

POLICY AND PROCEDURES

NUMBER: 1101

SUBJECT: Uniform/Linen Exchange

ACA STANDARDS: 4-ALDF-2A-26; 4B-01, 02, 03, 04, 05

ACTING DIRECTOR: Julia Childrey

EFFECTIVE DATE: 9/97 REVISION DATE: 10/99, 5/06, 1/12,
1/18, 12/18



I. POLICY

The St. Louis County Department of Justice Services shall ensure inmates are provided with clean uniforms and linen upon admission to a housing unit and by implementing a systematic uniform and linen exchange program, to promote inmate hygiene standards and sanitary living conditions. All uniforms and linen will be climatically suitable, durable and presentable.

II. RESPONSIBILITIES

The St. Louis County Department of Justice Services' Laundry Officer and Corrections staff are responsible for the following procedures.

III. PROCEDURES

A. General Information

1. Uniforms, safety blankets, safety sleeping bags, and other jail items will be issued to all inmates when admitted into the facility. (See Policy #1403 Inmate Property/Storage/Records)
2. All uniforms, safety blankets, safety sleeping bags, and personal items will be inspected by the Property Room Staff to ensure items are clean and presentable before being issued.
3. Inmates will be responsible for keeping their issued property in good condition.
4. Inmates found maliciously damaging or writing on his or her

uniforms, linen or personal items will be subject to disciplinary action.

5. The Laundry Officer will ensure that a supply of uniforms, safety blankets, safety sleeping bags, and linens are clean, presentable and available for scheduled uniform/linen exchange.
- [6. The Infirmary Officer will be responsible for inspecting the storage room in the Infirmary daily and ensuring it is stocked by an inmate *infirmary* worker.]
7. When there is a need for additional clothing/linens/blankets due to accidents or emergencies, the Housing Unit Supervisor/designee may pick up additional items from the Property Room.
8. The uniform size for each inmate admitted to the facility will be noted on a size ticket by the movement officer and the correct sizes for each inmate will be retrieved by the Property Room Officer.
9. Towels and personal items will be laundered by an inmate worker within the respective housing unit. (See Policy #1104 Use of Housing Unit Washers/Dryers)
- [10. No more than 25 extra brown and/or white towels will be stored in a direct housing unit closet at any time. Indirect housing units may have 48 brown towels due to the daily exchange and no more than 15 extra white towels. Larger quantities of white towels may be stored in the multi-purpose rooms the day of the 256 cleaning and will be given out according to the number of towels each housing unit needs to complete the 256 cleaning. White towels *will be laundered in each unit.*]
11. The Housing Unit Supervisor and Property Room Officer will ensure all uniforms and linen items that need to be laundered are sent to the laundry on a daily basis. Contaminated uniforms and linen within the facility will be properly bagged, labeled by the Housing Unit Officer and moved to the laundry or the Infirmary soiled Linen Room as soon as feasible. (See Policy #1103 Contaminated Laundry) The supervisor of the area will ensure the bags with contaminated laundry are properly tagged prior to the bag departing that area.
12. Proper release procedures of uniforms, linens, towels and blankets and exchanges of these items will be completed according to policy.

B. Exchange Schedule

- 1.** Uniform/linen exchange will be conducted each Tuesday and Saturday for the entire facility. The exchange schedule will be as follows:
 - a.** Tuesday - Uniform Only
 - b.** Saturday - Uniform/Linen
- 2.** Uniform/linen exchange will include:
 - a.** One (1) uniform
 - b.** One (1) set of linen.
- 3.** Uniform exchange will include:
 - a.** One (1) shirt
 - b.** One (1) pants
- 4.** A set of linen will consist of:
 - a.** Two (2) sheets
- 5.** Uniform and linen items will be exchanged on a one-for-one basis. Inmates will exchange their uniforms and linen at each exchange. This is not optional.
- 6.** Blankets will be exchanged once every four (4) weeks on Saturday as follows:
 - a.** Week One (1) Third and Fourth Floor
 - b.** Week Two (2) Fifth Floor
 - c.** Week Three (3) Sixth Floor
 - d.** Week Four (4) Seventh Floor
- 7.** Inmates who work outside the housing unit and wear orange uniforms will exchange these uniforms at least two times a week. These inmates may be allowed to exchange their uniforms as needed at the discretion of the custody staff.

