

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INMATE LAUNDRY SERVICES	Policy Number DL-1
		Effective Date 12-18-24
Related Information CP-6, <i>Bloodborne Pathogens</i> DB-2, <i>Shift Logs and Hardbound Logbooks</i> DD-1, <i>Authorized Inmate Possessions</i> DH-3, <i>Searches and Contraband Control</i> DI-3, <i>Restrictive Housing Operation</i> DJ-2, <i>Inmate Disciplinary Procedures</i> DM-1, <i>Inmate Work Program</i> DO-1, <i>Intake Process</i> GJ-5, <i>Crime Scene Management</i> GJ-9, <i>Restraint, Search, and Transportation of Prisoners and Inmates.</i> <i>Informational Handbook for Inmates</i>	Supersedes DL-1 (04-08-22)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the handling and distribution of inmate laundry and to ensure an adequate supply of clean laundry-issued items are available for distribution to meet the needs of the inmate population.

POLICY

It is the policy of the Office to maintain an inmate laundry system to ensure clean laundry-issued items. Laundry-issued items are to be collected, cleaned, and issued in an orderly fashion; and laundry supplies are to be ordered, received, and stored in a secure manner for the safety and security of the applicable custody bureau facility, personnel, and inmates.

DEFINITIONS

Contaminated Laundry: Laundry-issued items which have been exposed to blood or other potentially infectious materials, a parasitic infestation, or any other type of contagious agent.

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where such items are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use, or disposal.

Exposure Incident: A specific skin, eye, other mucous membrane, or parenteral contact with blood or other potentially infectious materials (OPIM) that results from the performance of an employee's duties.

Gross Contamination: Items that would release blood or other potentially infectious materials (OPIM) in a liquid or semi-liquid state if compressed or items that are caked with dried blood, or other potentially infectious materials (OPIM) capable of releasing these materials during handling.

Laundry-issued Items: Jail facility clothing, bedding, and towels issued to inmates. Such items include jail uniform shirts and pants, under garments, nightgowns, socks, shoes, sandals, sheets, blankets, towels, and seasonal items such as thermals for non-temperature controlled areas.

Occupational Exposure: Reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials (OPIM), which may result from the performance of an employee’s duties.

Other Potentially Infectious Materials (OPIM): These include, but are not limited to, the following: any human body fluid visibly contaminated with blood, semen, vaginal secretion, saliva in dental procedures, and/or which may be difficult or impossible to differentiate; any physically unattached tissue or organ from a living or dead human being; or materials or equipment contaminated with any of the above.

Personal Protective Equipment (PPE): Specialized clothing or equipment used by an employee or working inmate to protect themselves from exposure to blood, airborne, or other potentially infectious materials (OPIM).

Restrictive Housing: Any type of detention that involves: removal from the general inmate population, whether voluntary or involuntary; placement in a locked room or cell, whether alone or with another inmate; and the inability to leave the room or cell for the vast majority of the day, typically 22 hours or more.

PROCEDURES

1. **Inmate Laundry Services:** The Institutional Services Division shall be responsible for maintaining the Laundry Services to provide laundry-issued items to inmates in custody. Laundry Services shall be managed by a Laundry Services Manager, who is responsible for the overall operation and management of laundry services for applicable custody bureau facilities. Responsibilities of the Laundry Services Manager or designee include, but are not limited to, the following:
 - A. Ensuring a sufficient inventory of clean laundry-issued items are available to be provided for the current and projected inmate population;
 - B. Ensuring each custody bureau facility is supplied with laundry-issued items to meet both normal operations and emergency needs;
 - C. Maintaining an accurate count of laundry-issued items distributed to each classification of inmates housed in custody bureau facilities;
 - D. Procuring the required inventory of laundry-issued items necessary to meet the needs of custody bureau facilities;
 - E. Repairing or disposing of damaged or unusable laundry-issued items;
 - F. Maintaining a laundry exchange schedule for each custody bureau facility;
 - G. Maintaining laundry facility equipment and managing necessary equipment repairs;
 - H. Supervising working inmates and overseeing security procedures within Laundry Services;
 - I. Ensuring responses to inmate grievances regarding laundry services are completed; and
 - J. Forwarding required operational reports to the Institutional Services Division Commander or designee.

