
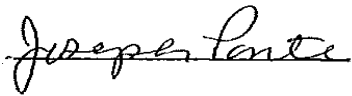


POLICY TITLE: LAUNDRY SERVICE OPERATIONS, GENERAL		PAGE 1 OF 6
POLICY NUMBER: 17.5		
CHAPTER 17: SANITATION AND HYGIENE		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS: See Section VII
	Approved by Commissioner: 	
EFFECTIVE DATE: August 30, 2004	LATEST REVISION: March 12, 2013	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A, M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections that each adult facility have established laundry services to provide for the thorough cleaning and, when necessary, disinfecting of prisoner state issued or personal clothing before storage or before allowing a prisoner to keep and wear state issued or personal clothing.

IV. CONTENTS

- Procedure A: Centralized Laundry Services
- Procedure B: Decentralized Laundry Services
- Procedure C: Schedule for Clothing and Linen Exchange
- Procedure D: Laundering of Contaminated Clothing/Linens/Bedding
- Procedure E: Laundry Services for Staff Uniforms

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Centralized Laundry Services

1. The centralized laundry shall be subject to the facility's security, safety, and sanitation inspection(s).
2. Staff shall supervise prisoners when they are performing work details associated with laundry services.
3. Each facility's laundry service areas shall be properly staffed and supervised at all times. Staff designated with responsibility for supervising laundry services shall report equipment malfunctions and other problems to designated staff. Work orders shall be completed and submitted to the Maintenance Supervisor according to facility practices.
3. The facility's Maintenance Supervisor shall be responsible for coordinating and ensuring all minor and major repairs of laundry machines and other equipment.
4. Laundry machines and equipment shall be operated in a safe manner in accordance with manufacturer's specifications and, where applicable, established facility rules and regulations.
5. Facilities shall implement practices to ensure that prisoners assigned to laundry detail in centralized laundry operations are informed by staff regarding the following:
 - a. Use and cleaning of machines and equipment according to manufacturer's warranties and service agreements,
 - b. Identification and reporting of malfunctioning problems to appropriate staff.

Procedure B: Decentralized Laundry Operations

1. Facilities shall implement practices for decentralized laundry services where laundry machines are provided in or adjacent to housing units. Prisoners shall be required to use the self-serve laundry machines to clean and care for issued or other approved clothing.
2. When decentralized laundry services are used, supervision shall consist of regular checks of the area by the designated staff.
3. At each facility, unit management, or other designated staff, shall supervise decentralized laundry services. Prisoners shall be required to reimburse the facility for all property determined to be altered or destroyed beyond normal wear and tear. Prisoner liability for payment may include, but is not limited to, the following

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
17.5 Laundry Service Operations, General	17. Sanitation and Hygiene	Page 2 of 6 3/12/13R

damage to facility clothing: graffiti markings, intentional discoloration, intentionally torn clothing, unreported damage to facility-issued property and damage to another prisoner's facility-issued property.

4. Prisoners shall not be allowed to launder clothing, bedding or linens in their cells or rooms.
5. Prisoners in special management housing units shall use decentralized laundry services where it is available and appropriate. If decentralized laundry services are inappropriate for security or safety reasons (e.g., prisoner is assigned to disciplinary segregation unit, medical condition, etc), arrangements shall be made to use the centralized laundry services to comply with facility expectations for clothing, linen, and bedding exchange.

Procedure C: Schedule for Clothing and Linen Exchange

1. Each facility shall prepare a schedule for clothing and linen exchange by prisoners. The schedule shall be communicated to prisoners during orientation and posted on each housing unit bulletin board. Staff shall supervise clothing and linen exchange in accordance with facility-specific practices.
2. Prisoners shall receive the opportunity to have three (3) complete sets of clean facility-issued clothing per week where decentralized laundry service is not provided. Additional clothing exchanges may be required at facilities where prisoners perform food preparation and meal service responsibilities and in instances where medical precautions are enacted for contaminated clothing.
3. Prisoners shall be properly clothed at all times in accordance with facility and unit rules and regulations. Prisoners are allowed to exchange uniforms or clothing on a one-for-one basis provided they are able to remain properly clothed. In cases where a prisoner has submitted clothing for laundry exchange and the uniform being worn becomes soiled with bodily fluids, staff shall follow the Bloodborne Pathogen Control Plan and issue clothing to replace contaminated items.
4. Each facility shall prepare a schedule for prisoners to exchange linens for laundering purposes, including towels, sheets, and pillow cases at least weekly. Blankets shall be exchanged for laundering at least quarterly, or more frequently when health care staff determines the need, or as determined by the facility.