8. Kitchen and laundry workers will change orange clothing on 0 level. Maintenance workers will change their uniforms in the housing unit under the supervision of custody staff. Carts with orange uniforms for the maintenance workers will be brought to the housing unit levels prior to 8:30 AM by the appropriate Housing Unit Supervisor/designee and will be returned to the Laundry area prior to 11:00 AM the same day by the appropriate Housing Unit Supervisor/designee.

C. Stocking Bulk Delivery Trucks and Linen Carts

1. The Laundry Officer, will check the IJMS on Thursday to determine the number of linen and blankets required per floor.
2. The Laundry Officer will then ensure two (2) bulk delivery trucks per floor are stocked with the clean uniforms in preparation for the scheduled uniform/linen exchange.
3. One (1) linen cart will be stocked for each floor. One (1) additional cart will be stocked for the floor, designated to obtain blankets.
4. The delivery trucks and carts will then be properly tagged with the appropriate floor (e.g., 4th floor uniforms, 4th floor linens, etc.).
5. The bulk delivery trucks and linen carts will remain in the laundry area until retrieved by the Movement Officers on the day of scheduled exchange and taken to the floors.

D. Storage of Carts for Soiled Laundry

1. Each housing unit floor will have a soiled uniform/linen container in the area near the elevators.
2. The Maintenance Officer will direct the inmate workers to take an empty laundry cart to each housing unit floor Monday – Friday to empty the container that contains soiled uniforms/linens and return the cart and items to the Laundry upon completion of that task.

E. Delivery of Clean Laundry

1. On the day of the exchange, it will be the responsibility of the Watch Commander/designee to open the laundry.
2. When notified by the Watch Commander, the Movement Officers and inmate workers, if needed, will report to the laundry and retrieve the laundry trucks and carts tagged for the floors.

3. Laundry carts containing blankets for the floor designated will be picked up on Saturdays.
4. All laundry trucks and carts will be searched for contraband by the Housing Unit Supervisor or designee.
5. Delivery trucks and carts for the Direct Supervision Housing Units will be placed staged at Unit Control until the Housing Unit Supervisor/designee conducts the uniform/linen exchange.
6. Delivery trucks and carts for Indirect Housing Units will be staged at Unit Control until the Housing Unit Supervisor/designee conducts the uniform/linen exchange.
7. Empty laundry carts will be sent to the floors with the clean uniforms and linen. The used uniforms and linen will be placed in these carts and returned to the Laundry along with laundry trucks and carts which carried the clean uniforms and linen at the end of the exchange.
8. The Infirmary Officer will inform the Laundry Officer of the need for clean inmate uniforms and linen. The Laundry Officer will direct inmate workers to deliver uniforms, linen and blankets to the Infirmary. These items will be turned over to the Infirmary Officer to be checked for contraband and to be placed in a storage closet until needed.

F. The Exchange

1. In an effort to maintain accountability for the condition of uniforms and linen, it will be the sole responsibility of the Housing Unit Officer to examine all return items for damage and issue clean uniforms and linen. Inmate workers will assist only in transporting carts and gathering soiled laundry. Inmates found to have damaged, altered, or defaced their uniforms or linen will be subject to disciplinary action.
 - a. Infirmary
 - (1) The Infirmary officer will conduct uniform/linen exchange in both the Medical and Mental Health Unit.
 - (2) All inmates will be secured in their cells prior to the exchange.

- (3) The Infirmary Officer will proceed cell by cell and instruct the inmates to place their soiled laundry through the food pass.
- (4) Each item will be examined by the officer and placed in an empty laundry cart.
- (5) The officer will then issue the inmate a clean set of linen and/or uniform through the food pass.
- (6) The Corrections Medicine staff will be responsible for changing uniforms/linen of inmates housed in the isolation cells. (See Policy #1308 Contagious Diseases/Epidemic)

b. Direct Supervision Housing

- (1) Prior to the exchange in direct supervision, the Housing Unit Officer will secure all inmates in their cells to gather soiled laundry.
- (2) The Housing Unit Officer and the inmate worker will remove the empty laundry cart from the storage room and retrieve the clean laundry trucks and carts from the housing unit sally port.
- (3) The clean laundry truck/cart, along with the empty laundry cart will be placed in the dayroom of the housing unit.
- (4) The Housing Unit Officer will release half of the inmates from their cells and instruct them to form a single line at the empty laundry cart.
- (5) Inmates who are on lockdown status will remain in their cells.
- (6) Each inmate will then show each item to the Housing Unit Officer as it is placed in the empty laundry cart.
- (7) The Housing Unit Officer will issue each inmate a clean uniform or set of linen. This is not optional. Inmates will exchange a uniform and/or linen at each exchange.

