

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INMATE LAUNDRY	Policy Number DL-1 <hr/> Effective Date 04-08-22
Related Information <i>ACA Fifth Edition</i> <i>Rules and Regulations for Inmates</i> <i>CP-6, Bloodborne Pathogens</i> <i>DD-1, Authorized Inmate Possessions</i> <i>DJ-2, Inmate Disciplinary Procedures</i>	Supersedes DL-1 (07-09-14)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the handling and distribution of inmate laundry. An adequate supply of laundry-issued items shall be 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 inmates have clean laundry-issued items. All 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, Office 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 that results from the performance of an employee's duties.

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

Laundry-issued Items: All Office jail issued shirts, pants, under garments, nightgowns, socks and shoes; sheets, blankets and towels; and all 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, which may result from the performance of an employee's duties.

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

Potentially Infectious Materials:

1. Any body fluid in its liquid, semi-liquid, or dried state.
2. Any physically unattached tissue or organ from a living or deceased person.
3. Materials or equipment contaminated with any of the above.

TechCare: An electronic health record program used by Maricopa County Correctional Health Services (CHS) for managing and documenting the healthcare of inmates while in Office custody. Information within TechCare includes, but is not limited to, medical care, mental health care, dental integrated care services, and medical directives for inmate health care requirements

PROCEDURES

1. **Duties of the Laundry Services Section Manager:** The Laundry Services Section Manager is responsible for the overall operation and management of laundry services for all applicable custody bureau facilities. Other responsibilities include, but are not limited to, the following:
 - A. Ensuring a sufficient inventory of laundry-issued items are available to be provided for the current and projected inmate population;
 - B. Ensuring each applicable 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 applicable custody bureau facility;
 - D. Procuring the required amount of laundry-issued items necessary to meet the needs of all applicable custody bureau facilities;
 - E. Repairing or disposing of damaged or unusable laundry-issued items;
 - F. Maintaining a laundry exchange schedule for each applicable custody bureau facility; and
 - G. Forwarding required monthly, quarterly, and annual reports to the Institutional Services Division Commander.
2. **Inmate Accountability of Laundered Items:** Inmates are accountable for all laundry-issued items issued to them. The housing unit officer shall document in the Sheriff's Inmate Electronic Data (SHIELD) the dates and times the laundry exchanges are completed. The amount of laundry issued items an inmate may possess are specified in Office Policy DD-1, *Authorized Inmate Possessions*.
3. **Items Issued to Newly Booked Inmates:** Newly booked inmates shall be issued a clean and presentable jail uniform shirt, pants, under garments, socks, and sandals upon completion of the initial booking process. Inmates shall receive a clean sheet, blanket, three towels, and additional undershorts, bras, and panties upon arrival at their assigned housing unit.
4. **Working Inmates Issuance and Exchange:**
 - A. All working inmates shall receive a clean jail uniform shirt, 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. All sections assigned with working inmates shall be responsible for purchasing and supplying each inmate with the appropriate PPE. Such items shall be available in quantities that permit exchange as frequently as the work assignment requires.
5. **Non-working Inmates:** General population, restrictive housing inmates, and non-working inmates shall receive laundry exchanges as scheduled by the Laundry Service Section Manager.
6. **Items to be Exchanged:** Laundry-issued items shall be exchanged as follows:
- 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, pants, and a nightgown (female only) once per week;
 - E. One blanket on a per monthly basis; and
 - F. One cleaning towel once per week.
 - G. An inmate scheduled for a court appearance shall be issued a clean and presentable jail uniform shirt, pants, under garment, 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.
7. **Authorized Possession of Extra Items:** Authorization for additional laundry-issued items will be entered into the TechCare application by Correctional Health Services (CHS) personnel. The authorization may be verified in the TechCare application by a shift supervisor or designated detention personnel. At the direction of a shift supervisor, an entry in SHIELD regarding the authorized extra item may be required.
8. **Unauthorized Possession of Extra Items:** Unless authorized by CHS personnel, possession of extra laundry-issued items by an inmate shall be considered a minor offense. Detention personnel discovering excessive or unauthorized items during a cell or bunk search shall remove the items and shall initiate appropriate disciplinary actions, as specified in the *Rules and Regulations for Inmates* and Office Policy DJ-2, *Inmate Disciplinary Procedures*.
9. **Inmate Proper Attire/Preventing Damage to Laundry Items:** Detention personnel shall ensure that jail laundry-issued items are worn properly by the inmates; and inmates do not tear, alter, or destroy laundry items issued to them. Detention personnel discovering torn, altered, or destroyed laundry-issued items from an inmate shall replace the items and initiate appropriate disciplinary actions, as specified in the *Rules and Regulations for Inmates* and Office Policy DJ-2, *Inmate Disciplinary Procedures*.
10. **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 the Laundry Service Section 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 the

Laundry Services Section 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. Contaminated items which are to be sent to the Laundry Service Section 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 the Laundry Service Section for decontamination.

- C. Detention personnel or inmates 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*.