

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	December 19,2016	<b>Page 1 of 5</b>
	<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.7B December 16, 2015	
			<b>OPI:</b>	OPERATIONS	
			<b>REVIEW DATE:</b>	December 19,2017	
			<b>Approving Authority</b>	Quincy L. Booth Interim Director	
	<b>SUBJECT:</b>	<b>CLOTHING AND LINEN EXCHANGE</b>			
<b>NUMBER:</b>	<b>2920.7C</b>				
<b>Attachments:</b>	Attachment A – Government Issued Property				

**SUMMARY OF CHANGES:**

Section	Change
	<i>Minor changes have been made.</i>

**APPROVED:**



**Quincy L. Booth, Interim Director**

12/19/16  
**Date Signed**

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	December 19,2016	<b>Page 2 of 5</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.7B December 16, 2015	
		<b>REVIEW DATE:</b>	December 19,2017	
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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  - a. **Directives Rescinded**

PP 2920.7B                      Clothing and Linen Exchange (12/16/15)
  - b. **Directives Referenced**
    - 1) PP 2920.8                      Environmental Safety and Sanitation Program
    - 2) PP 2920.6                      Housekeeping Plan

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	December 19,2016	<b>Page 3 of 5</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.7B December 16, 2015	
		<b>REVIEW DATE:</b>	December 19,2017	
<b>SUBJECT:</b>	<b>CLOTHING AND LINEN EXCHANGE</b>			
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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) 4<sup>th</sup> 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 linens, including, but not limited to, receiving a bedroll consisting of one blanket, two (2) towels, two (2) 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, two (2) undershirts, two (2) uniforms (adults only), a hygiene kit and institutional shoes .

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	December 19,2016	<b>Page 4 of 5</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.7B December 16, 2015	
		<b>REVIEW DATE:</b>	December 19,2017	
<b>SUBJECT:</b>	<b>CLOTHING AND LINEN EXCHANGE</b>			
<b>NUMBER:</b>	<b>2920.7C</b>			
<b>Attachments:</b>	Attachment A – Government Issued Property			

- 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) uniform.
- d. In addition to personal clothing issued in Section 9(b), all male juveniles shall be issued five (5) pair of khaki pants and five (5) shirts. During summer months, all male juveniles shall receive and wear five (5) short sleeve shirts and five (5) long sleeve shirts during the winter months. All male juveniles will also receive two (2) pair of basketball shorts.
- e. 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.
- f. 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 through the intake process.
- b. 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.
- c. 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 SOILED CONTAMINATED LINEN**

- a. Each inmate shall exchange his/her government issued property and personal laundry (i.e., two (2) sheets, two (2) towels and one (1) washcloth and uniform(s) for clean linen and uniform(s) each week according to the established schedule.
- d. All soiled linen shall be collected on the same day as when clean linen is distributed or re-issued.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS		<b>EFFECTIVE DATE:</b>	December 19,2016	<b>Page 5 of 5</b>
<b>POLICY AND PROCEDURE</b>		<b>SUPERSEDES:</b>	2920.7B December 16, 2015	
		<b>REVIEW DATE:</b>	December 19,2017	
<b>SUBJECT:</b>	<b>CLOTHING AND LINEN EXCHANGE</b>			
<b>NUMBER:</b>	<b>2920.7C</b>			
<b>Attachments:</b>	Attachment A – Government Issued Property			

- b. Refusal to exchange government issued property shall result in disciplinary action or referral for classification when appropriate.
- c. 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.
- d. Inmates are prohibited from hanging any clothing on railing or tiers.

## 12. 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 PP 2920.8, *Environmental Safety and Sanitation Inspection Program*.



