

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

STANDARD JDAC CLOTHING, BEDDING AND LINENS ISSUE

Title 15; Section 1480, 1481, 1482, 1483, 1484, 1500, 1501, 1502

Authority:

Michelle Scray Brown, Chief Probation Officer

Purpose:

To establish a standard among the Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs) for issuing, exchanging and laundering of clothing/footwear, bedding and linens.

Definition:

Blue Laundry/Linen Carts: Are carts provided by a contracted laundering facility to transfer clean and dirty bed linens, blankets, etc. that belong to the contractor.

Black Laundry Cart: Is housed on each living unit and used to transfer youth's standard issue facility clothing and is marked "dirty" for dirty clothing only.

Grey Laundry Cart: Is housed on each living unit and used to transfer youth's standard issue facility clothing and is marked "clean" for clean clothing only.

Standard Facility Clothing Issue: Clothing provided to youth which is clean, reasonably fitted, and durable and free of holes and tears. Clothing shall be easily laundered, and climactically suitable. All youth shall be issued serviceable footwear that are properly fitted, clean and free of damages. Other articles of clothing shall consist of, but are not limited to:

MALE		FEMALE	
Outer Garments	Undergarment	Outer Garments	Undergarments
1. <u>Jumpsuit</u>	1. <u>Tee Shirt</u>	1. <u>2 Piece Jumpsuit</u>	1. <u>Tee Shirt</u>
2. <u>Shorts</u>	2. <u>Underwear</u>	2. <u>Shorts</u>	2. <u>Bra</u>
3. <u>Sweatshirt</u>	3. <u>Socks</u>	3. <u>Sweatshirt</u>	3. <u>Underwear</u>
4. <u>Sweatpants</u>		4. <u>Sweatpants (cold</u>	4. <u>Socks</u>
5. <u>Pajamas</u>		<u>months only)</u>	

- I. Youth clothing shall be laundered and distributed as follows:
 - A. Outer garments weekly.
 - B. Undergarments-laundered daily and distributed prior to showering.
 - C. Work, climatic conditions or illness may necessitate earlier or more frequent exchange.

- II. Standard Bedding and Linen Issue: Youth who are expected to remain over night or who enter a living unit shall be provided the following:
 - A. One mattress and one pillow or mattress-pillow combination.
 - B. Mattresses shall be enclosed, easily cleaned and made of non-absorbent ticking and free of any damage, meeting all state requirements.
 - C. A pillow case, if applicable.
 - D. One mattress cover (one sheet) or two sheets, and one blanket. Climate conditions may necessitate the issuance of additional bedding

E. One towel and one wash cloth.

III. Youth bedding and linen shall be laundered and distributed as follows:

- A. Towels and wash cloths shall be laundered daily and distributed prior to showering.
- B. Bedding shall be laundered and exchanged weekly.

IV. Contaminated Clothing, Bedding and/or Linen:

- A. Contaminated laundry shall not be laundered on the units.
- B. Use Universal Precautions when dealing with the following:
 - 1. Bio-Hazard: Blood saturation, human tissue or excrement shall be disposed of.
 - a. All items shall be sealed in a leak-proof red plastic Bio-Hazard bag, labeled with the type of contaminate and taken to the institution Bio-Hazard disposal container.
 - b. The Safety Officer shall be notified.
 - 2. General Contamination: OC spray, bodily fluids, minimal presences of blood (i.e menstrual cycle, bloody nose and small cuts/abrasions).
 - a. Items shall be sealed in a leak-proof plastic bag, labeled with the type of contaminate and sent out to the contracted laundry facility.
 - 3. Vermin Infestation and Ecto-Parasites (Scabies, lice, bed bugs):
 - a. Items shall be sealed in a leak-proof plastic bag, labeled with the type of vermin and sent out to the contracted laundry facility for cleaning.

Responsibilities:

I. Probation Correction Officer (PCO):

- A. Provide youth with bedding, linens, and outer/under garments, which are reasonably fitted, clean, and free of stains and tears. Stained & tattered clothing shall be discarded.
- B. Ensure bedding, linens and outer/under garments are laundered as follows:
 - 1. Blankets exchanged weekly with the contracted laundry facility.
 - 2. Outer garments to be laundered/exchanged weekly.
 - 3. Undergarments to be laundered/exchanged daily.
 - 4. Towels and wash cloths laundered daily.
- C. Monitor youth tasked with laundry duties and dispense laundry cleaning liquids.
- D. Inspect mattresses during room searches. Mattresses should be clean and free of damage.
- E. Shall disinfect both the grey laundry cart marked as "clean" and the black laundry cart marked as "dirty" weekly.
- F. Maintain unit supply of clothing, bedding and linens for population fluctuation and emergency replacement.
- G. Document in C.E. when clothing is laundered and linen exchange is completed.
- H. Contaminated clothing, bedding and linens shall be handled with universal precautions and processed according to the type of contamination outlined in section IV.
- I. No form of discipline shall be used which deprives youth of their clothing, bedding or linens.

II. Safety Officer:

- A. Email Probation.Fiscal@prob.sbcounty.gov regarding discarded linen.
 - 1. May be done by PCS I/II.
- B. Store surplus items in the facility warehouse.

III. Probation Correction Supervisor I (PCS I):

- A. Ensure staff are laundering and exchanging youth's clothing, bedding and linens as outlined in this procedure.

Guidelines:

- A. Laundry carts shall be used to transfer clothing. Carts shall be clean, disinfected and free of dirt, debris or trash when being used to transfer clean laundry.
- B. Each unit shall be supplied with extra clothing, bedding and linens to account for population fluctuation and emergency replacement.
- C. Units are required to keep all assigned clothing, bedding and linens.
- D. Youth that transfer to another unit or facility may receive new clothing, bedding and linens from the receiving unit/facility.
- E. Youth shall be given new non-disposable underwear which shall remain with them throughout their stay.
- F. Clothing shall be laundered at the temperature required by local ordinances for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.
- G. Pregnant youth will be issued suitable clothing.
- H. Clothing is interchangeable based on gender identity.
- I. Youth who are pregnant or have medical-related needs shall be given consideration of the mattress type.
- J. Additional clothing essential to performing special assignment shall be provided to youth.
- K. More frequent clothing and/or bedding exchange may be necessary due to illness or being soiled.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Minimum Standard for Juvenile Facilities: Title 15; Section 1480, 1481, 1482, 1483, 1500, 1501, 1502. Title 24; Section 1230.2.5

State Fire Marshall and Bureau of Home Furnishing and Thermal Installation (mattress)

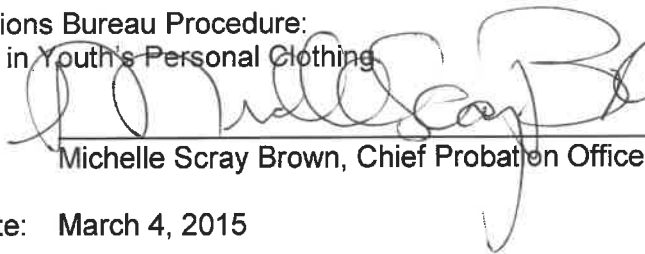
Replaces:

Detention Corrections Bureau Procedure:
Control of Vermin in Youth's Personal Clothing

References:

Detention Corrections Bureau Procedure:
Control of Vermin in Youth's Personal Clothing

Issued by:


Michelle Scray Brown, Chief Probation Officer

3/5/19
Date

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