

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

CHAPTER 4 HOUSING
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DATE
3-26-18

LAUNDRY EXCHANGE

POLICY

It is the policy of the Marin County Sheriff's Office to ensure that inmates housed at the Marin County Jail are regularly provided with laundry services in order to maintain clean inmate clothing and bedding.

PROCEDURE

Once each week, inmates soiled clothing and linens will be collected for washing and drying. It will be washed, dried and returned within twenty-four (24) hours.

Clothing and linen laundry collection will be done at 2200 hours on the night prior to the Pod's designated day. A laundry bin will be brought in for the collection.

The inmates will be called out of their cells in groups (lower left, lower right, upper left, upper right). Each inmate will come out in their colored outer uniform and shoes with their laundry bag containing dirty clothes and linens (**no blankets or shoes in the laundry bag**). Inmates shall be responsible to ensure the laundry tag is on the outside of their bag. The inmate shall tie a knot at the top of the bag before the bag is turned in for washing. The laundry bags shall then be tied securely with zip-ties to protect them from coming open during the wash and dry cycles. A designated Deputy shall supervise the assigned inmate workers while they place the zip-ties on the neck of the bags just below the knot tied by the inmate. The Deputy will check off the inmate's name as the bag is deposited in the bin. The bin will be removed from the pod immediately upon completion. The bin will be taken to laundry prior to 0500 hours the following morning. All items will be washed in the laundry bag.

The blankets are laundered prior to issue. Inmates may request to have their blankets exchanged once every thirty (30) days.

Inmates are not permitted to wash and dry their clothing in the housing area. They are required to utilize the established laundering guidelines.

Inmates shall be responsible for their issued clothing while they are in custody. Intentionally damaged items or items that have been lost, stolen, or confiscated can only be reissued with a rule violation.

Inmates shall advise the Pod Deputy when clothing or linens have become worn out from natural wear and tear. The pod deputy shall reissue replacement clothing and/or linens.

Deputies may give inmates clean clothes/linens on non-laundry days when they become soiled by an accident or a cleaning detail.

Pod and laundry Inmate workers soiled clothing and linens will be collected for washing and drying twice a week. Inmate Kitchen workers will have their clothing washed 3 times a week. It will be washed, dried and returned within twenty-four (24) hours

Kitchen, Pod, and Laundry inmate workers will be issued sufficient clothing to allow clean clothing every day, along with regular issued linens:

- Four (4) shirts and pants
- Four (4) pairs socks
- Four (4) pairs t-shirts
- Four (4) sets of underwear
- Two (2) towels

Laundry exchange days are as follows:

1. Pod A - Sunday (Monday and Thursday pod workers)
2. Pod B - Monday (Monday and Thursday pod workers)
3. Pod C - Friday and Sunday (additional Tuesday, Friday for kitchen workers)
4. Pod F - Saturday (Tuesday and Thursday pod workers)
5. Special Housing - Thursday and Monday
6. Lock Down - Saturday
7. Deputy Sleep Room - Daily
8. Locker Rooms - Daily
9. Kitchen Towels - Twice Daily
10. Inmate Release Clothing - Daily

RELATED STANDARDS:

Title 15, Article 12, Section 1262
Chapter 4, Section 13

DATE REVISED

09-23-08
8-3-94

DATE REVIEWED

3-26-18

By order of

JAMIE SCARDINA
BUREAU COMMANDER