

POLICY AND PROCEDURES

NUMBER: 1102

SUBJECT: Linen repair/Sewing Machines

ACA STANDARDS: 3-ALDF-4D-06

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 5/06, 3/10, 11/13



I. POLICY

The St. Louis County Department of Justice Services shall provide sewing machines which will be utilized for the repair of uniforms and linens.

II. RESPONSIBILITIES

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

III. PROCEDURES

A. Uniform/Linen Repair

1. The Laundry Officer shall be responsible for ensuring that all uniforms and linens are inspected and repaired as needed.
2. Laundry workers shall inspect all clothing and linen items during routine processing.
3. Any article of clothing or linen needing repair shall be laundered and placed in the hamper marked 'REPAIR'.
4. The laundry worker shall notify the Laundry Officer of any uniforms or linens that are in need of major repair or disposal.
5. Any article deemed beyond repair, such as towels and face cloths

which can be used as rags or uniforms for work details, will not be thrown away.

B. Sewing Machine Use

1. Only the Laundry Officer and workers trained to use the sewing machine shall be authorized to operate machines.
2. The sewing machine shall be used for the repair of uniforms.
3. The sewing machines shall not be used by staff or workers for personal sewing or to custom tailor facility uniforms.
4. Sewing machines should not be removed from the laundry area.
5. The Laundry Officer shall ensure that the sewing machines are in proper working order at all times.
- [6. The Laundry Officer shall notify the *Warehouse* Manager and the Superintendent of *Fiscal and Human Resources* upon observing patterns of destruction and/or abuse of linens and uniforms, in an effort to curtail damage and reduce costs.]
7. The Warehouse Supervisor will ensure that any sewing machine in need of repair is repaired in a timely manner.