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Clothing and Linen Exchange
Linen, Clothing Exchange

Revised: 05/23/02
Revised: 01/26/05
Revised: 11/07
Revised: 1/07/09
Revised: 4/29/09
Revised: 5/2010

CLOTHING AND LINEN EXCHANGE

I. POLICY

- A. Facility clothing and linen will be issued and exchanged for all inmates to provide for inmate hygiene and clean living conditions as set forth in the California Administrative Code Minimum Jail Standards.

II. GENERAL INFORMATION

- A. Once a week each inmate is allowed to turn in their issued laundry bag of soiled clothing. Female underwear will be sorted and washed separately as needed.

All issued items will be washed in the clothing bag, except for blankets and shoes.

- B. The initial issued items below will be provided at booking:

1. Two Jumpsuit;
2. One pair of shoes;
3. One pair of Shower Shoes;
4. Two pairs of socks;
5. Two t-shirts;
6. Two pairs of shorts (Four pairs of panties for females);
7. Two nightgowns (females only);
8. Two towels;
9. Two sweatshirts; and

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10. Two bras (females only).
11. Three sheets;
12. Two blankets;
13. 1 Mesh bag

III. LAUNDERING PROCESS

- A Inmates will be responsible for the care of, and will be held accountable for, all clothing, bedding, linen and towels issued to them.
1. It will be the responsibility of each inmate to determine which articles of clothing and linen they wish to have laundered each week and placed into the issued mesh laundry bag.
 2. The nightshift Housing Deputy will inform the inmates to return to their assigned cells or dormitory for laundry to be collected.
 3. Each inmate will have their laundry bag of soiled clothing ready. A knot will be tied at the neck of the bag by grabbing each side of bag and then tying it in two knots. If inmates do not have their mesh bag prepared and ready for collection it will be considered a refusal.
 4. Female underwear will be sorted and laundered separately as needed.
 5. Staff will fill in the Linen and Clothing Exchange form with inmates name, cell #, bag #, and the staff's identification number. One page of the two page form will be kept on the floor deputy's clip board. The second page will be placed on the Laundry Supervisor's desk for the following morning.
 6. The bags will be forwarded to the laundry room in the laundry bins.
 7. Upon the arrival of the bags in laundry, inmate workers will zip-tie the bags under the knot of the neck of the bag to ensure that clothing will not come out during the laundering process. Excess plastic from the zip-tie will be cut off.
 8. After the bags are laundered, the Laundry Supervisor will ensure all the laundered bags are completed by reviewing the Linen and Clothing Exchange form and placed back in the tilt truck.

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9. Finished, laundered bags are then delivered back to the housing areas by staff using the same Linen and Clothing Exchange form that was used when the bags were first collected to be laundered. Staff will enter the criteria for the returned laundry. Each inmate that turned in a laundry bag to be washed will receive their mesh bag and sign for it.

11. Inmate workers shall be used, as necessary, in the collection and delivery of laundry.

IV. LAUNDRY COLLECTION/RETURN SCHEDULE

A. Designated housing units will collect and return laundry on the following schedule:

COLLECT		RETURN
1. Sunday	Modules A and B.	Monday
2. Monday	Module C	Tuesday
3. Tuesday	Module D and ISO, Wing One	Wednesday
4. Wednesday	Wing Two and Three	Thursday
5. Thursday	Wing Four	Friday

B. Inmate workers will be issued clean sets of clothing daily, after the completion of their workday, such as:

1. Kitchen workers
2. Laundry workers
3. Outside crews

C. Prior to returning the inmates mesh laundry bag to them, the Deputy will remove the zip tie with the snippers.

V. SPECIAL CLOTHING

A. If the facility does not have adequate clothing sizes, the Facility Supervisor may authorize inmates to wear their own personal clothes (for example: facility uniforms not large enough or special clothes prescribed by physician, etc.).

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- B. Special clothing shall be issued to those inmates who perform special work assignments such as food service and other specified work.
 - 1. Appropriate protective clothing and equipment (food service - hats, gloves, aprons, etc.) will be issued to inmates participating in special work assignments.
 - 2. Inmates assigned to work assignments outside the facility shall be provided with appropriate clothing and equipment by Department of Transportation personnel or by other agency personnel to whom the inmates are assigned.
 - a. Unless work, climatic conditions, or illness necessitates more frequent clothing exchanges, outer-garments, except footwear, shall be exchanged once a week.
 - b. Inmates assigned to special work assignments (food services, road crew, facility and grounds cleanup, etc.) will be provided appropriate clothing for their job assignment, and shall exchange on an as needed basis.

VI. BLANKETS / FOOTWEAR

- A. Blankets will be exchanged every quarter, or as needed, and will be laundered every quarter or upon the release of the inmate. Blankets will be laundered prior to being reissued to another inmate.
 - 1. Inmates will be initially issued two blankets upon being housed and may receive a third blanket upon approved request.
 - 2. All blankets will be pulled to clean them during the months of:
 - a. February, May, August, and November.
 - 3. Footwear will be exchanged every quarter, or as needed, and will be laundered every quarter or upon the release of the inmate. All footwear will be laundered prior to being issued to another inmate.

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VII. RELEASE OR TRANSFER

- a. Prior to an inmate's release or transfer from the facility, a Corrections Deputy will examine the inmate's cell or dormitory for malicious damage. The inmate will clean the cell or dormitory prior to release.
- b. If no action is required, the inmate will strip the bunk and bundle the balance of the linen, clothing, bedding, etc.
- c. The inmate carrying the bundle to the designated area of the facility by the escorting Corrections Deputy.
- d. Mattresses in Building One will be removed from the cell, cleaned and stored. Mattresses in Building Two will be cleaned and stored on the bunk.
- e. The clothing and linen will be inventoried and examined for malicious damage or shortages. Any damage or shortage will be brought to the attention of the Facility Supervisor.
- f. If there are no shortages or damage, the clothing, linen, and bedding will be placed in the soiled clothing cart to await transfer to the Laundry Room as soon as possible.
- g. Corrections Deputies will ensure that the inmate turns in all County-issued clothing, linen, and bedding prior to being released. Inmates will not be allowed to leave the facility wearing county issued Mendocino County Jail clothing.