

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 15.06	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> ACA 4-ALDF-4B-03 MJS 1264	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> October 25, 2015	
	<b>REVISION DATE:</b> January 28, 2008	
<b>CHAPTER:</b> Sanitation and Hygiene	<b>SUBJECT:</b> Cleaning and Storage of Inmate Personal Clothing	

- I. **PURPOSE:** To establish a process for cleaning and storing inmate personal clothing.
- II. **POLICY:** All inmate personal clothing received at the time of intake will be inspected and properly stored and cleaned when required, pursuant to Minimum Jail Standard 1264.
- III. **PROCEDURE:**
  - A. The clothing room clerk will give incoming inmates one hangable mesh clothing storage bag.
  - B. Inmates will be instructed to place all clothing into the mesh bag.
  - C. The clothing room clerk will inspect the clothing:
    1. **Acceptable Clothing:** The mesh bag will be covered with a clear plastic bag, marked with the inmate's name/PFN, and placed on the appropriate rack.
    2. If the clothing appears to be severely soiled, the ITR Sergeant will be notified.
      - a. If the ITR Sergeant determines the clothing is unacceptable for storage, the clothing shall be forwarded to the Laundry for cleaning.
      - b. The clothing shall be placed in a red bag, sealed, and tagged on the outside:
        - 1) The inmate's name and PFN
        - 2) A description of the contents
        - 3) The location of where the clothing is to be returned

3. If the clothing is believed to be contaminated with body vermin:
  - a. Notify the ITR Sergeant and the medical staff
  - b. Upon confirmation from the medical staff that vermin are present, all clothing shall be placed into a red bag, sealed and tagged on the outside:
    - 1) The inmate's name and PFN
    - 2) A description of contents
    - a) The location where the clothing is to be returned in
  - 3) Infested clothing will be forwarded to the Laundry to be decontaminated in accordance with established laundry procedures.
4. When severely soiled or vermin infested clothing is sent to the laundry:
  - a. The date, time, contents, and inmate's name/PFN shall be logged in the clothing room daily log book.
  - b. The Laundry Supervisor or Laundry deputy will be notified, and arrangements made for delivery to the Laundry, and return to clothing storage.
  - c. Upon receiving the clothing, the Laundry Supervisor or deputy shall inventory the contents.
  - d. The clothing items will be cleaned pursuant to established laundry procedures.
  - e. When the clothing is returned to the clothing storage room the clothing room clerk shall do a final inventory prior to final storage.