I. DESCRIPTION: This procedure is designed to provide guidelines for the operation of an efficient collection and distribution system for laundering State issue and non-State issue clothing and flatwork in those facilities which provide centralized laundry service.

The provisions of this directive do not apply in those facilities which have washers and dryers available on the units for incarcerated individual use.

II. DEFINITIONS

A. State Issue is the standard issue of clothing and bedding provided to each incarcerated individual by the Department.

B. Non-State Issue includes personally owned items of clothing and bedding received from sources other than the Department.

C. Flatwork is defined as sheets, pillowcases, blankets, and towels.

D. The Parade System of collection and distribution is accomplished by moving a gallery or more of incarcerated individuals to the laundry facility, carrying their soiled laundry and Form #2045A, “Laundry Count - Parade.”

E. The Block System is accomplished by employing incarcerated individual porters or incarcerated individual laundry workers to collect and distribute checked bags to and from the cell areas.

F. The Net Bag System enables incarcerated individuals who possess net laundry bags to place State issue or non-State issue items, including flatwork, into the net bag(s) if not exchanged on a one-to-one basis. Net bags are white or green in color. The white bag is for sheets, pillowcases, towels, and State and non-State issue white items. The green bag is for State and non-State issue colored items. When only one color bag is utilized, white items and colored items should be laundered separately.

G. The Cart Cover is placed over the soiled laundry as it is transported to the facility Central Laundry or the laundry room on housing units. Cart covers should be washed on the same schedule as the net bags and placed over the clean laundry upon completion of processing laundry.

III. POLICY

A. Marking of Items/Liability

  1. All State issue clothing shall be laundry-marked at the time of issue as set forth in Directive #3081, “Incarcerated Individual Clothing Issue.”
2. If an incarcerated individual desires to have a non-State issue clothing item laundered in the facility laundry, it shall be laundry-marked at the time of receipt in the same manner as State issue items. Flatwork shall be marked along an edge to signify non-State issue so that the mark is visible after folding.

3. Any non-State issue item found lacking a laundry-mark shall be held by the supervisor of the laundry for ten consecutive days. If not claimed after ten days, the item should be discarded.

4. The facility shall not be liable for losses incurred in the laundering of items that are not properly marked.

B. Laundry Schedule

1. Each item of State issue clothing and flatwork shall be subject to laundering at the facility laundry to ensure that it is clean and neat. Non-State issue items may be included in the appropriate net bag(s).

2. The laundry schedule will provide for weekly service. Blankets shall be laundered on a quarterly basis in the Central Laundry or State Shop.

3. The laundry service shall be in accordance with a schedule established by the facility upon the approval of the Superintendent.

4. Each of the flatwork items (sheets, pillowcases, and towels) will be placed in the appropriate net bag for laundering or exchange on a one-to-one exchange basis. This is in accordance with a schedule established by the facility upon approval of the Superintendent.

5. Blankets, linens, and towels shall be laundered before reissue.

6. Laundry facilities shall be made available for incarcerated individuals to have their personal clothing thoroughly cleaned at least once per week.

7. Facilities that do not provide washers and dryers on housing units for individual use shall implement the net bag system to enable incarcerated individuals to send personal clothing items to the Central Laundry.

C. Mattresses and Pillows

1. Mattresses and pillows will be inspected for excessive wear and soilage. Excessively soiled or worn items will be discarded. Items that pose a security risk due to holes or tearing in the outer material will also be discarded. Items in satisfactory condition will be cleaned and disinfected with a solution of Corcraft Germicidal Cleaner 128 Plus 1 oz. to one gallon of water.

2. To clean and disinfect observation (OBS) mattresses:
   a. Prepare a solution of 5 parts Corcraft Hydrogen Peroxide Cleaner and 5 parts water in a spray bottle.
   b. Apply to the soiled area and let stand for 10 minutes.
   c. Wipe entire area off.
   d. Prepare a weaker solution of 1 part Hydrogen Peroxide Cleaner and 10 parts water in a spray bottle.
   e. Apply to soiled area and let stand for 10 minutes.
f. Wipe the entire area off.
g. Using a clean cloth and plain water, wipe the entire area down.

