





THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE



<input type="checkbox"/> NEW		<input type="checkbox"/> INTERIM		<input checked="" type="checkbox"/> REVISED		SUBJECT	
EFFECTIVE DATE		*TERMINATION DATE		INMATE PERSONAL LAUNDRY			
10/21/97		/ /					
CLASSIFICATION #	SUPERSEDES	DATED	DISTRIBUTION	PAGE 1			
1251R	Directive #1251	07/01/79	A	OF 4 PAGES			
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER				AUTHORIZED BY THE COMMISSIONER			
 ERIC M. TAYLOR, CHIEF OF DEPARTMENT				 MICHAEL P. JACOBSON			
SIGNATURE				SIGNATURE			

I. PURPOSE

This directive states the policy and the provisions and also sets forth the procedures for the delivery and control of supplies and equipment issued to inmates, so that they may wash and dry their personal clothing in their assigned housing areas.

II. POLICY



- A. Each inmate shall be permitted to wash personal articles in the housing units with supplies provided at Department expense, sufficient to accomplish the cleaning of personal clothing.
- B. The supplies to be provided at Department expense, will consist of:
 1. Plastic utility tub (approximately eighteen (18) quart capacity);
 2. Two-ounce (2 oz.) package, cold water detergent (2 packages weekly);
 3. One, eight foot (8 ft.) length of 8-ply, #1 cotton twine (17 lb. breakaway).
- C. The Department shall provide free laundry service sufficient to provide inmates with a neat, clean change of clothing and a clean towel at least twice per week.
- D. Each institution shall ensure that the free laundry service schedule exists and is posted in housing areas.

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III. PROCEDURE



- A. The following procedures are general guidelines to be supplemented by each Commanding Officer, as physical plant and staff require, to allow inmates the opportunity to wash personal clothing in their housing areas:

<u>RESPONSIBILITY</u>	<u>ACTION</u>
Commanding Officer/Designee (*See Note page 4)	<ol style="list-style-type: none"> 1. Outline the procedures to be followed by staff controlling the use of twine for drying and replacement purposes, taking special precautions on guidelines for Mental Observation Areas. 2. It is understood that drying clothes will not be permitted to obstruct visibility into the cells or rooms. The twine shall be placed in a designated area of the cell for the purpose of uniformity and security.
Receiving Room Officer/ Commanding Officer's Designee	<ol style="list-style-type: none"> 3. Issue a utility tub, length of twine and written notification of purpose and use of supplies issued See Attachment A. Form #422R, LAUNDERING PERSONAL CLOTHING, Exhibit I (English and Spanish). 4. Note in logbook, items issued to incoming inmate (personal hygiene items plus personal laundry supplies). Inmate must sign receipt for all items received. 5. Collect utility tub and length of twine from departing inmates. In the case of an inmate not returning from court, advise Housing Officer and arrange for pick up of that inmate's personal issue.

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III. PROCEDURE (cont.)

<u>RESPONSIBILITY</u>	<u>ACTION</u>
Housing Area Officer	(As an alternative procedure, each cell shall contain a utility tub, which shall be marked with the housing area and cell number and a length of twine. Both will remain as part of the cell equipment. Written notification of purpose and use of supplies shall be issued to the inmate by the Housing Area Officer upon admission to the housing area).
Storekeeper/ Commanding Officer's Designee	<p>6. Maintain supplies of detergent and twine sufficient to meet needs of population, as outlined with two (2) weekly issues of detergent.</p> <p>7. Monitor utility tub stock to ensure sufficient supply to meet demands.</p> <p>8. When requested by Sanitation or assigned officer, issue twine in eight foot (8 ft.) lengths.</p>
Sanitation Officer/ Commanding Officer's Designee	<p>9. Make rounds twice a week, or as required to deliver sufficient laundry detergent, to replace lengths of twine and/or to replace utility tubs in housing areas.</p> <p>10. Maintain sufficient supplies and advise Storekeeper or designated officer of supply requirements.</p>
Housing Area Officer (*See Note page 4)	<p>11. Ensure that each inmate possesses only one (1) utility tub and length of twine.</p>

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III. PROCEDURE (cont.)

RESPONSIBILITY

ACTION

Housing Area Officer (cont.)
(*See Note below)

12. If so instructed, distribute one (1) package of detergent twice weekly to inmate population.

13. Notify Sanitation or designated officer of supply requirements.

*Note: At the discretion of the Commanding Officer in facilities with combinations of cells and dormitory housing blocks, the issue of tubs in dormitories can be assigned to the Housing Area Officer in conjunction with the detergent distribution to allow for proper storage of this equipment.

IV. ATTACHMENT

A. Form #422R, "Laundering Personal Clothing", Exhibit I (English and Spanish).

V. SUPERSEDES

Directive #1251, INMATE PERSONAL LAUNDRY, dated 07/01/79.

LAUNDERING PERSONAL CLOTHING

1. THE UTILITY TUB IS TO BE USED TO WASH YOUR CLOTHES.
2. THE TWINE IS TO BE USED FOR DRYING YOUR CLOTHES.
3. YOU MAY HAVE ONLY ONE (1) UTILITY TUB AND ONE (1) LENGTH OF TWINE.
4. YOU WILL RECEIVE DETERGENT TWICE A WEEK.
5. THE UTILITY TUB AND TWINE MUST BE ACCOUNTED FOR WHEN YOU ARE TRANSFERRED OR DISCHARGED.
6. IF YOU HAVE ANY QUESTIONS, ASK THE HOUSING OFFICER.

LAVANDO ROPA PERSONAL

1. EL CUBO DE LAVAR DEBE SER USADO PARA LAVAR SU ROPA.
2. EL CORDON DEBE SER USADO COMO UNA LINEA PARA SECAR SU ROPA.
3. USTED PODRA TENER SOLAMENTE UN (1) CUBO DE LAVAR Y UN (1) CORDON.
4. USTED RECIBIRA JABON DE LAVAR ROPA DOS VECES POR SEMANA.
5. USTED ES RESPONSABLE POR EL CUBO DE LAVAR Y EL CORDON CUANDO USTED ES TRANSFERIDO O LIBRADO.
6. SI TIENE ALGUNA PREGUNTA, HAGASELA AL OFICIAL ENCARGADO DE SU SECTOR.