Procedure D: Laundering of Contaminated Clothing/Linens/Bedding

1. Clothing or linens contaminated with blood or other bodily fluids or other potentially infectious materials shall be laundered in accordance with the Department's Bloodborne Pathogen Control Plan or other precautionary guidelines developed to prevent exposure. Prisoners and staff performing laundry services of clothing contaminated with blood or other potentially infectious materials shall adhere to all

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
17.5 Laundry Service Operations, General	17. Sanitation and Hygiene	Page 3 of 6 3/12/13R

requirements or guidelines, including but not limited to the following:

- a. wearing or using appropriate protective clothing when handling the contaminated material,
 - b. procedures for washing, cleaning and drying these items separately from other items, when required,
 - c. operating the equipment at prescribed temperatures that are appropriate for decontamination,
 - d. reporting cases where the blood or potentially infectious materials were not successfully removed during the laundering process,
 - e. disposing of latex gloves or face masks used in handling the potentially infected clothing or linen in the appropriate bio-hazardous refuse container for removal from the facility,
 - f. reporting exposures, violations of the Plan and inconsistent practices to the appropriate supervisory personnel,
 - g. performing personal decontamination procedures (e.g., washing hands with soap and water, showering) when required by the Plan or health care personnel to prevent the risk of exposure, and
 - h. complying with all other guidelines for decontamination issued by the Department or facility health care personnel.
2. The Chief Administrative Officer, in conjunction with the Medical Director, shall implement procedures of the Bloodborne Pathogen Control Plan to ensure confidentiality requirements for prisoners and others infected with HIV or other infectious diseases are maintained at all times, including during decontamination of the affected prisoner's clothing or linen.

Procedure E: Laundry Services for Staff Uniforms

1. At facilities where laundry services are provided for staff uniforms, practices shall be implemented to ensure appropriate security precautions and supervision are followed at all times.
2. The laundry schedule shall be prepared to ensure that laundry services for staff uniforms do not conflict with other facility operations. The schedule shall be prominently posted on appropriate bulletin boards designated for staff information.
3. An inventory control system shall be used to provide accountability for staff uniforms when facility laundry services are used.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
17.5 Laundry Service Operations, General	17. Sanitation and Hygiene	Page 4 of 6 3/12/13R

4. Designated staff shall inspect staff uniforms at the time of turn-in to ensure facility-issued or personal items have been removed. If unauthorized or contraband items are discovered in staff clothing, such items shall be confiscated and submitted to the Chief of Security or other designated staff, in accordance with procedures for chain of custody, preservation of evidence, incident documentation and investigations. The Shift Commander shall be notified immediately to determine immediate actions or decisions when weapons or security equipment are discovered in staff uniforms.
5. Damaged or lost staff uniforms must be reported immediately to the Shift Commander and the Deputy Chief Administrative Officer, or designee. Repairs to staff clothing shall be made except when a replacement of the item is necessary due to the extent of damage.
6. Staff uniforms shall be laundered and stored in a manner that provides for authorized contact by prisoners assigned to the work detail. Uniforms shall be laundered in accordance with the information labels directing their care. Staff uniforms shall be stored in a secure location to prevent unauthorized access and/or pilferage.
7. Prisoners shall not be permitted to provide laundry services for staff personal clothing or other civilian clothing.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4263 Written policy, procedure, and practice provide that inmates in segregation receive laundry, barbering, and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception is recorded in the unit log and justified in writing.

ACI - 4-4335 Written policy specifies accountability for inmate clothing and bedding.

ACI - 4-4338 Inmates are provided the opportunity to have three complete sets of clean clothing per week. The facility may provide this clean clothing in several ways, including access to self-serve washer facilities, central clothing exchange, or a combination of the two. Wash basins in cells or rooms are not compliant.

ACI - 4-4339 The institution provides for the thorough cleaning and, when necessary, disinfecting of inmate personal clothing before storage or before allowing the inmate to keep and wear personal clothing.

ACI - 4-4340 Written policy, procedure, and practice provide for the issue of suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, not

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
17.5 Laundry Service Operations, General	17. Sanitation and Hygiene	Page 5 of 6 3/12/13R

to exclude a mattress with an integrated pillow, and sufficient blankets to provide comfort under existing temperature controls. There is provision for linen exchange, including towels, at least weekly. Blanket exchange must be available at least quarterly.

4-ACRS-4B-02 Offenders have access to laundry facilities.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
17.5 Laundry Service Operations, General	17. Sanitation and Hygiene	Page 6 of 6 3/12/13R