



LAUNDRY AND DRY CLEANING PROCEDURES

FC No.: 412

Date: 06-18-18

If a provision of a regulation, departmental directive, or rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61)

Contents:

- I. Procedure for Placing and Removing Laundry
- II. Marking and Labeling Clothing
- III. Restrictions
- IV. Claims
- V. Responsibilities
- VI. *CALEA Standards*
- VII. Proponent Unit
- VIII. Cancellation

I. Procedure for Placing and Removing Laundry

A. Laundry/Dry Cleaning Manifest Sheet

- 1. *A manifest sheet will be kept at all times in each department laundry room to record the following information for employee's placing articles of clothing in the laundry:*
 - a. *Employee name*
 - b. *Employee identification number*
 - c. *Quantity and types of articles placed in the laundry*
 - d. *Laundry room location*
 - e. *Next scheduled pick-up date by the laundry service*
- 2. Each employee will *ensure* their name, identification number, and the quantity *and types* (e.g. *uniform shirt, trousers, ties, sweater, etc.*) of all items being placed in the laundry *are recorded on the manifest sheet.*

B. Laundry Ticket

- 1. Print all required information:
 - a. *Current date* (Month, day, and year)
 - b. Name, identification number, and location of assignment
 - c. Quantity *and types* of items (e.g. *uniform shirt, trousers, ties, sweater, etc.*)
 - d. Any requests for minor repairs, *such as missing buttons or small tears*, or special instructions for spots or stains
- 2. Place the clothes in a plastic bag along with the *completed* 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"

1. Articles not returned within seven days of pick-up may be considered lost *by the laundry service*. ***Individuals assigned by District/Unit Commanders to be responsible for overseeing laundry activities at the district/unit should be consulted to verify that the laundry was not returned by the laundry service before a claim is made.***
2. Employees who experience lost or damaged laundry should complete an MCP 300, "Lost or Damaged Laundry Claim," 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 ***the*** Central Supply ***Section***.

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 *the* Central Supply Section and a claim for reimbursement in that amount will be filed.

D. Value of Personal Clothing/Items

The individual *employee* 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 *mailed to the employee's address of record*.

V. **Responsibilities**

A. *Employees are responsible for regularly checking the laundry room for their garments and promptly removing them from the room.* 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 *manifest* sheet against the incoming laundry to verify that all laundry has been returned. Any laundry not returned should be noted on the *manifest* sheet.
3. Ensure the laundry service receives the completed original and one copy of the *manifest* sheet.
4. Maintain a district/unit file of copies of the *manifest* sheets. The file will be kept by fiscal year and may be destroyed 90 days after the end of the fiscal year.
5. *Send the monthly invoice and copies of supporting manifest sheets to the contract administrator.*
6. *Post vendor pick-up and delivery days in the laundry room.*

C. The county's contract administrator will *coordinate the filing of all claims with the Central Supply Section*.

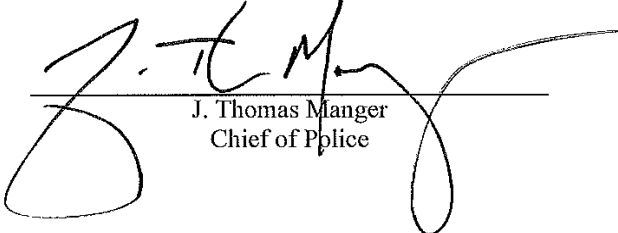
D. *ID will coordinate and reconcile deliveries for all units located at Public Safety Headquarters (PSHQ). Directors of units housed at PSHQ are expected to ensure that their staff complies with laundry procedures to minimize the additional burden on ID staff.*

VI. **CALEA Standards: 22.2.5, 26.1.1, 82.3.5**

VII. **Proponent Unit:** Central Supply Section

VIII. **Cancellation**

This directive cancels Function Code 412, effective date *11-20-01*.



J. Thomas Manger
Chief of Police