


**HOWARD COUNTY DEPARTMENT OF CORRECTIONS
POLICY & PROCEDURE**

	SUBJECT:	Sanitation and Maintenance
	P & P #:	F-500
	TITLE:	Laundry Services
	EFFECTIVE DATE:	October 19, 2019
	REVIEWED BY:	<i>P. Asempa</i> Prince Asempa, Administrative Captain
	REVIEWED BY:	<i>Andrea King-Wessels</i> Andrea King-Wessels, Deputy Director
	AUTHORITY:	<i>Jack Kavanagh</i> Jack Kavanagh, Director

POLICY: The Howard County Department of Corrections maintains and operates a laundry service within the facility. This service provides a regular supply of clean clothing and linen for the inmate/detainee population and provides a means for inmates/detainees to launder personal clothing items. Laundry services contribute to the sanitation of the facility.

REFERENCES: Maryland Commission on Correctional Standards (MCCS), Adult Detention Centers, Standard .04 F, G, H and Performance Based National Detention Standards (PBNDS) 2011 Section 4.5 H.

DEFINITIONS: None

PROCEDURES:

I. Initial Clothing and Linen Issue

The Shift Leader shall ensure that each inmate/detainee is issued clothing and linens in accordance with HCDC Policy C-200 Intake Procedures.

II. Laundry Schedule

A. The 4 to 12 Shift Leader shall establish a weekly laundry schedule to provide regular and equal services to all inmates/detainees. All inmates shall have laundry service available at least two (2) times per week.

Monday: West F4, West 5, West 6, W7, CBF and kitchen whites.

Tuesday: West 1, West 2, West 3, West 4 CBF, Hendricks Hall and kitchen whites.

Wednesday: A, B, C, D, E, F1, F2, Medical, West 1, H1 (female units), CBF, and kitchen whites.

Thursday:	West F4, West 5, West 6, West 7, CBF, Weekender Bed Rolls and kitchen whites.
Friday:	West 1, West 2, West 3, West 4, CBF, Hendricks Hall and kitchen whites
Saturday:	A, B, C, D, E, F1, F2, Medical, West 1, H1 (female units), CBF, and kitchen whites.
Sunday:	All ICE detainees including Hendricks Hall ICE detainees, CBF and kitchen whites.

Working units like West 2 and West 3 shall have their laundry washed twice weekly as well as all ICE units and H1 units.

- B. Minimum security inmates in Hendricks Hall shall have access to laundry services six (6) days per week, utilizing the laundry in that unit.
- C. Kitchen linen and uniforms shall be laundered daily on the 4 to 12 shift.
- D. Blankets assigned to the general population and segregation units shall be laundered at least weekly according to the assigned housing unit laundry schedule or as needed.
- E. Blankets assigned to CBF shall be laundered daily.
- F. Blankets assigned to weekenders shall be laundered weekly.
- G. A record of inmate/detainee laundry shall be maintained by entering information in SallyPort, JMS. In the event the computer system is not operational, the information shall be documented on the Laundry Roster HCDC Form F-500a attached as Appendix 1, then collected by the 4 to 12 Shift Leader and forwarded to the Audit Coordinator.
- H. The 8 to 4 Shift Leader shall be responsible for ensuring that medical laundry including the laundry of medical isolation inmates/detainees and release County property is laundered daily.
 - 1. Medical isolation inmate/detainee laundry shall be placed in a special dissolving bag and then placed inside the inmate/detainee's laundry bag which shall be washed and returned to the designated cabinet in medical.
 - 2. Medical isolation inmates/detainees shall also bring all linens which shall be washed daily and returned to the designated medical cabinet.

III. Laundry Distribution

- A. Laundry collection and distribution shall be under the supervision of a correctional officer.

- B. Inmate/detainee clothing is to be placed in the labeled laundry bag(s) issued to during intake processing in the effort to return the same laundry bag(s) back to the inmate/detainee.
1. Inmates/detainees shall not be issued a bag during intake processing unless it has a numbered tag.
 2. Inmate/detainees shall place their clothing in the assigned laundry bag(s) issued to them during the intake process.
 3. When laundry is being collected, any bag that does not have a numbered tag shall not be used.
 4. The tag number shall be used to identify to which inmate/detainee the bag is to be returned.
 5. If an inmate/detainee is issued a bag which bears a numbered tag, then returns that bag with the numbered tag missing, the matter is to be addressed immediately.
 6. Bags found in an inmate/detainee's possession (other than normal laundry process) are considered contraband and shall be handled accordingly.

IV. Central Booking Facility Linens

Laundering of the linens used at the Central Booking Facility shall be done at the Detention Center on the 4 to 12 shift.

V. Safe Handling of Laundry Detergent (see policy F-501)

VI. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the change(s) are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

ATTACHMENTS: Appendix 1, Laundry Roster HCDC Form F-500a.

RESCISSIONS: HCDC Policy F-500 Laundry Services, effective November 3, 2018.

Howard County Department of Corrections Laundry Roster

Date: _____

Housing Unit: _____

Officer: _____

Cell or Bunk #	ID #	Inmate/Detainee Name	Bag(s) #	Blanket	Sheets	Towel	Wash Cloth	Jumpsuit	Refused

Do Not Issue Items If They Are Not Turned in To Be Cleaned!!!

Supervisor