5-12-010 Laundry Exchange Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the issuance and regular exchange of inmate clothing, linen, and bedding.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Pitchess Detention Center (PDC), North Facility.

ORDER:

GENERAL DESCRIPTION

Laundry exchange shall be conducted during AM shift, twice per week in each module. Modules 1 and 2 shall be conducted on Mondays and Thursdays. Modules 3 and 4 shall be conducted on Tuesdays and Fridays. Laundry exchange for both modules shall occur at the same time. This schedule may be adjusted due to unforeseen circumstances, holiday schedules, or availability of inmate clothing.

The following is a list of items that shall be exchanged on the assigned days:

- Items exchanged on Mondays and Tuesdays (sheet roll) shall consist of:
  - One (1) Jumpsuit
  - One (1) T-shirts
  - One (1) Pairs of boxer shorts
  - One (1) Pairs of socks
  - One (1) Mattress cover or sheet
  - One (1) Towel
- Items exchanged on Thursdays and Fridays (towel roll) shall consist of:
  - One (1) T-shirts
  - One (1) Pairs of boxer shorts
  - One (1) Pairs of socks
  - One (1) Towel
- Blankets shall be exchanged at the beginning of the month in all four modules.
- If PDC, South Facility main laundry is unable to deliver sufficient laundry items for exchange, North Facility laundry personnel may postpone the exchange of those specific items until adequate inventory is obtained.

LAUNDRY EXCHANGE PROCEDURES

Module personnel shall be responsible for conducting laundry exchange and completing laundry searches for

excess linen in each dorm. Laundry carts shall be placed inside each of the module yard doors or the center core by laundry personnel. Laundry personnel shall communicate with the Module Control Officer (MCO) to ensure the yards are cleared prior to entry and secured upon leaving.

The Dormitory Control Officer (DCO) shall announce laundry exchange to the inmates, announce which items are to be exchanged, and instruct the inmates place all dirty linen into the empty laundry carts.

Inmates shall exit the dorm in a single file line into the yard area, wearing boxers only. The inmates shall be given their clean laundry by module inmate workers as they exit the dorm. Personnel shall supervise the inmate workers issuing laundry to ensure quality and proper fit. After all of the inmates have received their clean laundry, the yard doors shall be closed and the MCO shall monitor the inmates in the yard using the Closed Circuit Television (CCTV) system. The module inmate workers shall remain inside the dorm.

Personnel shall then perform a search of all bunks and common areas within the dorm [REDACTED TEXT]

Once the dorm search is completed, the module inmate workers shall exit the dorm and the inmates in the yard will be allowed to re-enter the dorm. Personnel shall conduct laundry exchange in the same manner for the remaining dorms.

All excess laundry recovered during the dorm search shall be removed from the module by laundry personnel. All excess mattresses shall be removed from the dorm. If the mattress is in good condition, it shall be disinfected and stored in the storage room. If the mattress is unusable, it shall be removed from service.

Module personnel shall notify laundry personnel when the laundry carts are ready for pick-up. All outgoing carts shall be checked by laundry personnel to ensure no inmates or contraband are inside prior to leaving the module. Carts shall not be left unattended when inmates are present.

Personnel shall not subject the inmates to outdoor conditions that would be considered unreasonable while they are in the yard. In the event of inclement weather, the laundry exchange procedures shall be conducted at the discretion of the supervisor overseeing the laundry exchange.

CONTAMINATED CLOTHING EXCHANGE PROCEDURES

Inmates requiring clothing and/or bedding exchange due to vermin infestation or other contamination, shall immediately be issued new linen upon request. Contaminated clothing and bedding shall be placed in a plastic bag marked “contaminated” and removed from the module. All contaminated clothing shall be handled separately from other dirty laundry.

DOCUMENTATION

All searches shall be logged and signed in the electronic Uniform Daily Activity Log (e-UDAL) by the line sergeant or SLD. The line sergeant or SLD shall ensure that a search report (SH-J-434) is generated and submitted to the watch commander. All search reports shall be processed through the Custody Automated Reporting and Tracking System (CARTS). The deputy or custody assistant designated to complete the search report shall be responsible for generating a reference number and submitting the form to the line sergeant for approval as specified through CARTS. In addition all search reports shall be completed and approved by the watch commander by the end of shift.