrack search is complete, all inmates shall be allowed to trade any damaged/torn laundry (one for one) before returning, in a single file line, to their assigned barrack.

Upon completion of laundry exchange, a search report shall be completed for each barrack searched using the Custody Automated Reporting and Tracking System (CARTS) application:

[REDACTED TEXT]

#### INMATE WORKERS

Inmates assigned to work crews shall be issued clean uniforms, underwear, and t-shirts each work day upon completion of their work assignments.

#### INMATES RETURNING FROM COURT

Court returnees shall be issued a complete bedroll and uniform by the processing officer when returning from court, if the court returnee's compound had linen exchange that day.

#### NEW INMATE ARRIVALS

Each new inmate shall be issued one (1) mattress upon arrival at PDC South Facility which shall be returned when the inmate leaves the facility. The inmate shall also be issued a linen roll (consisting of the above listed items), a property bag (if they do not already have one), a hygiene kit, and a blanket.

#### WINTER MONTHS

During winter months, inmates may be issued two (2) blankets, a beanie, and one (1) jacket.

#### LAUNDRY MANAGEMENT

The IPA deputy shall prepare a report by the conclusion of each week indicating the inventory of clean items in stock. The report shall also indicate the amount and type of clothing, linen, and bedding which is anticipated to be needed for the following week. The IPA deputy shall email the prepared list to the Citizen's Commission on Jail Violence (CCJV) lieutenant.

**Revision Date 02/01/24**

**Revision Date 03/25/20**

**Revision Date 08/01/19**

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