3. Disinfecting:
   a. Spray a clean cloth with solution of Corcraft Germicidal Cleaner 128 Plus 1 oz. to one gallon of water, wipe mattress or pillow, and let air dry.
   b. After 10 minutes of air drying, mattresses and pillows must be rinsed with a clean cloth and plain water.

IV. PROCEDURE
A. Collection of Soiled Laundry - Net Bag System - Block System
   1. A designated incarcerated individual collects net bags from incarcerated individual cells or cubes.
   2. A designated incarcerated individual brings the soiled laundry to the Correction Officer in charge of the net bag system.
   3. The Correction Officer will complete Form #2045, “Laundry Count - Block,” for each housing unit transporting laundry to the facility Central Laundry.
   4. An incarcerated individual will transport the soiled laundry to the facility Central Laundry in a covered cart.
   5. The facility Central Laundry Supervisor will inspect the soiled laundry net bags against the count on Form #2045.
   6. The facility Central Laundry Supervisor will sign Form #2045 if the physical count matches the count documented by the Correction Officer.
   7. Any errors on the physical count will be noted in red by the facility Central Laundry Supervisor on Form #2045.

B. Collection of Soiled Laundry - Parade System
   1. Incarcerated Individual:
      a. Sorts the soiled items into bags once a week according to the Central Laundry processing schedule.
      b. Lists the number of net bags on Form #2045A and signs it.
   2. Laundry Supervisor or Incarcerated Individual Laundry Worker:
      a. Checks net bag count against list.
      b. Notes any errors in red.
      c. Checks for presence of laundry-marks (labels) on each net bag.
      d. Replaces or reseals loose labels as appropriate.

C. Inspection
   1. The Laundry Supervisor will check for the presence of laundry-marks (labels) on each net bag.
   2. The Laundry Supervisor will replace or reseal any loose labels as appropriate on each net bag.
3. Any net bag that is not completely closed (or if items have dropped from it) will be examined by the facility Laundry Supervisor who will determine if it can be processed. If it cannot be processed, it will be returned to the Correction Officer on the block or housing unit.

4. Flatwork that is not processed in the net bags will be exchanged on a one-to-one basis and will be inspected by the Laundry Supervisor.

5. The facility Central Laundry Supervisor determines whether State issue flatwork requiring replacement due to wear, tear, or loss shall be replaced with “new” or “serviceable” items. Flatwork replacement guidelines are outlined in Directive #3086, “Linen Inventory Control.”

6. The Laundry Supervisor determines the disposition of the replaced items.

D. Distribution of Clean Laundry - Net Bag System - Block System

1. The incarcerated individual will return the clean laundry to the Correction Officer at the original pickup location in a covered cart.

2. The Correction Officer will complete Form #2045 and check the clean count against the physical count originally sent to the laundry.

3. The incarcerated individual will distribute net bags to incarcerated individual cells or cubes.

E. Distribution of Clean Laundry - Parade System: Laundry Supervisor will distribute the laundry to each incarcerated individual at the completion of processing at the facility Central Laundry.

V. RESTITUTION

A. Every attempt should be made to obtain restitution from incarcerated individuals for all items altered, lost, or purposely damaged. If the incarcerated individual responsible for the loss, damage, or alteration refuses to make voluntary restitution, a misbehavior report will be issued.

B. The Laundry Supervisor and Housing Unit Supervisor bear the primary responsibility for confronting incarcerated individuals who have lost or possess damaged or altered flatwork and for initiating action to secure restitution.

1. The staff member in charge of the area must explain to the incarcerated individual the circumstances surrounding the need for restitution. It will further be explained to the incarcerated individual that they cannot be compelled to sign a disbursement form for restitution.

2. If, after explanation, the incarcerated individual agrees to make voluntary restitution for State issued flatware, they will fill out Form #2706, “Disbursement or Refund Request,” which will be reviewed and signed by the Area Supervisor before forwarding it to the Business Office for processing.

3. If the incarcerated individual indicates they do not feel they are responsible for the loss or damage to the property, a misbehavior report will be filed and the issue will be addressed through the disciplinary process in accordance with Directive #4932, “Chapter V, Standards Behavior & Allowances.”