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Employee Uniform Laundering Program	ACA Standards: None		
Steven Harpe, Director Oklahoma Department of Corrections		Signature on File	

Employee Uniform Laundering Program (EULP)

The Oklahoma Department of Corrections (ODOC) provides a program allowing facilities to launder employee uniforms, enabling employees to maintain a professional appearance appropriate to their work environment in accordance with [OP-110245](#) entitled "Standards for Employee Personal Appearance." Participation in the EULP is voluntary for agency employees.

This procedure will direct agency employees through the process to drop-off and pick-up for the EULP while ensuring the security of staff uniforms throughout the process.

I. Definitions

For the purpose of this procedure, these terms are identified as follows:

A. Employees

Individuals employed on a full-time or part-time basis by the ODOC, including employees of the Central Transportation unit (CTU), Office of the Inspector General (OIG), Probation and Parole Services, and other uniformed personnel as defined in Section I. B of this procedure.

B. Uniforms

Security class A, B, C, and specialty uniforms defined in [OP-110245](#) entitled “Standards for Employee Personal Appearance” and any other ODOC-issued or patched correctional uniforms including maintenance, canteen, warehouse, laundry, post office, property and food service staff uniforms.

C. Laundry Identification Number (LIN)

A four-digit identification number assigned by the facility to ensure proper accounting of uniforms.

II. Services Provided in the EULP

All uniformed employees participating in the EULP will be provided the following services for a charge of \$1.00 per month at the facility worked or the facility most convenient to their work location.

A. Laundrying and Pressing

1. Laundrying of uniforms includes washing with appropriate laundry detergents/soaps to ensure proper sanitation and drying upon completion of washing.
2. After the laundrying process, uniforms will be pressed to prevent/remove wrinkles prior to being hung on employee-provided plastic clothes hangers.

III. Laundry Identification Number (LIN)

All ODOC employees participating in the EULP will be assigned a unique four-digit LIN to use when dropping-off and picking-up uniforms. Each employee is responsible for the safekeeping of their LIN.

A. Facility Responsibilities

1. The facility will be responsible for assigning the four-digit LIN prior to an employee participating in the EULP for the first time.
2. The LIN will be attached to the employee-provided clothes hanger by the facility laundry department.
3. The LIN will be sewn onto an employee-provided washable mesh bag to ensure that uniform items are not lost or mixed with other employee uniform items throughout the laundrying process. If needed, the LIN can be sewn on using facility resources.

IV. Security and Accountability of Employee Uniforms

A. Security

All laundry will be searched in accordance with [OP-040110](#) entitled "Search and Seizure Standards" upon entry into the facility.

1. Medium/Maximum Security Facilities

All laundry will clear the electronic/metal detector/x-ray machine.

2. Minimum

All laundry will clear the hand-held deep tissue scanner.

B. Accountability

1. All laundry items will be counted before and after the laundering process to ensure all items are accounted for utilizing the "Employee Uniform Laundry Log" ([Attachment A](#)). Logs will be maintained as outlined in [OP-040103](#) entitled "Standards for Maintaining Logs."

2. Laundry department staff will maintain the secure and orderly storage of employee uniforms. Access to this area(s) will be restricted and limited, with signage prohibiting inmate access.

3. Laundry items will be stored on employee-provided plastic clothes hangers marked by the employee's LIN in a locked cabinet, closet, or room that restricts access to prevent theft before and after the laundering process.

4. If any laundry item is unaccounted for, the staff member discovering the error will secure the area, prevent all inmates assigned to the laundry department from leaving and notify the Chief of Security and central control immediately.

V. Uniform Drop-off and Pick-Up

Each uniform item will be brought to the laundry department in the employee-provided clothes mesh bag marked with the employee's LIN. Uniform pockets will be clear of all personal items with badge and identification badge removed prior to drop-off at the laundry unit. Employees who enroll in the EULP do so at their own risk. Neither ODOC nor any individual laundry department will be held responsible for loss or damage of any personal article of clothing or items left in pockets.

Once dropped off at the facility laundry department, uniforms will normally be available for pick-up the next business day excluding weekends, holidays, or agency/facility events that preclude the laundering process.

A. Facility Laundry Department Staff Responsibilities:

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1. All uniform items are properly logged according to the employee LIN using the "Employee Uniform Laundry Log" ([Attachment A](#)).
2. All employees sign for dropping off and picking up uniforms utilizing the "Employee Uniform Laundry Receipt" ([Attachment B](#)).
3. Only staff are authorized to return the items to the employee. In no instance are inmates authorized to have access to the storage area and/or issue cleaned uniforms.
4. All uniform items are laundered and cleaned properly ensuring no damage or loss of any uniform items.
5. Employees are notified in a timely manner to pick-up uniforms when the laundering process is complete.

B. Employee Responsibilities

1. Verifying with the laundry department staff that all uniform items to be laundered are accounted for when dropping off.
2. Picking up uniforms in a timely manner once notified by the laundry department staff.
3. Verifying that all dropped-off uniform items are present when picked up.

VI. Search of Inmates

All inmates assigned to the laundry unit will be searched upon entry and prior to being released for any appointments, food service, and/or leaving the unit for any reason/end of day.

VII. References

OP-040103 entitled "Standards for Maintaining Logs"

OP-040110 entitled "Search and Seizure Standards"

OP-110245 entitled "Standards for Employee Personal Appearance"

VIII. Action

Affected facility heads will be responsible for developing local procedures.

The affected Chief Administrator of Operations is responsible for compliance with this procedure.

The Chief of Operations is responsible for the annual review and revisions.

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Any exceptions to this procedure will require prior written approval from the Director.

This procedure is effective as indicated.

Replaced: OP-110246 entitled "Employee Uniform Laundering Program (EULP)" dated November 10, 2022

Distribution: Policy and Operations Manual
Agency Website

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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Employee Uniform Laundry Log"	Attached
Attachment B	"Employee Uniform Laundry Receipt"	Attached