

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

<b>Section</b>	<b>Subject</b>	<b>Page</b>
11.1	Institutional Authority	2
11.2	Standard Linen Issue	3
11.3	Linen Laundry and Exchange	5
11.4	Mattresses and Pillows	7
11.5	Medical Isolation (Med-Iso) Laundry Procedures	8

<b>San Diego County Probation Department Institutional Services Policies</b>	<b><u>SUBJECT:</u> Institutional Authority</b>  <b><u>SECTION:</u> 11.1</b>  <b><u>AUTHORITY:</u> Article 11, Sections 1500-1502, Title 15</b>
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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 must adhere to the following policy guidelines.

### 11.1.2 POLICY

It is the intent of the juvenile facilities, 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/Cottage officers are required to keep youth in clean bedding at all times. (Title 15, Section 1501)

<b>San Diego County Probation Department Institutional Services Policies</b>	<b><u>SUBJECT:</u> Institutional Authority</b>  <b><u>SECTION:</u> 11.2</b>  <b><u>AUTHORITY:</u> Article 11, Sections 1500-1502, Title 15</b>
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## 11.2 Standard Linen Issue

### 11.2.1 LINEN ISSUE

Upon admission to a juvenile facility, each youth expected to remain in the facility overnight must be issued suitable linens, which are clean and in good condition. Intake staff, or other staff as directed by each juvenile facility, must provide a youth's initial linen issue prior to transferring the youth to a housing unit/cottage. The standard issue of linens must 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/COTTAGES

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

### 11.2.3 LINEN AND BEDDING INVENTORY

All linen and bedding supplies must 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, must be stored in a safe and sanitary area, free of rodent and vermin infestation. This area must be designated by the Division Chief and maintained by the facility Storekeeper. The Division Chief, or their designee, must periodically check the storage area to ensure sanitary conditions have not been compromised. The designated Supervisor must 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 must be provided with linen and bedding supplies except when security concerns dictate otherwise, such as for Suicide Watch (SW).

<b>SW</b>	If a youth is on SW they 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.
<b>Other</b>	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 must not be taken away from a youth as a disciplinary measure. (Title 15, Section 1390)

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

### **11.3.1 INTRODUCTION**

The following linen laundry procedures must be incorporated into all unit/cottage programs.

### **11.3.2 TOWELS**

Clean, freshly laundered towels must be provided to all youth at least once per week. Towels are to be free of rips and tears and must 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 must be provided to youth every thirty (30) days. As climatic conditions change, a second blanket must be provided, if needed. To ensure exchanges occur as required, unit/cottage 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 must 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 must be made weekly

### **11.3.6 LINENS MAY BE EXCHANGED AS NEEDED**

For times other than as outlined above, linen and laundry exchanges must be completed by the housing units/cottages 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 juvenile facility, all youth must turn in their linens. Staff must forward the used linens to the facility's laundry service for cleaning. Linens must 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/COTTAGES

Some housing units/cottages 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/cottages are outer garments such as sweatshirts and shorts.

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

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

### **11.4.1 MATTRESSES AND PILLOWS**

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

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

All mattresses and pillows must 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 juvenile facility must conform to the size of the bed as referenced in Title 24, Section 460A.2.5. The Division Chief and Storekeeper must be responsible for providing stock which meets the standards set forth in Title 15, Section 1502.

<b>San Diego County Probation Department Institutional Services Policies</b>	<b><u>SUBJECT:</u> Medical Isolation (Med-Iso) Laundry Procedures</b>  <b><u>SECTION:</u> 11.5</b>  <b><u>AUTHORITY:</u> Article 11, Sections 1500-1502, Title 15</b>
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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 must 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, must be handled and cleaned with special care as follows:

Step	Action
1	Obtain Med-Iso bags from the unit/cottage 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 must put on latex gloves. Under no circumstances must 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.