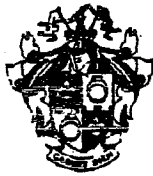


DEPARTMENT OF POLICE
MONTGOMERY COUNTY, MARYLAND



SUBJECT: LAUNDRY AND DRY CLEANING
PROCEDURES

DC 85-13
FUNCTION CODE: 305.B
DISTRIBUTION: A
EFFECTIVE DATE: 7-1-85

Purpose: To establish laundry and dry cleaning procedures and regulations.

Contents:

- I. Procedure for Placing and Removing Laundry
- II. Marking and Labeling Clothing
- III. Restrictions
- IV. Claims
- V. Responsibilities
- VI. Cancellation

I. Procedure for Placing and Removing Laundry

A. Master Sheet

- 1. Completed with an original and two copies. (Original and one copy for the laundry company, one copy for the station or unit).
- 2. Each employee will list his/her name, identification number, and the quantity of all items being placed in the laundry.
- 3. Upon delivery of the laundry, the individual assigned to check the master sheet against incoming laundry will verify that all laundry has been returned.

B. Laundry Ticket

1. Print all required information:

- o Month, day, and year as recorded on the master sheet
- o Name, identification number, and location of assignment
- o Quantity of items
- o Any requests for minor repairs or special instructions for spots or stains

- 2. Tie the clothes in a bundle and attach the laundry ticket securely.

NOTE: All officers are reminded that the "plastic" liner must be removed from the duty jacket prior to the jacket being placed in the laundry for cleaning.

* Indicates significant additions/revisions.

- C. All clothing will be removed from the laundry room within five (5) working days of delivery.

***II. Marking and Labeling Clothing**

- A. All personnel placing items for laundry service will ensure that each individual article bears his/her identification number.
- B. All members will utilize either a laundry marking pen, indelible pen, or non-removable label to mark clothing. Items will be marked in the following specific areas:
1. Coats: On or near the manufacturer's label, usually located in the lining, or on the inside right-hand pocket located in the lining
 2. Vests: Same as coat markings
 3. Ties: On the manufacturer's label or the inside lining
 4. Shirts and Blouses: On the shirt-tail
 5. Pants, slacks, and skirts: On the inside waistband near the right pocket or the inside of the right pocket
 6. Sweaters: On or near manufacturer's label.

III. Restrictions

- * The placing of gloves, plastic raincoats, fluorescent vests, leather and suede clothing for laundry service is prohibited. No member will place any item of clothing in the laundry for the purpose of alterations.

IV. Claims

- A. The Central Property Section of Management and Budget Division will be responsible for filing all claims against the laundry company for lost and/or damaged items. They will be advised in writing of any problem arising concerning the laundry.
- B. The value of all uniform items and accessories damaged or lost will be determined by Central Property and a claim for reimbursement in that amount will be filed.

- C. The value of personal articles of clothing lost or damaged by the laundry service will be determined by the individual officer. After a two week waiting period, the officer claiming the loss will submit a memorandum to the Central Property Section of the Management and Budget Division, listing all pertinent information, including the date the item was placed for laundry service, identification number, estimated value, description, color, place of purchase, date acquired, labels, etc. Central Property will determine the fair market value of the item and a claim will be filed with the laundry company for that amount.

V. Responsibilities

- A. Each employee is responsible for complying with the regulations and procedures as contained in this directive.
- B. Each district or unit commander has the responsibility of assigning an individual to ensure clothing is promptly removed from the laundry room along with checking the master sheet against the incoming laundry. Any shortage will be reported to the officer placing the items in the laundry who will follow the procedure set forth in section IV, C, of this directive.
- C. The central property clerk will file all claims.
- D. Administrative sergeants will maintain a file, by year, of laundry inventory sheets.

VI. Cancellation

This directive cancels Department Directive 85-2, Function Code 305.B.


Chief Bernard D. Crooke

Index As:
Laundry Procedures
Dry Cleaning and Laundry