

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Bedding and Linens <u>SECTION:</u> 11 <u>AUTHORITY:</u> Article 11, Sections 1500-1502, Title 15
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11.0 Bedding and Linens

OVERVIEW

This section concerns the mandated requirements for distribution and cleaning of bedding (mattresses and pillows) and linens (sheets, pillowcases and blankets).

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11.1 Institutional Authority

11.1.1 STANDARDS

Sections 1500 through 1502 of the California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities, set forth the institutional guidelines for linen and bedding issue for each youth entering a living area who is expected to remain overnight. With respect to these standards, all Institutional Services staff members shall adhere to the following policy guidelines.

11.1.2 POLICY

It is the intent of the San Diego County Juvenile Detention Facilities (SDCJDF), and the responsibility of its staff, to ensure that each youth receive clean freshly laundered bedding and linen; and for such bedding and linen to be exchanged regularly. Unit/Dorm officers are required to keep youth in clean bedding at all times. (Title 15, Section 1501)

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11.2 Standard Linen Issue

11.2.1 LINEN ISSUE

Upon admission to a SDCJDF, each youth expected to remain in the facility overnight shall be issued suitable linens, which are clean and in good condition. Intake staff, or other staff as directed by each facility, shall provide a youth's initial linen issue prior to transferring the youth to a housing unit/dorm. The standard issue of linens shall consist of the following freshly laundered items:

- Towel
- Sheet (two)
- Pillowcase (one)
- Blanket (freshly laundered or dry cleaned blanket)

(Title 15, Section 1500)

11.2.2 LINEN ISSUE TO HOUSING UNITS/DORMS

Issue and exchange of linen to individual units/dorms shall be the responsibility of a staff designated by the facility. The staff shall obtain and prepare linen supplies for issue to all units/dorms. These supplies shall be organized and placed in a designated area for distribution to the individual units/dorms.

11.2.3 LINEN AND BEDDING INVENTORY

All linen and bedding supplies shall consist of enough inventory to meet the needs of the facility for a one (1) week period of time.

11.2.4 STORAGE:

All linen and bedding supplies, which are not in use, shall be stored in a safe and sanitary area, free of rodent and vermin infestation. This area shall be designated by the Division Chief and maintained by the facility Storekeeper. The Division Chief, or their designee, shall periodically check the storage area to ensure sanitary conditions have not been compromised. The designated Supervisor shall be responsible for ensuring all contaminated and soiled laundry is stored in an area, which is completely segregated from the clean and sanitary linen, and bedding supply.

11.2.5 SECURITY EXCEPTIONS

All youth shall be provided with linen and bedding supplies except when security concerns dictate otherwise, such as for Suicide Watch (SW).

SW	If a youth is on SW he/she will only be allowed a suicide blanket and a suicide mattress, with no other sheets or items they may use to hurt themselves. See Manual Section 8.11 for more information on Suicide Prevention.
Other	A youth's linen and bedding may be removed temporarily for security purposes if the youth is using the items improperly. Such as: using sheets to try to tie the door shut; covering the window to prevent observation during hall checks; using pillow or mattress to try to jam the door shut; etc.

Bedding and linen shall not be taken away from a youth as a disciplinary measure. (Title 15, Section 1390)

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Linen Laundry and Exchange <u>SECTION:</u> 11.3 <u>AUTHORITY:</u> Article 11, Sections 1500-1502, Title 15
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11.3 Linen Laundry and Exchange

11.3.1 INTRODUCTION

The following linen laundry procedures shall be incorporated into all unit/dorm programs.

11.3.2 TOWELS

Clean, freshly laundered towels shall be provided to all youth at least once per week. Towels are to be free of rips and tears and shall be issued prior to showers. Used or dirty towels will be collected by a youth worker for washing.

11.3.3 BLANKETS

Clean and well-repaired blankets shall be provided to youth every thirty (30) days. As climatic conditions change, a second blanket shall be provided, if needed. To ensure exchanges occur as required, unit/dorm officers will check for youth who have been in custody more than thirty days. Each facility will conduct a blanket exchange at least once per month.

