

MARIN COUNTY SHERIFF'S DEPARTMENT
CUSTODY DIVISION POLICY AND PROCEDURES MANUAL

CHAPTER 11 - POST ORDERS
CUS - 11 - 23
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DATE
8-03-94

HOUSEKEEPER

GENERAL INFORMATION

- The Housekeeper is responsible for operating the facility's Laundry, ensuring adequate quantities of jail clothing, linen, and bedding are available to meet the exchange schedule of the jail.
- The Housekeeper is responsible for supervising inmate workers in the Laundry.
- The Housekeeper is supervised by the Bkg. Sergeant.

SPECIFIC POST ORDERS

- Direct and supervise assigned inmate workers in laundry equipment operation.
- Evaluate the status of damaged or overly-worn jail clothing, linen, and bedding, and remove un-serviceable items from in-service stock.
- Arrange for the disposal of all unusable mattresses and pillows.
- Conduct daily inspections of laundry equipment and systems.
- Service lint traps and chemical dispensing systems as needed.
- Contact Maintenance for repair or service of laundry equipment.
- Maintain inmate identification cards and conduct counts of inmate workers.
- Unpack jail clothing, linen and bedding items to be put into service as needed.
- Process the laundering of grossly-soiled inmate personal clothing at the request of the Booking Deputy.
- Maintain records for jail clothing, linen and bedding, and laundry operations as directed.
- Identify and report the need to requisition and initiate purchases of new supplies.
- Inventory stock and re-supply clean jail clothing, bedding, and linen in the laundry storage room.
- Report and document all emergency situations and significant incidents.
- Ensure pod laundry is laundered and returned to the pod on the same day.
- Collect soiled bedding from deputy sleep room and re-stock with clean bedding.
- Collect soiled kitchen and locker room towels, re-stock with clean towels.

Laundry exchange days are as follows:

1. Pod A - Sunday
2. Pod B - Monday
3. Pod C - Wednesday
4. Pod F - Tuesday
5. Special Housing - Thursday
6. Lock Down - Saturday
7. Inmate Workers - Tuesday and Friday
8. Deputy Sleep Room - Daily

9. Locker Rooms - Daily
10. Kitchen Towels - Twice Daily
11. Inmate Release Clothing - Daily

REQUIRED EQUIPMENT

Keys required

DATE REVISED

09-23-08

By order of

DAVID AUGUSTUS
BUREAU COMMANDER