

**I. PURPOSE**

To provide guidelines for the operation of the Fairfax County Adult Detention Center laundry.

**II. POLICY**

It is the policy of the Fairfax County Sheriff's Office that inmates will be provided clean, presentable, and suitable clothing, bedding, linen and towels.

**III. PROCEDURE**

A. The laundry is under the direct control of the Chief, Services Branch.

1. Inmates will receive an initial issue of clothing, bedding, linen and a towel upon entering permanent housing.
  - a. The inmate will sign for these items on ADC Form 115.
  - b. The inmate is responsible for the proper care of issued items, and may be charged with an offense in the event of their destruction or loss.
2. Laundry exchange.
  - a. Bedding, towel and wash cloth will be exchanged once a week.
  - b. Inmate work force members will exchange their work uniforms daily.
  - c. Issued and personal clothing will be washed twice weekly.
3. The hours of operation of the laundry and the schedule of exchange of laundry will be set by the Chief, Services Branch
4. The Chief, Services Branch will be notified as soon as practicable when equipment malfunctions.

B. The day to day operation of the laundry is under the control of the Laundry Supervisor or designee.

1. The Laundry Supervisor or designee is responsible for the cleanliness of the laundry room and equipment. The equipment will be cleaned daily.
2. The Laundry Supervisor is responsible for repairs and alterations to inmate clothing.
3. Laundry bags containing personal laundry will not be opened unless authorized and monitored by the laundry staff.
4. The Laundry Supervisor or designee is responsible for the accountability, issuance, and exchange of all items in the laundry. Deputies will not remove items from the laundry room for issue to inmates.
5. The Laundry Supervisor or designee is responsible for security in the laundry room.

**FAIRFAX COUNTY SHERIFF'S OFFICE  
STANDARD OPERATING PROCEDURE**

**SOP NUMBER 202  
SUBJECT: LAUNDRY OPERATION**

- a. Scissors, needles, cleaning supplies, etc. will be safeguarded.
- b. The Laundry Supervisor or designee will place all laundry tools in a box, and secure them before leaving the Fairfax County Adult Detention Center.
- c. The laundry room door will be kept closed and locked when not in use.
- d. No inmates other than workers assigned to the laundry will enter the laundry area.



**STACEY A. KINCAID  
SHERIFF**

**3/15/07  
DATE APPROVED**

**3/26/07  
EFFECTIVE DATE**

**Revised: November 2006, March 2007, March 2014**