

 <p>DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS</p> <p>POLICY AND PROCEDURE</p>	EFFECTIVE DATE:	May 7, 2013	Page 1 of 5
	SUPERSEDES:	2920.7 February 15, 2007	
	OPI:	OPERATIONS	
	REVIEW DATE:	May 7, 2014	
	Approving Authority	Thomas Faust Director	
	SUBJECT:	CLOTHING AND LINEN EXCHANGE	
NUMBER:	2920.7A		
Attachments:	Attachment A – Government Issued Property		

SUMMARY OF CHANGES:

Section	Change
Page 2, § 2	Section # 2 was revised in its entirety
Page 2, § 3	Section #3 " RESPONSIBILITIES " has been revised and changed to " PROGRAM OBJECTIVES "
Page 3, § 6	Section #3 " DEFINTIONS " has been revised in its entirety
Page 3, § 8	Section #8, "STANDARDS REFERNCED", 4-ALDF-4B-01 was removed from policy.
Page 3, § 9	Section #9 has been revised in its entirety
Page 4, § 10	Section #10 " CLOTHING AND LINEN STORAGE " has been revised and changed to " ISSUANCE OF GOVERNMENT PROPERTY AND PERSONAL CLOTHING "
Section 12	Section #12 was deleted
Page 5, § 11	Section # 11 has been revised in its entirety
Added Attachment	Attachment A- "Government Issued Property" was added to the policy.

APPROVED:

Signature on File



Thomas Faust, Director

5/15/2013

Date Signed

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1. **PURPOSE.** To establish uniform policy and procedures for issuing, collecting, distributing, storing, and transporting inmate clothing, bed and bath linen and other institutionally laundered items.
2. **POLICY.** It is DOC policy to provide clean clothing, bed and bath linen to all inmates on at least a weekly basis or on an as needed based on the inmate's medical requirements.
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. Provide adequate clothing, linen and bedding necessary for maintaining proper personal hygiene shall be available at all times.
 - b. Ensure there is no delay in replacing clothing, linen and bedding.
4. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the DC Human Rights Act of 1977, as amended, DC Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
5. **DIRECTIVES AFFECTED**
 - a. **Directives Rescinded**

PS 2920.7 Clothing and Linen Exchange (02/07/07)
 - b. **Directives Referenced**
 - 1) PS 2920.8 Environmental Safety and Sanitation Program
 - 2) PS 2920.6 Housekeeping Plan

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6. DEFINITIONS

- a. *Soiled Linen.* Linen which is used by an individual, considered soiled due to spots, stains, and normal usage.
- b. *Contaminated Linen.* Linen used by an individual for any purpose that contains pathogenic organisms having the potential of causing a fatal illness/disease if exposed to the open environment. This linen must be washed and sanitized by way of a special process before re-issuance to the inmate population.
- c. *Government Issued Property.* Institutional Uniforms, blankets, towels and sheets issued to all inmates upon arrival to the facility
- d. *Personal Clothing.* Underwear garments given to all inmates upon arrival and upon request for indigent inmates.
- e. *Indigent inmate.* Inmates housed at DOC facilities that has less than \$5.00 dollars in their inmate finance account for fourteen (14) days.

7. AUTHORITY. DC Code §24-211.02 Powers; Promulgation of Rules

8. STANDARDS REFERENCED

American Correctional Association (ACA) 4th Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-4B-02, 4-ALDF-4B-03, 4-ALDF-4B-04 and 4-ALDF-4B-05.

9. CLOTHING AND BEDDING ISSUE

- a. Upon entry into the facility, each inmate shall receive suitable, clean bedding and liens, including, but not limited to, receiving a bedroll consisting of one blanket, one towel, two sheets and a hygiene kit. There is provision for linen exchange, including towels, at least weekly.
- b. Upon entry into the facility, males shall receive personal clothing. The personal clothing shall consist of two (2) pairs of under shorts, two (2) pairs of socks and two (2) undershirts a hygiene kit and institutional shoes .

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- c. Upon entry into the facility, females shall receive two (2) pairs of underpants, two (2) bras, two (2) undershirts, two (2) pairs of socks, and one (1) jumpsuit.
- d. Male Inmates may request replacement underclothing using the Inmate Request Slip every 60 days. Hygiene kits are available to indigent inmates who have less than \$5.00 dollars in their inmate's finance account for fourteen (14) days.
- e. The Clothing Issue Officer shall maintain records of all government issued property. Inmates will be required to acknowledge and sign the Government Issued Property Form (Attachment A) for all government issued property.

