 DEPARTMENT OF CORRECTIONS

MONTANA WOMEN’S PRISON

OPERATIONAL PROCEDURE

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| Procedure No.: 4.4.1a | Subject: OFFENDER LAUNDRY-CLOTHING/LINEN EXCHANGE | |
| Reference: DOC Policy 4.4.1, DOC 4.4.2 | | Page 1 of 6 and 1 attachment |
| Effective Date: 1 June 2000 | | Revision Date: 03/01/2007, 04-24-2012 |
| Signature: //s// Jo Acton | | |

**I. PURPOSE:**

To allow offenders the opportunity to have their laundry cleaned and maintain security, the following procedures are to be followed:

**II. DEFINITIONS:**

**N**one

**III. PROCEDURES:**

1. A, B, D, E, and F Pods (Monday, Wednesday, Friday):

Laundry Workers will:

1. At designated time, deliver the empty laundry cart/s to the 2nd and 3rd floor using the elevator.

All Offenders will:

1. Complete a laundry slip and place the completed slip in mesh ditty bag with clothes to be washed.
2. Place mesh bag into laundry cart. If the inmate misses their scheduled laundry time, the inmate will have to wait for the next scheduled time. Inmates are not allowed to drop laundry off at the Laundry Door.
3. Officers will randomly select at least two (2) laundry bags and have them set aside for inspection.
4. The Laundry Worker, using protective gloves, will dump the laundry bags out in the dayroom, one at a time and check the accuracy of the laundry slip.
5. The Pod Officer will ensure there is no contraband hidden in the laundry or laundry bag. Record the searches in the floor log file on the computer, including which offenders’ bags were searched, the name of the officer searching, and the results of the search.
6. The Laundry Workers will then take the laundry cart(s) to the Laundry Room and empty cart(s) then return with the empty laundry cart(s) to the third floor, using the elevator.
7. Laundry Workers will take clothes out of mesh laundry bags and verify offender name and quantity of items. Fill out the appropriate spaces on the laundry slip.
8. If items, quantities, or names on clothing do not match the laundry slip in the mesh bag, document the discrepancies and report them to the Inmate Services Supervisor. Set the laundry bag and all the laundry aside and wait for directions from the Inmate Service Supervisor or designee.
9. Wash, dry, and fold all laundry and return items to corresponding mesh bag along with the filled out laundry slip.
10. When the laundry is completed, the laundry worker will place the laundry bags of the cleaned laundry in the laundry cart(s).
11. At designated time deliver the laundry back to the pods.

2.G & H-Pods (Tuesday, Thursday, Saturday)

Laundry Workers will:

1. At designated time take the empty laundry cart(s) to G & H-pods.
2. If no Officer is available, then return to Laundry Room and wait for an available officer.

A. The Pod Officer will: announce “laundry”. and supervise offenders dropping laundry bags into the cart(s).

B. Inmates will complete a laundry slip and place the completed slip in mesh ditty bag with clothes to be washed. Then place mesh bag into laundry cart. If an Inmate misses a scheduled laundry time, the inmate will have to wait for the next scheduled time. Inmates are not allowed to drop their laundry off at the Laundry Door.

C. The Pod Officer will:

1. Randomly select at least two (2) laundry bags and have them set aside for inspection.
2. The Laundry Worker, using protective gloves, dump the laundry bags out in the dayroom, one at a time and check the accuracy of the laundry slip.
3. The Pod Officer will ensure there is no contraband hidden in the laundry or laundry bag. Record the searches in the pod log file on the computer, including which offenders’ bags were searched, the name of the officer searching, and the results of the search.
4. Laundry Workers may take the cart(s) to the laundry room to empty them between Pods.
5. Take clothes out of mesh laundry bags and verify offender name and quantity of items. Fill out the appropriate spaces on the laundry slip.
6. If items, quantities, or names on clothing do not match the laundry slip in the mesh bag, document the discrepancies and report them to the Inmate Services Supervisor. Set the laundry bag and all the laundry aside and wait for directions from the Inmate Service Supervisor or designee.
7. Wash, dry, and fold all laundry and return items to corresponding mesh bag along with the filled out laundry slip.
8. When the laundry is completed, the laundry worker will place the laundry bags of the cleaned laundry in the laundry cart(s).
9. At designated time the laundry workers will roll the laundry cart(s) to G-Pod.
10. If no officer is available then return to laundry room and wait for an available officer.

D. Officers will:

1. **S**upervise the passing of the laundry bags, by the environmental crew or designee, to the offenders.
2. Randomly have at least two (2) bags set aside for inspection.
3. Have offenders place the clean laundry on a table and inspect it for contraband before passing it to the offenders. Record the searches in the pod log file on the computer, including which offenders’ bags were searched, the name of the officer searching, and the results of the search.

E. Inmates will verify items and report any discrepancies through chain of command or to your floor officer. Place all of the laundry back in the bag for staff verification and investigation.

