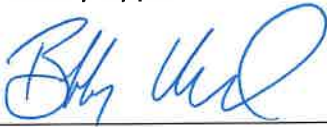





San Francisco Juvenile Probation Department

Juvenile Hall Policy and Procedures Manual

Chapter 7 - Sanitation, Hygiene, Clothing, and Bedding

Policy Number:	7.03
Policy Name:	Clothing, Bedding and Linen
Authority:	Title 15, 1480, 1481, 1482, 1483, 1484, 1500, 1501, 1502
Replaces:	7.03 Clothing and Bedding Supplies
Effective Date:	January 1, 2019
Revision Date:	December 12, 2018
Related Policies and Procedures:	
Related Forms:	
Director of Juvenile Hall:	Bobby Uppal 
Chief Probation Officer:	Katherine Weinstein Miller 

I. POLICY

A. Clothing, Bedding, and Linen Supply [Title 15, 1483]

It is Juvenile Hall policy that there shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the facility population. Juvenile Hall policy includes written procedures for acquisition, handling, storage, transportation, and processing of clothing, bedding, and linen in a clean and sanitary manner. Consideration is given to mattress type for pregnant youth or youth with other medical related needs.

B. Facility Clothing Issue [Title 15, 1480]

Juvenile Hall has the primary responsibility to provide clothing and footwear. Clothing provisions ensure that:

- i. Clothing is clean, reasonably fitted, durable, easily laundered, in good repair, and free of holes and tears; and
- ii. The standard issue of climatically suitable clothing for youth shall consist of but not be limited to:
 - a. socks and serviceable footwear.
 - b. outer garments.
 - c. new non-disposable underwear which shall remain with the youth throughout their stay, and
 - d. undergarments that are freshly laundered and free of stains including shorts, tee shirts and bras.

- iii. Clothing is laundered at the temperature required by local ordinances for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.
- iv. Suitable clothing is issued to pregnant youth.

C. Special Clothing [Title 15, 1481]

Provision shall be made to issue additional suitable clothing essential for minors to perform special work assignments where the issue of regular clothing would be unsanitary or inappropriate.

D. Clothing Exchange [Title 15, 1482]

Juvenile Hall has developed and implemented written policies and site-specific procedures for the cleaning and scheduled exchange of clothing. Unless work, climatic conditions, or illness necessitates more frequent exchange, outer garments, except footwear, shall be exchanged at least once each week. Tee shirts, bras, and underwear shall be exchanged daily; youth shall receive their own underwear back at exchange.

E. Control of Vermin in Youth's Personal Clothing [Title 15, 1484]

Juvenile Hall has written policies and site-specific procedures developed and implemented by the facility administrator to control the contamination and/or spread of vermin and ecto-parasites in all youths' personal clothing. Infested clothing shall be cleaned or stored in a closed container so as to eradicate or stop the spread of the vermin.

F. Bedding and Linen Issue [Title 15, 1500]

Clean laundered, suitable bedding and linens, in good repair, shall be provided for each youth entering a living unit who is expected to remain overnight, shall include, but not be limited to:

- i. one mattress or mattress-pillow combination which meets the requirements of Section 1502 of Title 15.

- ii. one pillow and a pillow case unless provided for in (a) above.
- iii. One mattress cover and a sheet or two sheets.
- iv. one towel; and,
- v. one blanket or more, upon request.

G. Bedding and Linen Exchange [Title 15, 1501]

Juvenile Hall has developed and implemented site-specific written policies and procedures for the scheduled exchange of laundered bedding and linen issued to each youth housed. Washable items such as sheets, mattress covers, pillowcases, and towels shall be exchanged for clean replacement at least once each week. The covering blanket shall be cleaned or laundered once a month.

H. Mattresses [Title 15, 1502]

It is Juvenile Hall policy that any mattress issued to a youth conforms to the size of the bed as referenced in Title 24, 1230.2.5 and is enclosed in an easily cleaned, non-absorbent ticking. All JPD issued mattresses purchased for issue to a youth in our facility, which is locked to prevent unimpeded access to the outdoors, is certified by the manufacturer and meets all requirements of the State Fire Marshal and Bureau of Home Furnishings test standard for penal mattresses at the time of purchase.

II. PROCEDURES

A. Clothing Issue

Upon admittance, the Juvenile Hall staff shall ensure each youth is issued a complete set of clean clothing. Thereafter, Juvenile Hall staff shall ensure that:

- i. Clothing is clean, reasonable fitted, durable, easily laundered, in good repair, and free of holes and tears.
 - ii. The standard issue of climatically suitable clothing for youth shall consist of but not limited to:
 - a. Socks and serviceable footwear.
 - b. Undergarments that are freshly laundered and free of stains including tee shirts and bras.
 - c. Provide new non-disposable underwear which shall remain with the youth throughout their stay.
 - d. Clothing that is laundered at the temperature required by local ordinances for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.
 - e. Suitable clothing is issued to pregnant youth.
- B. Youth who are assigned to special work areas such as food service, medical center, garage, facility physical plant, maintenance shop, etc. shall be issued appropriate protection clothing and equipment.
- C. Outer garments, pants, sweatshirts, etc. shall be exchanged at least once each week.
- D. Tee shirts, bras, socks, and underwear shall be exchanged daily; youth shall receive their own underwear back at exchange.
- E. Bedding and Linen Issue

Upon admittance into the living unit, Juvenile Hall staff shall ensure that each youth is issued clean bedding and linen including:

- i. one mattress or mattress-pillow combination which meets the requirements of Section 1502 of Title 15.
- ii. one pillow and a pillow case unless provided for in (a) above.
- iii. One mattress cover and a sheet or two sheets.
- iv. one towel; and,
- v. one blanket or more, upon request.

F. Juvenile Hall staff shall provide youth with clean sheets once a week and a clean towel daily.

G. Supply and Accountability

The facility shall maintain a sufficient supply of clothing, bedding, and linen to allow for immediate replacement of items that are lost, destroyed, or worn out.

- i. 11:00PM to 7:00AM Juvenile Hall staff shall complete a daily laundry inventory. The inventory shall be submitted to the laundry supervisor or designee.
- ii. Laundry staff will deliver a daily record of clothing and bedding issued to living units. Juvenile Hall staff are to sign-off on the form acknowledging receipt of the laundry items. Any discrepancies shall be reported immediately to the Officer of the Day.

H. Cleaning Laundering and Disinfecting

The facility shall launder and, if necessary, sanitize all Department issued clothing. All clothing items suspected of being infested with vermin shall be placed in a dissolving laundry bag and secured in a yellow bag and washed separately. Once disinfected and clear of vermin and ecto-parasites the youth's personal items shall be secured in their individually assigned clothing bag and stored in

the Department's property storage room to eradicate or stop of the vermin.

- i. Sheets, blankets, and towels shall be laundered before reissue.
 - a. Mattresses shall be cleaned and disinfected before reissue.

I. Bed Making

Beds are made up each day before breakfast.