

## LAUNDRY PROCEDURES YOUTH LEADERSHIP ACADEMY

- AUTHORITY:** California Code of Regulations, Title 15, Sections 1480, 1482, 1483, 1484, 1500, and 1501  
Administrative Directive  
Welfare and Institutions Code, Section 883
- RESCINDS:** Procedure Manual Item 3-8-010, dated 12/13/17
- FORMS:** None
- PURPOSE:** To describe a standardized procedure to operate the unit laundry rooms at the Youth Leadership Academy (YLA).

### I. GENERAL INFORMATION

- A. The purpose of the procedure and schedule is to maximize the efficient use of each unit's laundry facilities. It is imperative that all staff comply with these guidelines and notify administration when problems arise.

Each unit will keep an up-to-date clothing size list and will maintain a stock of the following clothes for each youth in the unit:

pants	socks
T-shirts	<b>personal</b> underwear
Blue shorts	tennis shoes
Shower Shoes	sweatshirt

Extra pants; socks; underwear; T-shirts; shorts; shoes; shower shoes, as well as sheets; blankets; towels; washcloths and a pillowcase are to be kept on hand in the unit, per youth. **Upon arrival, each youth is issued up to four pairs of new underwear for youth to keep in their rooms throughout their stay. During showers, each youth is responsible for coming out of their rooms with a clean pair of underwear to change into. Each youth is assigned a mesh bag, (labeled by room number, followed by "A" or "B" depending on roommate status), to ensure they receive their own underwear after laundering. Mesh bags are never to go in the youth's rooms. They are to be stored on hooks outside the rooms, or in the laundry room to be brought out daily during showers and placed with the youth's bundle. Bundles include a clean towel, washcloth, a clean pair of socks, and a T-shirt. Youth will place their soiled underwear in their assigned mesh bag and laundry bin after showers. The mesh bag will be collected by the laundry youth to be washed each day/night.**

Each unit is equipped with two washers and dryers. The Laundry Program is supervised by an assigned unit Deputy Juvenile Correctional Officer (DJCO). Unit laundry rooms are for routine laundering of county-issued clothing.

B. The procedure allocates set time frames for unit clothing to be washed. The units must adhere to the assigned time frames in order for the schedule to be effective. Laundry Program youth will be the only youth using the washing machines and dryers, unless the youth are not available, then unit staff must supervise a youth when washing/drying in the main laundry room during their assigned times.

C. Juvenile Hall Clothing

Youth assigned to unit laundry will collect Juvenile Hall clothing from transfer youth upon admission to YLA. They will place this clothing in a plastic bag and deposit the bag in the marked bin located inside the main laundry room door.

D. Contaminated Clothing

Any clothing that has been exposed to blood, body fluids, lice, etc., will be considered contaminated clothing and must be IMMEDIATELY placed in a water soluble bag and labeled in black marker (no tape) and sent to JH Laundry.

E. Damaged Clothing

Torn or otherwise damaged clothing will be repaired and/or replaced. If damage was caused by a youth, a Special Incident Report (SIR) is to be written, and the article is to be repaired by the youth or restitution will be sought.

II. PROCEDURE

A. Laundry Room Rules

Laundry Room youth will be washing clothing as needed and directed by staff. Only one Laundry Program youth can be in the laundry room unsupervised.

1. Do not allow youth other than laundry youth to go into or remain in the laundry room unsupervised.
2. Do not permit youth to enter the supply room for any reason.
3. Never take laundry that belongs to another unit.
4. Notify the Supply Clerk of any laundry supplies problems or equipment malfunctions.
5. Youth must check the lint screens on both dryers before using.
6. Operating instructions for the equipment are posted in the laundry room.
7. Laundry youth are responsible for ensuring the laundry room is kept neat and clean after the day's laundry is finished.

B. Each unit will be washing T-shirts, underwear, socks, and rags using the unit machines.

**REFERENCES:**

Procedures:	3-1-001	Care and Use of County-Owned Facilities/Equipment
	3-8-003	Shower Guidelines Youth Leadership Academy
	1-3-308	Bloodborne Pathogens: Preventive Measures and Exposure Guidelines

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**APPROVED BY:**