



OAKLAND COUNTY SHERIFF'S OFFICE

Policies and Procedures

	NUMBER 54	DATE February 27, 2004
SUBJECT:	LAUNDRY OPERATIONS - CENTRAL JAIL FACILITY	DISTRIBUTION A, B, D-I & D-II.
REFERENCE:		

POLICY

It is the policy of the Oakland County Sheriff's Office - Corrective Services Division to establish efficient operations in laundry distribution and laundry exchange. This is to insure the maintenance of clean, healthful living conditions for the inmate population.

PROCEDURE

1.0 NEW INMATE ADMISSIONS

- 1.1 After an inmate has been classified and placement in general population has been determined, he/she shall surrender all outer clothing.
- 1.2 Inmates shall be allowed to retain undergarments with the exception of T-Shirts that are designed or decorated so that they could be misconstrued for outer garments.
- 1.3 A clothing receipt shall be completed and must contain the following information:
 1. Name: taken from inmate wristband
 2. Inmate Number
 3. Date: Current Date
 4. Clothing Bag Number
 5. Officers Name and Badge Number
 6. Full description of all articles that are placed in, or outside of bag.
- 1.4 All inmates shall be allowed and directed to shower, and will be directed to use delousing soap before dressing in jail clothes.
- 1.5 Issue for all inmates shall include: Blanket{s}, need as determined by prevalent cell temperatures; sheets, outer clothing, socks and a personal hygiene kit.
- 1.6 Indigent inmate shall be issued a set of underclothing as directed by the Consent Judgement. Indigent issue shall be documented and retained.
- 1.7 Soft-soled, deck type or tennis shoes are permitted. If at the time of admission, or at another time, deck shoes are approved for an individual's use, then the laundry officer shall identify the interior of the shoes with an indelible marking pen.

2.0 **LAUNDRY EXCHANGE FOR COURT APPEARANCE**

- 2.1 When a civilian requests to exchange clothing for an inmate, an "Exchange Form" shall be completed by the officer.
- 2.2 Persons wishing to exchange clothing must have personal I.D., showing signature and will sign both the Clothing Receipt and Exchange Forms.
- 2.3 A new clothing receipt shall be for all clothing which is received. The pink copy will be given to the person leaving the clothes. {White: File/Yellow: Laundry Bag}
- 2.4 The old and new clothing receipts will be stapled together and placed on file in the laundry.
- 2.5 All incoming clothing articles will be searched for contraband and will be neatly hung or placed in or around the property bag.

3.0 **BEDDING AND CLOTHING EXCHANGE**

- 3.1 All laundry including outer-clothing and sheets shall be exchanged once each week.
- 3.2 The floor officer shall direct that all inmates in the housing area which are scheduled for exchange to bring all laundry out of the cell.
- 3.3 During the exchange process, inmates shall be secured in the vestibule adjacent to the housing area and laundry officers shall enter the cell to insure that no additional clothing, bedding is left in the cell.
- 3.4 During the laundry exchange, officers shall be attentive to any signs of illness/injury. Any bruises, cuts, lacerations, lesions, or other signs of injury shall be immediately referred to the Jail Clinic and to the Shift Sergeant. A report shall be written at the direction of the Shift Sergeant.
- 3.5 Blankets shall be exchanged and cleaned every two weeks at the time of regularly scheduled laundry exchange. Two {2} blankets shall be issued whenever the prevailing cell temperatures are below 65 degrees.
- 3.6 If laundry shortage results in failure to complete laundry exchange, then the shortage block shall be supplied as soon as laundry is available.
- 3.7 ALL exchanges shall be recorded. Documentation shall be made on a print-out of the inmate roster and filed with the Trusty Dorm Supervisor.

4.0 **PREPARATION AND DRESSING FOR COURTS AND ALL RELEASES**

- 4.1 Preparation and dressing for court appearances is a priority, and shall be initiated in a timely manner.
- 4.2 Before providing any inmate with street clothes for court appearances, verify inmate name to clothing receipt and compare items listed on receipt with those in or around the correspondent clothing bag.

- 4.3 Persons scheduled for court appearances at the District Courts shall be given clothes and outer coats; those scheduled for Circuit Court will be given all clothing, including suit coats and ties but do not require overcoats.
- 4.4 Any inmate who does not have street clothes in his/her property will be issued unmarked jail clothing.
- 4.5 For all persons leaving the facility for court appearances, the clothing receipt will be logged as "out-to-court" and the log will carry the date and the court in which the inmate has been scheduled.
- 4.6 If the inmate is leaving the Oakland County Jail then he/she shall sign a clothing receipt indicating that he/she has received all items and all property.
- 4.7 All signed laundry slips shall be placed in inmates confinement record.
- 4.8 Upon return from court, each inmate shall be required to change into his/her jail clothing and the officer accepting the street clothes shall check to insure that all items on the clothing receipt have been surrendered. Any discrepancies shall be noted, and if necessary, the clothing receipt shall be revised and signed by the inmate surrendering the clothes.
- 5.0 **PREPARATION AND DRESSING FOR TRANSFER TO STATE OF MICHIGAN/PRISON SYSTEM OR OTHER FACILITIES**
- 5.1 Inmate scheduled for transfer to the State Prison System shall be escorted to the laundry for dress-out.
- 5.2 All Oakland County issue shall be surrendered to the Laundry Officer and personal property shall be bagged, identified by name and transferred with them to Jackson.
- 5.3 Inmates being newly transferred shall be strip searched and directed to dress in orange coveralls; persons who are State Prisoners and scheduled for return to Jackson who have marked Jackson clothes will be directed to wear those clothes for transfer.
- 5.4 Prisoners scheduled for transfer to other correctional facilities will be strip searched prior to transfer and will be issued his/her personal clothes for transport. Additional property will be bagged and identified by name for transport.



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