

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 10.19	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> P&P 7.11, 10.01	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 5, 2015	
	<b>REVISION DATE:</b> April 27, 2009	
<b>CHAPTER:</b> Post Orders	<b>SUBJECT:</b> Laundry Security Deputy Post Order	

- I. **PURPOSE:** To describe the duties of the Laundry Security Deputy at the Santa Rita Jail (SRJ).
- II. **POLICY:** The Laundry Security Deputy will be responsible for the security of the laundry unit, control of keys, custody and supervision of inmates assigned to the laundry unit.
- III. **PROCEDURE:** The Laundry Deputy shall:
  - A. Maintain a working knowledge of, and comply with, all existing post orders, policies, procedures and directives.
  - B. Ensure security of the laundry operation, the inmates assigned to the laundry and the laundry equipment.
  - C. Ensure custody, accountability and supervision of inmates assigned to the laundry.
    1. Pick up inmate workers from, and drop-off to, their assigned housing area.
    2. Maintain discipline and recommend disciplinary action when appropriate.
    3. Conduct formal inmate counts at appointed times and informal counts as needed.
    4. Ensure that all inmates leaving the area are searched.
  - D. Ensure the proper care and use of county equipment and ensure that safety rules and regulations are adhered to.
  - E. Search the area for contraband each day before the inmate workers are admitted to the area and at the close of daily activity.
  - F. Ensure that no inmates are hiding in any area of the laundry before securing the post.
  - G. Prohibit inmates from altering clothing. All clothing will be inspected upon exchange and appropriate disciplinary action will be taken for altered clothing. It is important to coordinate enforcement of this policy with the housing unit deputy.
  - H. Advise the Service Building Sergeant of problems relating to the laundry operations, including operating schedules and time.

- I. Secure dangerous equipment and toxic materials and direct their use only under staff supervision pursuant to Policy and Procedure 7.11, "Hazardous Substance Program."
- J. Maintain a laundry inventory control system and ensure that clothing and linen supplies are adequate, and inventory is conducted on worn or damaged laundry on a weekly basis.
- K. Maintain a continuous, current and accurate inventory and report to the Service Building Sergeant for operations on a monthly basis. Random physical inventories will also be conducted and logged.
- L. Issue special clothing or equipment as necessary for special details.
- M. Perform other duties as assigned.