- (8) The first group will then be secured in their cells and the second half released and the process will be repeated.
- (9) When the second group of inmates have been secured, inmates on lockdown status will be issued their uniform/linen within their cells.
- (10) When the Housing Unit Officer has completed the exchange, the laundry truck and cart will be placed in the sally port.
- (11) The Housing Unit Supervisor will ensure that the clean laundry truck and cart are placed in the sally port of housing units B & D for continued distribution.
- (12) The process will then be repeated until the exchange is completed in all housing units.

c. Indirect Supervision Housing

- (1) Prior to the exchange, all inmates will be secured in their cells to gather their soiled laundry.
- (2) The Housing Unit Officer and the inmate worker will remove the empty laundry cart from the housing unit storage room and retrieve the clean laundry truck and cart from the sally ports of housing units B & C.
- (3) The clean laundry trucks and carts will then be taken to the dayroom of pod 1 in each housing unit.
- (4) The inmates will be secured in their cells and remain there until the completion of the exchange in the entire housing unit.
- (5) Upon completion of the exchange in pod 1, the Housing Unit Officer will repeat this process in pods 2 & 3.
- (6) The Housing Unit Supervisor will ensure that a clean laundry truck and cart are placed in the sally port of housing unit D for continued distribution.

- (7) The Housing Unit Officer will repeat the process, beginning with pod 1 and continuing until the exchange has been completed in the entire housing unit.
- (8) All inmates assigned to Indirect Housing Units will remain in their cells during uniform/linen exchange.
- (9) The Housing Unit Officer will proceed cell by cell and instruct the inmates to place their soiled laundry through the food pass.
- (10) Each item will be examined by the officer and placed in the cart containing soiled laundry.
- (11) The officer will then issue the inmate a clean set of linen and/or a uniform through the food pass.
- (12) The Housing Unit Officers will return the delivery trucks, carts and soiled laundry carts to the housing unit sally ports when the exchange is completed.
- (13) The Housing Unit Supervisor will notify the Movement Officers that the exchange has been completed.
- (14) The inmate workers, under the supervision of the Housing Unit Supervisor, will remove all delivery trucks and carts from the housing unit sally ports.
- (15) The Watch Commander/designee will reopen the laundry and will notify the Housing Unit Supervisors to return their trucks and carts to the laundry.
- (16) The Watch Commander/designee will supervise the storage of all the delivery trucks and carts and re-secure the laundry area.

G. Exchange of Safety Blankets/Sleeping Bags

1. Male inmates in Pre-Classification

- a.** Upon admission to the facility, male inmates will be issued a green safety blanket and a black safety sleeping bag for use while in pre-classification housing.
- b.** Upon transferring to a general population housing unit, the Housing Unit Supervisor on the pre-classification floor will ensure the inmate places the safety blanket and sleeping bag in the laundry cart.
- c.** The Housing Unit Supervisor on the receiving floor will give the inmate standard linens upon the inmate's arrival to the floor.

2. Exchanging Safety Blankets in Indirect Housing Units

- a.** All inmates housed in an indirect housing unit will be issued a green safety blanket.
- b.** Upon arrival to the floor for housing in an indirect housing unit, the Housing Unit Supervisor will ensure the inmate does not have sheets or blankets in his/her property box and issue the green safety blanket to the inmate.
- c.** When an inmate is being transferred to a direct supervision housing unit, the Housing Unit Supervisor will have the inmate place the safety blanket in the laundry cart.
- d.** The Housing Unit Supervisor on the receiving floor will ensure the inmate is given standard linens upon the inmate's arrival to the floor.
- e.** Safety blankets are exchanged in the indirect units every three (3) weeks. One housing unit will be exchanged per Saturday on a rotating schedule.