



LAUNDRY AND DRY CLEANING PROCEDURES

FC No.: 412
Date: 11-20-01

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I. Procedure for Placing and Removing Laundry

A. Master Sheet

Each employee will list their name, identification number, and the quantity of all items being placed in the laundry.

B. Laundry Ticket

1. Print all required information:
 - a. Month, day, and year as recorded on the master sheet
 - b. Name, identification number, and location of assignment
 - c. Quantity of items
 - d. Any requests for minor repairs or special instructions for spots or stains
2. Place the clothes in a plastic bag along with the laundry ticket and tie the bag closed.

C. Clean Laundry Pick-Up

All cleaned clothing will be removed from the laundry room within five working days of delivery.

D. Drop-Off/Pick-Up Locations

All clothing will be dropped off and picked up at the same laundry location.

II. Marking and Labeling Clothing

- A. All personnel placing items for laundry service will ensure that each individual article bears their identification number using either a laundry marking pen, indelible pen, or non-removable label to mark clothing.

B. Location of Markings

Items will be marked in the following specific areas:

1. Coats/vests - On or near the manufacturer's label, usually located in the lining, or on the inside right-hand pocket located in the lining
2. Ties - On the manufacturer's label or the inside lining
3. Shirts/Blouses - On the shirt-tail
4. Pants/Slacks/Skirts - On the inside waistband near the right pocket or the inside of the right pocket
5. Sweaters - On or near manufacturer's label

III. Restrictions

A. Permitted Items

Only uniforms, clothing, and related items, worn while engaged in official police duties, may be placed in the laundry.

B. Prohibited Items

The placing of gloves, plastic raincoats, fluorescent vests, leather and suede clothing for laundry service is prohibited.

C. Alterations

No member will place any item of clothing in the laundry for the purpose of alterations.

D. Black Duty Jacket

Black duty jackets will only be laundered by the departmental laundry service and will be placed in as "Laundry;" they should not be dry cleaned as this destroys the waterproofing.

IV. Claims

A. MCP 300, "Lost or Damaged Laundry Claim"

Articles not returned within seven days of pick-up may be considered lost. Employees who experience lost or damaged laundry should complete an MCP 300, "Lost or Damaged Laundry Claim," (see Appendix A) within **14** days of not receiving laundry or receiving damaged laundry. ***The 14-day limit may be waived in extenuating circumstances; however, the reason must be noted on the MCP 300.*** If no resolution occurs within 10 working days

from the date the laundry service was notified, part II of the MCP 300 should be completed **and the entire form should be forwarded to Central Supply.**

B. Filing Responsibility

The Central Supply Section will be responsible for filing all claims against the laundry service for lost and/or damaged items. Employees will advise Supply via an MCP 300 of any problem arising concerning the laundry.

C. Value of Uniforms/Uniform Items

The value of all uniform items and accessories damaged or lost will be determined by Central Supply Section and a claim for reimbursement in that amount will be filed.

D. Value of Personal Clothing/Items

The individual officer will determine the value of personal articles of clothing lost or damaged by the laundry service and complete an MCP 300 (refer to section IV.A). The laundry service is required to issue reimbursement for unrepairable or lost items within 45 days of receipt of a claim for non county-issued garments. All reimbursement checks will be delivered to the Supply Section. Employees will be notified and will sign for receipt of payment.

V. Responsibilities

A. Every employee is responsible for verifying, at the time of pick-up, that the clothing they picked up from the laundry is the same clothing they placed in the laundry.

B. District/unit commanders will assign an individual to:

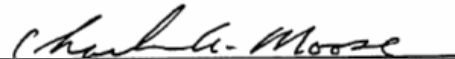
1. Ensure clothing is promptly removed from the laundry room.
2. Check the master sheet against the incoming laundry to verify that all laundry has been returned. Any laundry not returned should be noted on the master sheet.
3. Ensure the laundry service receives the completed original and one copy of the master sheet.
4. Maintain a district/unit file of copies of the master sheets. The file will be kept by fiscal year and may be destroyed 90 days after the end of the fiscal year.

C. The county's contract administrator will file all claims.

VI. Proponent Unit: Central Supply Section

VII. Cancellation

This directive cancels Function Code 412, effective date 12-23-99.



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