

POLICY AND PROCEDURES

NUMBER: 1104

SUBJECT: Use of Housing Unit Washers/Dryers

ACA STANDARDS: 4-ALDF-4B-02

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 3/00, 4/06, 7/07, 3/10,
2/16



I. POLICY

The St. Louis County Department of Justice Services shall provide washers and dryers for inmates within the housing units, to meet the laundering needs for inmates' personal articles of clothing.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' Laundry Officer and Housing Unit Officers are responsible for the following procedures.

III. PROCEDURES

- A. Washers and dryers located in the housing units shall be used only for the laundering of inmates' personal articles of clothing, limited to the following:
 - 1. Underwear/t-shirts
 - 2. Socks
 - 3. Towels
- B. All uniforms and linen shall be laundered in the Central Laundry Unit.

- C. Washers and dryers will be operated by assigned housing unit laundry workers, under the direction of the Housing Officer.
- D. The Housing Officer and housing unit worker shall be trained in the proper operation of the machines by the Laundry Officer.
- E. The Housing Officer shall ensure that the washers and dryers are kept clean and in good working condition.
- F. The housing unit laundry worker shall perform his/her duties Monday through Saturday, 9:00 AM - 9:00 PM daily.
- G. Laundry operations within the housing area shall be conducted as follows:
 - [1. *Mesh laundry bags will be distributed to inmates.*]
 - 2. The inmate worker shall collect the mesh laundry bags containing each inmate's laundry.
 - 3. The housing unit worker will only wash up to ten (10) mesh bags at a time to ensure machines are not overloaded.
 - [4. To return clean laundry, the housing unit worker, under the direction of the Housing Officer, will *place the mesh bag on the door handle of the inmate's cell* and the inmate shall retrieve their clean laundry.]
 - 5. If an inmate is out of the housing area when laundry is completed, the Housing Officer shall place the mesh laundry bag in the inmate's cell.
 - 6. All clean laundry should be returned the same day to ensure laundry is not misplaced.
 - 7. The lint trap on the dryer and the lint trap in the back of the dryer will be checked and cleaned at least once per day by the housing unit laundry worker.