

V. **PROCEDURES**

- A. All inmates shall have access to laundry services to provide clean clothing, bed linens, and towels.
- B. Institutions participating in a centralized laundry are prohibited from operating any institutional laundries in other areas of their facility, unless requested by the Warden and approved by the Deputy/Associate Commissioner of Men's or Women's Services.
- C. The Laundry Manager shall establish institutional procedures detailing how laundry is picked up, marked, laundered, and returned to the inmate population.
- D. Work release inmates will pay for their laundry to be laundered.
- E. All state issued outer clothing shall be stenciled with appropriate ADOC markings.
- F. State issued coats shall be collected from the population and stored during the months of May 15th through September 15th.
- G. Blankets shall be collected from the population and stored during the months of May 15th through September 15th.
- H. Laundry shall be thoroughly laundered before storage and before reissue.
- I. The following laundry items shall be cleaned at a minimum:
 - 1. Sheets weekly. Sheets shall not be placed in the laundry bag.
 - 2. Blankets monthly or more frequently as needed.
 - 3. Uniforms twice weekly. Uniforms shall not be placed in the laundry bag.
 - 4. Laundry bag with personal items twice weekly. Personal items would include: wash cloths, towels, undergarments, socks, thermals, toboggan and sweatshirt, sweatpants, etc.
 - 5. Coats monthly or more frequently as needed.
- J. The Laundry Manager/designee is responsible for disseminating state-issued hygiene items.

VI. DISPOSITION

Any forms used will be disposed of and retained according to the Departmental Records Disposition Authority (RDA).

VII. FORMS


- A. ADOC Form 323-A, *Laundry Inventory Form – Male Inmates.*
- B. ADOC Form 323-B, *Laundry Inventory Form – Female Inmates.*
- C. ADOC Form 323-C, *Typical Schedule for Environmental Cleaning in Scabies.*
- D. ADOC Form 323-D, *Laundry Production Sheet.*
- E. ADOC Form 323-E, *Laundry Manifold Calibration Log.*
- F. ADOC Form 323-F, *Alabama Equipment Maintenance Program Vendor Service Report.*

VIII. SUPERSEDES

This Administrative Regulation supersedes AR 323, *Laundry Services*, dated October 18, 2004, and any changes.

IX. PERFORMANCE

- A. Code of Alabama, 1975, Section 14-1-1.1 et seq.
- B. ACA Standards: 4-4336 and 4-4340.



John Q. Hamm
Commissioner