11.3.4 SHEETS AND PILLOWCASES

Well-repaired, clean and sanitized pillowcases and sheets shall be provided to all youth on a weekly basis. Pillowcases and sheets will be cleaned and/or sanitized by an independent laundry service contracted by the facility. (Title 15, Section 1501)

11.3.5 SHEET EXCHANGE

Issue of clean linen shall be made weekly

11.3.6 LINENS MAY BE EXCHANGED AS NEEDED

For times other than as outlined above, linen and laundry exchanges shall be completed by the housing units/dorms as needed, especially when they have become soiled due to an illness or accident.

11.3.7 LINENS TURNED-IN UPON RELEASE

Upon release from a SDCJDF, all youth shall turn in their linens. Staff shall forward the used linens to the facility's laundry service for cleaning. Linens shall not be reissued, reused or placed in the clean/sanitary supply area prior to being laundered. (Title 15, Section 1501)

11.3.8 WASHING LAUNDRY IN THE HOUSING UNITS/DORMS

Some housing units/dorms have washing machines and dryers for small loads of laundry, which may be required during the day. Clothing items that may be routinely washed in the units/dorms are outer garments such as sweatshirts and shorts.

Care should be taken not to wash undergarments (i.e., underwear or bras) in the unit/dorm washers. The water temperature in the unit/dorm washers may not get high enough to properly sanitize these items. Therefore, all undergarments must be sent with the unit/dorm laundry to be washed by the large industrial machines in the laundry room.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Mattresses and Pillows <u>SECTION:</u> 11.4 <u>AUTHORITY:</u> Article 11, Sections 1500-1502, Title 15
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11.4 Mattresses and Pillows

11.4.1 MATTRESSES AND PILLOWS

Mattresses and pillows shall be provided by the youth's assigned housing unit/dorm and shall be obtained from existing unit/dorm inventory or from the storage area. Mattresses and pillows shall be serviceable and in good condition. Each youth entering a housing unit/dorm that is expected to remain overnight shall be issued the following:

1. A fire-retardant pillow
2. A fire-retardant mattress

All mattresses and pillows shall meet or exceed the requirements as set forth by the State Fire Marshal's Office and the Bureau of Home Furnishing Standards (Technical Information Bulletin Number 121) regarding safety needs and the ability to resist fire.

Any mattress used in a SDCJDF shall conform to the size of the bed as referenced in Title 24, Section 460A.2.5. The Division Chief and Storekeeper shall be responsible for providing stock which meets the standards set forth in Title 15, Section 1502.

San Diego County Probation Department Institutional Services Policies	<u>SUBJECT:</u> Medical Isolation (Med-Iso) Laundry Procedures <u>SECTION:</u> 11.5 <u>AUTHORITY:</u> Article 11, Sections 1500-1502, Title 15
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11.5 Medical Isolation (Med-Iso) Laundry Procedures

11.5.1 POLICY

Bedding and linen used in health care areas or by youth who are ill, pose a health risk and shall be isolated and cleaned on a daily basis.

11.5.2 (MED-ISO) LAUNDRY PROCEDURE

Bedding and linen, which are soiled due to any bodily fluid (i.e., urine, feces, blood, etc.), vermin contamination (i.e., lice, crabs, mouse droppings etc.) or have been used by youth who are ill with a communicable disease and/or subject to medical isolation, shall be handled and cleaned with special care as follows:

Step	Action
1	Obtain Med-Iso bags from the unit/dorm supply cabinet or the Warehouse. (Med-Iso bags are water-soluble bags, which are placed directly into washing machines to eliminate human contact with potentially contaminated laundry articles).
2	Officers or youth handling the laundry shall put on latex gloves. Under no circumstances shall officers assign or require a youth to handle Med-Iso laundry belonging to another youth. Youth may handle their own laundry.
3	Sort the laundry into colors/whites/blankets.
4	Place each sorted type into a separate Med-Iso bag and close the bag, sealing it completely.
5	Take the bags to storage room designated by the facility to be stored until obtained by the designated laundry service for cleaning and sanitizing.
6	Placing bagged Med-Iso laundry inside plastic trash bags is prohibited; they will not be accepted for washing by the contracted laundry service.