

## **Section 7: Sanitation and Environmental Conditions**

### **Subject: Clean Bedding, Linens, and Clothing**

**Minimum Standard: 5120:1-8-05(H)(1)(2)(3)(4)(5)(6)**

**Revised: 10/2008, 03/2009, 12/2011, 09/2015**

**Authorized:** \_\_\_\_\_ **Effective date:** \_\_\_\_\_  
**Sheriff Paul A. Sigsworth**

### **POLICY**

The Erie County Jail shall maintain documentation that bedding and mattresses shall be in good repair and cleaned prior to being reissued. Clean bed linens and towels shall be exchanged once weekly. Issuance of clean linens and towels shall be documented. Issued clothing shall be exchanged or laundered twice weekly. Arrangements are made to exchange or launder personal clothing and undergarments twice weekly. Blankets shall be cleaned or exchanged once a month. Mattresses shall be cleaned monthly. Bedding, mattresses, towels, and clothing shall be exchanged or cleaned when soiled.

### **PROCEDURE**

#### **A. Mattresses:**

1. Mattresses shall be cleaned weekly by the inmate using it. A spray disinfectant shall be provided.
2. Any mattress that is found in poor condition (torn/excessive wear) shall be taken out of service, replaced and such shall be documented.
3. Unclean mattresses shall be placed in a separate storage area until they have been cleaned.
4. Unclean mattresses shall be sprayed with disinfectant and wiped down before being reissued for use.
5. Officers should log the cleaning of mattresses in the computer with a Clean (CLEN) Event. This event should include:
  - a. Date and Time of cleaning.
  - b. Number of mattresses cleaned.

#### **B. Reissued Linens:**

1. All linens shall be laundered prior to being issued to another inmate.
2. When an inmate is released they will place their issued linen items into a laundry cart in the Processing Room.
3. Corrections Staff will inspect the items to ensure they are in good repair.
4. This cart will then be sent to laundry to ensure the bedding is laundered prior to being reissued.

#### **C. Laundered Linens (Laundry Pass):**

1. All inmates will be provided an opportunity to have their linens laundered twice weekly using the following schedule:
  - a. E Control inmates Saturday's and Wednesday's during A Shift.
  - b. B Control inmates Sunday's and Wednesday during B Shift.
  - c. A Control Inmates Tuesday's and Saturday's during B Shift.
2. A corrections officer will place a laundry cart into the housing area.

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3. Inmates in the housing area will place their items into the laundry cart
4. A Laundry Inmate Worker will take the cart to laundry and launder the items.
5. Once laundered, the cart will be returned to the housing unit.
6. Prior to being sent to laundry and being returned to the housing unit, a corrections officer will inspect the cart for contraband.
7. Once the Laundry Pass is completed, the corrections officer conducting the pass will enter it into the Jail's Record Management System as a LAUN (Laundry Pass) Event in the Jail Log. This event will include:
  - a. Date and Time of the Laundry Pass.
  - b. The area where the Laundry Pass was conducted.
  - c. Officer conducting the Laundry Pass.

#### **D. Soiled Linens / Mattresses:**

1. Any time a corrections officer becomes aware of soiled bedding, mattresses, towels, or clothing they will immediately exchange it for a clean item.
2. The corrections officer will then ensure the soiled items are cleaned and place a LAUN (Laundry Pass) Event in the Jail Log. This event will include:
  - a. Date and Time of the item(s) exchanged.
  - b. Inmate's name who's item is exchanged.
  - c. Officer exchanging the item.