

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

DIRECTIVE

No.: 1088
Issued: 3/23/2006
Post Until: 4/23/2006

LAUNDRY OPERATIONS

It shall be the policy of the Detention Services Bureau and the Management Services Bureau that minors be provided an adequate supply of clean laundry items such as linen, bedding, and clothing.

Inventory

The Management Services Bureau (MSB) Director shall ensure the Laundry Operation maintains an established "par" level supply of linen, bedding, and clothing for the living units to ensure that, at all times, sufficient laundry items are available for each minor in the facility. The laundry items provided shall be clean and sanitized, free of tears, stains, knots, and of appropriate size.

To ensure that sufficient laundry items are available to all living units, and to prevent the hoarding of laundry items by individual living units, the laundry shall deliver items based on the par level for each individual living unit. The par level of individual living units will be the maximum population for that living unit, plus ten percent. For an example, if a living unit has a maximum population of 30 minors, the laundry will deliver 30 items, plus 3 (or ten percent).

Laundry staff shall maintain a daily Damaged Clothing Log that lists the number and type of clothing, bedding, and linen items that are removed from circulation due to stains or damages. Each month, a count shall be taken that notes the total number of salvaged clothing items. These totals shall be reviewed by the Management Services Bureau (MSB) Director to ensure sufficient replacement items have been ordered and delivered. A reorder point has been established for all laundry items. When items reach or fall below the reorder point, laundry operations MSB staff shall notify the Warehouse so that replacement items can be delivered to the Laundry Operation.

Ordering & Delivery

Detention Services Bureau (DSB) unit staff shall submit a written requisition (see attached copies) for clean laundry, on a daily basis. Living unit staff shall ensure that appropriate-sized clothing is ordered to properly clothe the existing unit population. Detention staff shall include on the requisition the current population in the unit, the appropriate sizes needed, and the maximum capacity for their living unit.

If the living unit's current population is less than its maximum housing capacity, DSB staff shall indicate on the requisition the clothing sizes they anticipate for minors that

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may be housed in their vacant beds. Laundry staff shall deliver clean laundry to the respective living units, based on the written requisition made by DSB staff.

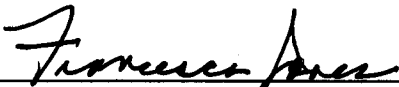
The AM Shift Senior Detention Services Officer shall be responsible for ordering clothing for the unit. The unit Supervising Detention Services Officers shall monitor the laundry process in the living unit to ensure appropriately sized laundry items are ordered. Likewise, they shall monitor clothing received to ensure that they are clean and of the sizes ordered.

If the laundry fails to meet the par level for the unit, or if the quality of the laundry items does not meet the established standards, the Senior Detention Services Officer shall contact the Management Services Bureau Director (or designee) to resolve the discrepancy.

Accountability Process

The Management Services Bureau Director (or designee) shall conduct a monthly inspection of the Laundry Operation process.

Any questions or concerns regarding this Directive should be addressed to the Management Services Bureau Consultant at (562) 940-2670, or the Detention Services Bureau Consultant at (562) 940-2851.



Francesca Jones, Chief – Management Services Bureau



Ron Barrett, Chief – Detention Services Bureau

CLOTHING/LINEN DAILY ITEM REQUISITION

- LINEN -									
Laundry Bags _____	Dust Covers _____		Mattress Covers _____		Rags _____				
Pillow Cases _____	Sheets _____		Blankets _____		Towels _____				
- CLOTHING -									
Blouses	_____		_____		_____				
	L		XL		XX				
Sport Bra	_____	_____	_____	_____	_____	_____	_____	_____	
	32	34	36	38	40	42	44	46 48	
Panties	_____		_____		_____				
	M		L		XL				
Gowns	_____		Orange Jumpsuits _____				Jackets _____		
Night Shirt	_____		_____		_____		_____		
	34/36		38/40		42/44		46/48 50/52		
Briefs	_____		_____		_____		_____		
	M		L		XL		XX		
T-Shirt	_____		_____		_____		Socks _____		
	L		XL		XX				
Sweatshirt	_____		_____		_____		_____		
	M		L		XL		XX		
- PANTS -									
BOYS					GIRLS				
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
M	L	XL	XX		M	L	XL	XX	

REQUESTED BY (DSO NAME) _____

Unit _____

RECEIVED BY (L.H. SIGNATURE) _____

APPROVED BY (DSO NAME) _____

Unit _____

DATE: _____

RECEIVED BY (DSO SIGNATURE) _____

FILLED BY (Housekeeper) _____

DATE: _____

DELIVERED BY _____

TRAM OPERATOR'S SIGNATURE _____

MONTH: _____

MONTH: _____

[illegible]

MONTH: _____

[illegible]

MONTH: _____

MONTH: _____

[illegible]