2. **Laundry Issuance and Exchange:** The issuance and exchange of laundry-issued items shall be completed for each classification of inmates housed in custody bureau facilities.
 - A. Laundry-issued items shall be exchanged in accordance with the laundry exchange schedule established for each custody bureau facility.
 - B. Laundry-issued items shall be exchanged on a one-for-one item basis.
 - C. Prior to issuance, the issuing officer shall ensure that laundry-issued items are serviceable and not altered or damaged.
 - D. Clothing that is either too large or small may present health and safety hazards such as getting caught in doors, creating a trip hazard, or causing blood circulation issues. The issuing officer should monitor for proper clothing size of an inmate during issuance or exchange.
 - E. Laundry Services may modify clothing guidelines as deemed necessary, such as during seasonal changes.
 - F. Except when limited by security precautions, inmates in restrictive housing shall be provided the opportunity to exchange inmate clothing, bedding, and towels on the same basis and frequency as inmates in general population. Exceptions are permitted only when it is deemed necessary by the shift supervisor, as specified in Office Policy DI-3, *Restrictive Housing Operation*.
 - G. An inmate scheduled for a court appearance shall be issued a clean and presentable jail uniform shirt and pants, under garments, and socks if requested by the inmate prior to being transported to court. These items are to be obtained from the jail facility laundry supply, maintained by Laundry Services personnel.
3. **Laundry-issued Items to be Exchanged:** Unless otherwise specified in this Policy, laundry-issued items shall normally be exchanged in the following quantity and duration:
 - A. Three towels once per week;
 - B. Two undershorts, two bras, and four panties once per week;
 - C. One pair of socks once per week;
 - D. One sheet, jail uniform shirt and pants, and one nightgown (female only) once per week;
 - E. One blanket on a per monthly basis; and
 - F. One cleaning towel once per week.
4. **Inmate Notification and Accountability of Laundry-issued Items:** Inmates are accountable for laundry items issued to them. The amount of laundry-issued items an inmate may possess are specified in Office Policy DD-1, *Authorized Inmate Possessions*.
 - A. The arrival of Laundry Services personnel for issuance and exchange in a housing unit shall be announced to present inmates.
 - B. The housing unit officer shall document in the Sheriff's Inmate Electronic Data (SHIELD) Shift Log or hardbound logbook, the arrival time, what items were exchanged, and the departure time.

- C. If not otherwise received, inmates not present, should normally be afforded the opportunity upon their return for the exchange of laundry items by housing unit personnel, if items are readily available.
- 5. **Laundry-issued Items for Newly Booked Inmates:** Generally, newly booked inmates shall be issued a clean and presentable jail uniform shirt and pants, under garments, socks, and sandals by ITR personnel upon completion of the initial booking process, as specified in Office Policy DO-1, *Intake Process*. Inmates shall receive a clean sheet, blanket, three towels, and additional undershorts, bras, and panties upon arrival at their assigned housing unit.
- 6. **Working Inmates Issuance and Exchange:** The issuance and exchange of laundry-issued items for working inmates shall be completed by detention personnel at each custody bureau facility.
 - A. Working inmates shall receive a clean jail uniform shirt and pants, under garments, and socks on a daily basis upon the completion of their shift.
 - B. Working inmates in special work details or assignments shall be issued appropriate Personal Protective Equipment (PPE) required to complete the job, such as aprons, rubber boots, face masks, or gloves.
 - C. Sections assigned working inmates shall be responsible for purchasing and supplying each working inmate with the appropriate PPE. Such items shall be available in quantities that permit exchange as frequently as the work assignment requires.
 - D. Sentenced, Work Release, and Inmates Serving Five Days or Less shall be issued laundry-issued items, as specified in Office Policy DD-1, *Authorized Inmate Possessions*.
- 7. **Non-working Inmates Issuance and Exchange:** The issuance and exchange of laundry-issued items for general population, restrictive housing inmates, and non-working inmates shall be completed by the laundry detention officer with the assistance of the housing unit officer, as scheduled by the Laundry Services Manager.
- 8. **Authorized Possession of Extra Items:** Special or extra laundry-issued items required due to a medical necessity may be authorized by Correctional Health Services (CHS) and approved by a detention supervisor. Authorization by CHS for special or extra laundry-issued items, including shoes which have been authorized for a medical necessity, shall be entered into the Electronic Health Record (EHR) application. This authorization is documented by a CHS speed letter and entered into SHIELD by a shift supervisor or shift commander. The authorization shall stipulate the type of item to be issued and the expiration date of the authorization, as specified in Office Policy DD-1, *Authorized Inmate Possessions*.
- 9. **Unauthorized Possession of Extra Items:** Unless authorized by CHS or by the jail facility commander or designee, possession of extra laundry-issued items by an inmate shall be considered a minor offense. Detention personnel discovering excess items during a cell search shall remove unauthorized items and may initiate appropriate disciplinary and/or administrative actions, as specified in the *Informational Handbook for Inmates*, and Office Policy DJ-2, *Inmate Disciplinary Procedures*.
- 10. **Inmate Proper Attire/Preventing Damage to Laundry-issued Items:** Detention personnel shall ensure jail facility clothing is worn properly by the inmates; and inmates do not tear, alter, or destroy laundry-issued items issued to them. Detention personnel discovering laundry-issued items from an inmate which are not maintained in an original or usable condition, such as those which have been altered, torn, or destroyed, shall replace the items and initiate appropriate disciplinary and/or administrative actions, as specified in the *Informational Handbook for Inmates*, and Office Policy DJ-2, *Inmate Disciplinary Procedures*.

