MONTANA WOMEN'S PRISON
OPERATING PROCEDURE

Procedure:	**MWP 4.4.1A INMATE LAUNDRY**
Effective Date:	06/01/2000 Page 1 of 2
Revision Date(s):	03/01/2007; 04/24/2012; 10/23/2026
Signature/Title:	/s/ John Schaffer, Public Safety Division Chief

I. PURPOSE

Allow inmates the opportunity to have their laundry cleaned, while maintaining security.

II. DEFINITIONS (see Glossary)

III. PROCESSES

A. All Pods

1. At designated times, Laundry Workers will deliver empty laundry carts to the second and third floor using the elevator.
2. All inmates will:
   a. Complete a laundry slip and place the completed slip in the provided folder; and
   b. Place the laundry loop and mesh ditty bag with clothes to be washed into the laundry cart.
      1) An inmate who misses the scheduled laundry time will have to wait for the next scheduled time.
      2) Inmates are not allowed to drop off laundry at the Laundry Door.
3. Officers will randomly select at least two laundry bags and have them set aside for inspection.
   a. The Laundry Worker, using protective gloves, will dump the laundry bags out in the dayroom one at a time and check the accuracy of the laundry slip.
   b. The Pod Officer will:
      1) Ensure there is no contraband hidden in the laundry or laundry bag; and
      2) Record the searches in the floor log file on the computer, including:
         a) Which inmates' bags were searched;
         b) The name of the officer searching; and
         c) The results of the search.
4. Laundry Workers will verify inmate name and quantity of items.
   a. If the information provided by the inmate is determined to be incorrect, Laundry Workers will:
      1) Document the discrepancies;
      2) Report them to the Inmate Services Supervisor; and
      3) Send laundry back to the inmate for inmate review.
5. When laundry is completed, the Laundry Worker will verify that the laundry on the loop matches the designated sheet.

B. Mopheads

1. Kitchen Workers place mopheads in the mophead container.
2. The Kitchen Officer will ensure there is no contraband in the mopheads.
3. Laundry Workers will launder the mopheads and place them into the kitchen containers.

C. Linen Exchange

1. At the designated time, Laundry Workers take the empty laundry carts to the second floor using the elevator.
2. Inmates will:
   a. Place up to two sets of sheets and up to three blankets in the laundry carts; and
   b. Have the same number of sheets and blankets returned to them as they sent for cleaning.

D. Discrepancies

1. Inmates who claim discrepancies will send an *Offender Staff Request (OSR)* to the Inmate Services Supervisor.

IV. CLOSING

Questions about this procedure should be directed to the immediate supervisor or the Inmate Services Supervisor.