10. **ISSUANCE OF GOVERNMENT PROPERTY AND PERSONAL CLOTHING**

- a. Government Issued Property and Personal Clothing will be issued Monday thru Friday according to the posted laundry schedule in the facility.
- b. All soiled linen shall be collected on the same day as when clean linen is distributed or re-issued.
- c. Each inmate shall exchange his/her government issued property and personal clothing (i.e., two sheets, one towel and one washcloth) and jumpsuit(s) for clean linen and jumpsuit(s) each week according to the established schedule.
- d. Refusal to exchange government issued property shall result in disciplinary action or referral for classification when appropriate.
- e. Inmates shall not wash any items in cells or elsewhere in the unit. Refusal to comply shall result in disciplinary action in accordance with PM 5300.1, "*Inmate Disciplinary and Administrative Housing Procedures*" and PS 2920.6, "*Housekeeping Plan*", or referral for classification when appropriate.
- f. Inmates are prohibited from hanging any clothing on railing or tiers.
- g. Inmates are accountable for clothing and bedding assigned to them. Inmates who destroy Government Issued Property shall face disciplinary actions in accordance with the Central Detention Facility/Adjustment Board procedures.

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- h. Upon permanent release from the facility all inmates who were issued Government Issued Property must return all items to the Clothing and Issue Officer. Inmates that fail to return Government Issued Property will be charged for the item(s) based on the value to their inmate finance account.

11. EXCHANGING AND HANDLING CONTAMINATED LINEN

- a. Contaminated linen will be stored and transported in a red soluble bag with “Hazardous Materials” affixed.
- b. If necessary, protective clothing and equipment will be issued to staff and inmates handling contaminated linen in accordance with PS 2920.8, “*Environmental Safety and Sanitation Inspection Program*”.

Attachment

Attachment A – Government Issued Property Form



Government of the District of Columbia
DEPARTMENT OF CORRECTIONS

GOVERNMENT ISSUED PROPERTY

Date _____ Name _____ DCDC# _____

GOVERNMENT ISSUED PROPERTY

Male Inmates – Government Issued Property

Institutional Uniform (2) _____ White flat sheets (2) _____ Cotton Towel (1) _____ Gray wool blanket (1) _____
(2) Undershorts _____ (2) Pair of Socks _____ (2) Undershirts _____
(1) Pair of Institutional Issued Shoes _____ (1) Hygiene Kit _____

Female Inmates – Government Issued Property

(2) Bras _____ (2) Undershirts _____ (2) Pairs of Socks (2) Undershirts _____
(1) Jumpsuit _____

I understand that I am responsible for maintaining all government property issued to me and that I will be held accountable financially for each item listed above that is not returned to Male Receiving and Discharge upon my departure from this facility.

Issuance Officer Signature

Inmate Signature/Number



Government of the District of Columbia
DEPARTMENT OF CORRECTIONS

CLOTHING, PERSONAL PROPERTY, AND CASH RECORDS NO. 14617

Date _____ Name _____ DCDC# _____ Crime _____

PERSONAL CLOTHING

Belt _____ Cap/Hat _____ Shirt _____ Pants _____ Shoes _____ Tie _____

Boots _____ Coat _____ Jacket _____ Sweater _____ Gloves _____ Scarf _____

Socks _____ Brassiere _____ Girdle _____ Stockings _____ Slip _____ Skirt _____

Other _____ Other _____ Other _____ Other _____ Other _____ Other _____

PERSONAL PROPERTY (INCLUDING JEWELRY)

Billfold _____ Purse _____ Change Purse _____ Papers _____ Keys _____ Check Book _____

Permit _____ S.S. Card _____ Credit Cards _____ Tokens _____ Medallion _____ Rosary _____

Watch _____ Bracelet _____ Rings _____ Earrings _____ Necklace _____ Anklet _____

Cell Phone _____ Other _____ Misc. Property stored in Property Room _____

GOVERNMENT ISSUED PROPERTY

Orange Jumpsuits (2) _____ White flat sheets (2) _____ Cotton Towel (1) _____ Gray wool blanket (1) _____

CASH

I, _____ DCDC# _____ Certify that when received at the DC Jail on _____ I had \$ _____ cash and the property and clothing listed above.

I fully understand that any clothing or property unclaimed after fifteen (15) days of my commitment or that is returned by the US Postal Service for any reason will be destroyed.

I further understand that I am responsible for maintaining all government property issued to me and that I will be held accountable financially for each item listed above that is not returned to Male Receiving and Discharge upon my departure from this facility.

Receiving Officer Signature

Inmate Signature/Number

The D.C. Department of Corrections Detention Facility will not be responsible for any valuables worth more than fifty dollars (\$ 50.00)

Prisoners must keep a signed copy of this paper and present it to the Officer on duty upon release.