11. **Search Procedures:** Search procedures of laundry equipment and working inmates assigned to Laundry Services shall be maintained by detention personnel.
 - A. Detention personnel should search laundry carts upon arrival and departure at the housing unit for any contraband.
 - B. Working inmates assigned to Laundry Services shall be searched by detention personnel in accordance with departure and transportation procedures, as specified in Office Policy GJ-9, *Restraint, Search, and Transportation of Prisoners and Inmates*.
 - C. Search procedures of working inmates completed at Laundry Services, including dress out procedures, shall be conducted by the laundry detention officer.
 - D. Any contraband discovered during search procedures shall be processed, as specified in Office Policy DH-3, *Searches and Contraband Control*.
12. **Ordering of Laundry-issued items:** Laundry-issued items and supplies shall be ordered through the Sheriff's Office Warehouse Operations by designated Laundry Services personnel.
13. **Materials to be Repaired or Discarded:** Except for grossly contaminated articles, laundry-issued items shall only be discarded by Laundry Services personnel. Discarded and non-serviceable laundry-issued items, other than contaminated materials, shall be forwarded to Laundry Services for repair or disposal.
14. **Contaminated Laundry:** Contaminated laundry-issued items shall be properly bagged and secured to ensure that infectious or hazardous materials do not spread or harm employees or inmates.
 - A. Items which have gross contamination shall **not** be sent to Laundry Services but disposed of in a red plastic biohazard bag. Under no circumstances shall grossly contaminated material, anything placed in a red plastic biohazard bag, or any red bags by themselves, be sent to Laundry Services or disposed of in conventional trash bins. Red plastic biohazard bags or containers shall only be used for the containment or disposal of biohazard material, as specified in Office Policy CP-6, *Bloodborne Pathogens*.
 - B. Office personnel processing crime scenes and evidence containing blood and other bodily fluids, either wet or dry, shall follow the processing procedures for the collection and processing of biological evidence, as specified in Office Policy GJ-5, *Crime Scene Management*.
 - C. Contaminated items which are to be sent to Laundry Services shall first be placed into a water-soluble bag and securely closed.
 1. The water-soluble bag and contents shall be placed into a liquid-proof, yellow BIOHAZARD plastic bag, securely closed, and tagged;
 2. The tag shall describe the type of contamination and the items contained in the bag; and
 3. The tagged yellow BIOHAZARD plastic bag and its contents shall be sent to Laundry Services for decontamination.
 - D. Detention personnel involved in bagging and securing contaminated laundry-issued items shall follow strict decontamination procedures for cleaning their hands and clothing. Detention personnel supervising inmates involved in bagging and securing contaminated laundry-issued items shall instruct and advise the inmates to follow the strict decontamination procedures for cleaning their hands and clothing, as specified in Office Policy CP-6, *Bloodborne Pathogens*.

15. **Supervision of Working Inmates:** Detention and Laundry Services personnel shall be responsible for supervising and monitoring working inmates whose job assignment is at Laundry Services.
 - A. A SHIELD Shift Log or hardbound logbook entry shall be maintained to record daily operations, incidents, or activities of working inmates assigned to Laundry Services, as specified in Office Policy DB-2, *Shift Logs and Hardbound Logbooks*.
 - B. Working inmates assigned to Laundry Services shall not be permitted to leave without the approval of detention or Laundry Services personnel. Working inmates leaving the assigned work area shall be escorted by detention or Laundry Services personnel.
16. **Safety and Health Regulations:** Laundry Services personnel shall comply with applicable federal, state, and local regulations. Laundry services and laundry equipment shall meet established safety and protection standards. Laundry Services personnel shall instruct working inmates in the operation and cleaning of laundry equipment.
17. **Sanitation and Cleanliness Standards:** Working inmates whose job assignment is at Laundry Services shall be required to maintain an acceptable level of personal hygiene. Working inmates who demonstrate an inability to meet applicable health and cleanliness standards, or whose conduct results in a direct threat to health or safety, shall be immediately relieved of their laundry duties, and may be given a work assignment elsewhere, as specified in Office Policy DM-1, *Inmate Work Program*.