F. The Pod Officer will confiscate clean laundry and report to Shift Lieutenant.

G. Shift Lieutenant will assign an officer to investigate claim and do an Incident Report of the investigation.

**3.** C (Sunday)

To allow offenders housed in the Secured Housing Unit the opportunity to have their laundry cleaned and maintain security, the following procedures are to be followed:

Floor Officer will:

1. Have inmates **o**n the scheduled shower day; have the offender place their soiled laundry in a mesh bag. Ensure bags containing personal clothing are marked to identify to whom the items belong.
2. Verify the contents and record on a laundry slip. Place the completed slip in the laundry bag. **NOTE:** All officers must wear protective gloves when handling soiled laundry. All items will be checked by the officer for contraband as they are placed in the mesh bag. Place the laundry bags in the laundry cart and take the cart to the laundry.
3. Laundry Workers will take clothes out of mesh laundry bags and verify offender name and quantity of items filling out the appropriate spaces on the laundry slip.
4. If items, quantities, or names on clothing do not match the laundry slip in the mesh bag, document the discrepancies and report them to the Officer or Inmate Services Supervisor. Set the laundry bag and all the laundry aside and wait for directions from the Inmate Service Supervisor or designee.
5. When the laundry is completed, the laundry worker will place the laundry bags of the cleaned laundry in the laundry cart(s) and deliver it to the Intake area.
6. Floor Officer will return the laundry is to the intake area, the CO will verify, with the laundry detail offender, the contents of the bags. **All items will be searched for contraband at this time.**
7. Any discrepancies or contraband will be investigated and an Incident report will be written.
8. Return the personal laundry to the offender. Place MWP property in the Intake room or the SHU Storage Cart and return the laundry bags to their appropriate location.
9. C/Intake Offenders must report any missing laundry or other problems at the time of delivery by the officer.
10. Night Shift Floor Officer will pick up the clean linen cart and an empty cart from the 1st floor elevator area and take both carts to C-Pod to conduct linen exchange.
11. Offenders who are taken to C or F pod will roll up the linen from the general population cell and use it in C and F Pod. The linen will be thoroughly inspected before placed in the cell.

4. Kitchen Laundry:

A. Kitchen Workers will place soiled laundry in kitchen laundry container at the end of their shift.

1. Place mop heads in the mop head container.

B. Food Service Supervisor (FSS)/Designee will:

1. At the end of evening meal kitchen worker will, using gloves, empty out the kitchen laundry containers.
2. Will shake out uniforms and mop heads and have the kitchen worker place them back in the containers.
3. Will ensure there is no contraband in the uniforms, mop heads or containers.

C. A female Floor Officer will “Pat” down the kitchen workers, assist the FSS in shaking down of the laundry containers and supervise the delivery of the laundry containers to the laundry room.

D. Laundry Workers will launder the kitchen uniforms and mop heads and place the cleaned items back into the kitchen containers.

E. 1st Floor Officer at designated time will have the Laundry workers deliver the kitchen laundry containers to the kitchen.

F. FSS, when the Kitchen opens up in the morning, will have a kitchen worker place the cleaned uniforms on the uniform rack and have at least two sets of uniforms shook out, looking for contraband and will randomly shake down the mop head container.

5. LINEN EXCHANGE

1. A & B Sheets (Tuesdays)

a. Laundry Workers at designated time, take the empty laundry cart/s to the 2nd floor using the elevator.

b. A-Pod Offenders will:

1. Place up to 2 sets of marked sheets, which need cleaning, in the laundry cart(s).
2. Randomly pick at least two offender’s sheets to be unfolded and shook out in your presence. Ensure they are properly marked and no contraband is hidden in them.

c. Laundry worker will launder all sheets, set aside all unmarked sheets for the Inmate Services supervisor.

d. When returning the sheets to the appropriate pods the laundry floor Officer will randomly pick at least two offender’s sheets to be unfolded and shook out in your presence. Ensure they are properly marked and no contraband is hidden in them.

2. D & F Sheets (Thursday)

Follow the above procedures with delivery of the sheets at designated time.

3. G & H Sheets (Saturday)

Sheets will be on the laundry slip and placed in their laundry bags

**IV. CLOSING**

Questions concerning this policy shall be directed to the immediate supervisor or the Inmate Services Supervisor

**V. ATTACHMENTS**:

**Attachment A - Laundry** schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| **0700** |  | Pick Up  G & D |  | Pick Up  G & D clothing |  | Pick Up  G & H (laundry & sheets) |  |
| **0800** | Pick Up  A,B,D & F | Pick Up Sheets  A & B  Drops Off H pickup | Pick Up  A,B,D & F | Pick Up Sheets  E & F  D & H Pickup | Pick Up  A,B,D & F | ICP Drops Off (laundry & sheets) | Pick Up Blankets & Sheets  C |
| **0900** |  |  |  |  |  |  |  |
| **1000** |  |  |  |  |  |  |  |
| **1100** |  |  |  |  |  |  |  |
| **1200** |  |  |  |  |  |  |  |
| **1300** | Deliver  A & B | Deliver  G & D Deliver  A & B Sheets | Deliver  A & B | Deliver G & D | Deliver  A & B | Deliver  G & H | Deliver Blanket & Sheets  C |
| **1400** |  |  |  |  |  |  |  |
| **1500** |  |  |  |  |  |  |  |
| **1600** |  |  |  |  |  |  |  |
| **1700** | Deliver F | Deliver H | Deliver F | H Delivery | Deliver F | ICP  Picks Up |  |
| **1800** |  |  |  |  |  |  |  |
| **1830** | Kitchen  Drop Off | Kitchen  Drop Off | Kitchen  Drop Off | Kitchen  Drop Off | Kitchen  Drop Off | Kitchen  Drop Off | Kitchen  Drop Off |
| **1900** | Deliver D |  | Deliver D | Deliver Sheets  D & F | Deliver D |  |  |
| **2000** | Deliver  Kitchen | Deliver  Kitchen | Deliver  Kitchen | Deliver  Kitchen | Deliver  Kitchen | Deliver Kitchen | Deliver Kitchen |
| **2100** |  |  |  |  |  |  |  |

**Times of clothing delivery subject to change depending on when completed that day.**

MWP 4.4.1a Laundry Schedule