**GOVERNMENT ISSUED PROPERTY**

**MALE INMATES GOVERNMENT ISSUED PROPERTY**

*Inmate Name* \_\_\_\_\_ *DCDC#* \_\_\_\_\_ *Date* \_\_\_\_\_

*Institution uniform sets (2)* \_\_\_\_\_ *Institution shoes (1)* \_\_\_\_\_ *Institution mattress (1)* \_\_\_\_\_  
*Flat white sheets (2)* \_\_\_\_\_ *Cotton Towels (2)* \_\_\_\_\_ *Hygiene Product (1)* \_\_\_\_\_ *Wash cloth (1)* \_\_\_\_\_ *White tee Shirts* \_\_\_\_\_  
*(2) Boxers Shorts (2)* \_\_\_\_\_ *White socks (2)* \_\_\_\_\_ *Clear Property bag (1)* \_\_\_\_\_ *Gray wool blanket (1)* \_\_\_\_\_

**FEMALE INMATES GOVERNMENT ISSUED PROPERTY**

*Inmate name* \_\_\_\_\_ *DCDC#* \_\_\_\_\_ *Date* \_\_\_\_\_

*Institution uniform sets (CTF) (2)* \_\_\_\_\_ *Institution shoes (1)* \_\_\_\_\_ *Institution mattress (1)* \_\_\_\_\_ *Flat white sheets (2)* \_\_\_\_\_ *Cotton Towels (2)* \_\_\_\_\_  
*Hygiene Product (1)* \_\_\_\_\_ *Wash cloth (1)* \_\_\_\_\_ *White tee Shirts* \_\_\_\_\_ *(2) Boxers Shorts (2)* \_\_\_\_\_ *White socks (2)* \_\_\_\_\_  
\_\_\_\_\_ *Clear Property bag (1)* \_\_\_\_\_ *Panties (2)* \_\_\_\_\_ *Sports bra's (2)* \_\_\_\_\_ *regular bra's (2)* \_\_\_\_\_ *Gray wool blanket(1)* \_\_\_\_\_

**JUVENILE MALE INMATES (CTF) GOVERNMENT ISSUED PROPERTY**

*Inmate Name* \_\_\_\_\_ *DCDC#* \_\_\_\_\_ *Date* \_\_\_\_\_

*Institution uniform (CTF) (2)* \_\_\_\_\_ *Institution shoes (1)* \_\_\_\_\_ *Institution mattress (1)* \_\_\_\_\_ *Flat white sheets (2)* \_\_\_\_\_ *Cotton Towels (2)* \_\_\_\_\_  
*Hygiene Product (1)* \_\_\_\_\_ *Wash cloth (1)* \_\_\_\_\_ *White tee shirts* \_\_\_\_\_ *(2) Boxers Shorts (2)* \_\_\_\_\_ *White socks (2)* \_\_\_\_\_  
\_\_\_\_\_ *Clear Property bag (1)* \_\_\_\_\_ *Gray Wool Blanket(1)* \_\_\_\_\_

**JUVENILE FEMALE INMATES (CTF) GOVERNMENT ISSUED PROPERTY**

*Inmate Name* \_\_\_\_\_ *DCDC#* \_\_\_\_\_ *Date* \_\_\_\_\_

*Institution uniform (CTF) (2)* \_\_\_\_\_ *Institution shoes (1)* \_\_\_\_\_ *Institution mattress (1)* \_\_\_\_\_ *Flat white sheets (2)* \_\_\_\_\_ *Cotton Towels (2)* \_\_\_\_\_  
*Hygiene Product (1)* \_\_\_\_\_ *Wash cloth (1)* \_\_\_\_\_ *White tee Shirts (2)* \_\_\_\_\_ *Boxers Shorts (2)* \_\_\_\_\_ *White socks (2)* \_\_\_\_\_  
\_\_\_\_\_ *Clear Property bag (1)* \_\_\_\_\_ *Panties (2)* \_\_\_\_\_ *Sports bra's (2)* \_\_\_\_\_ *Regular bra's (2)* \_\_\_\_\_ *Gray wool Blanket(1)* \_\_\_\_\_

*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 the D.C. Department of Corrections upon my departure from this facility.*

\_\_\_\_\_  
*Date Issued*

\_\_\_\_\_

