

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Laundry Procedures		
Policy Number: 401.12	Effective Date: 4/13/2018	Page Number: 1 of 3
Authority: Commissioner	Originating Division: Executive Division (Office of Professional Development, Care and Custody Section)	Access Listing: Level I: All Access

I. Introduction and Summary:

It shall be the policy of the Georgia Department of Corrections (GDC) to provide guidance in setting and maintaining proper and accurate Laundry procedures for the laundering of offender Clothing and Linens including towels. Linen exchange is allowed at least weekly and blanket exchange is allowed at least quarterly.

II. Authority:

ACA Standard: 4-4340.

III. Definitions:

- A. **CAPTIVA** - Georgia Department of Corrections (GDC) Intranet.
- B. **Clothing** - State or personal articles of Clothing issued to offenders, to include but not limited to: pants, shirts, underwear and jackets.
- C. **Linens** - State issued linen items issued to offenders, to include but not limited to: sheets, pillow cases, towels and washcloths.
- D. **Laundry** - Serviceable Clothing and Linens in need of washing or that have recently been washed.

IV. Statement of Policy and Applicable Procedures:

- A. Collecting Laundry:
 - 1. All Laundry must be collected and inventoried by the dorm officer.
 - 2. The dorm officer will fill out the Laundry Count Form (the form can be found on CAPTIVA) and list by dorm, the total number of Laundry bags, Clothing and Linens turned-in. The dorm officer will log the total number of items turned-in for washing in the building logbook. The Laundry Count Form must accompany the Laundry.
 - 3. Laundry must be escorted to the Laundry area and secured.

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B. Laundry Process:

1. Laundry personnel must count and verify the Laundry turned in by the dorms. The totals must be documented in the Laundry logbook as “incoming.” Any discrepancies must be noted on the Laundry count form.
2. After being washed, Laundry must be counted by Laundry personnel and documented in the Laundry logbook as “outgoing.” Any discrepancies must be noted on the Laundry Count Form and reported to the Dorm officer. The Laundry Count Form must accompany the Laundry back to the dorm.
3. Laundry must be secured until it can be escorted back to the respective dorm.

C. Returning Laundry:

1. All Laundry returning from the Laundry area must be passed out by the dorm officer, after all details have returned to the dorm.
2. Quantity of returned items must be counted and verified against the Laundry Count Form. Any discrepancies should be documented and logged in the building logbook.
3. If a shortage has occurred, a Clothing Request Form (the form can be found on CAPTIVA) must be filled out and signed by the prisoner and verified by the dorm officer. This form must be turned-in to the Clothing issue officer.

D. Housing Changes: All Laundry belonging to prisoners involved in housing changes, after Laundry was taken-up, shall have their Laundry forwarded to them by the dorm officer before shift change.

E. Unclaimed Laundry: All unclaimed Laundry will be documented in the building logbook and turned-in to the Clothing issue officer.

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V. **Attachments:** See CAPTIVA for all forms related to this policy.

VI. **Record Retention of Forms Relevant to this Policy:**

Upon completion, all attachments shall be maintained for three (3) years, then destroyed.