

## 5-16-030 Issuance and Collection of Bedding and Towels



### PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the issuance and collection of clothing, bedding, and towels.

### SCOPE OF ORDER:

This order applies to all personnel assigned to, and/or working in any capacity at Men's Central Jail (MCJ).

### ORDER:

Laundry personnel shall issue all inmates the following items, pursuant to Title 15, Article 13, Section 1271 of the Minimum Jail Standards.

ITEM	FREQUENCY
One (1) uniform	once weekly
One (1) T-shirt	twice weekly

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One (1) undergarments	twice weekly
One (1) pair socks	twice weekly
One (1) towel	once weekly
One (1) sheet or mattress cover	once weekly
One (1) blanket	once monthly
One (1) thermal top/bottoms	once weekly

**Note: If a top sheet is also issued once a week, a blanket may be issued once every month (Per Title 15, Article 14, Section 1271).**

The above items shall be exchanged at the indicated intervals, according to a module distribution schedule which shall be established by the logistics unit.

Laundry personnel (bedding and clothing officers) shall accomplish the required exchanges. The logistics supervising line deputy shall be responsible for maintaining records of all bedding and clothing exchanges accomplished on each shift.

All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered, and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.

Mattresses shall be free of holes and tears. Mattresses with holes, tears, or that lack sufficient padding shall be replaced when observed by personnel (e.g., housing newly arrived inmates, Title 15 inmate safety checks, upon notification by the inmate, etc.).

**Thermal Tops / Bottoms**

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One (1) thermal top and one (1) thermal bottom shall be issued to each inmate.

The thermal tops and bottoms shall be exchanged during regularly scheduled clothing exchange on a one-for-one basis and documented in the electronic-Uniform Daily Activity Log (e-UDAL) each week.

Thermal undergarments shall be exchanged during normal weekly clothing exchange. Thermal undergarments may be exchanged bi-weekly so long as two sets of thermal clothing are provided with each laundry exchange.

### **Special Exchanges**

Inmate workers shall have access to clothing exchange three (3) times a week:

Monday, Wednesday, and Friday.

Food service inmate workers shall have access to clothing exchange five (5) days per week or more frequently if needed.

If more frequent clothing exchanges are needed for inmate workers, they shall be scheduled so inmates on all work shifts will be able to participate.

### **Hospital Area**

Bedding and clothing shall be delivered in adequate quantities to the jail hospital areas in order to accommodate the exchange schedule. Hospital deputies shall supervise

distribution of all clothing and bedding as needed and in accordance with this policy.

### **Newly Assigned Inmate Workers**

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The following clothing exchange procedures for newly assigned inmate workers shall be adhered to:

- Newly assigned inmate workers shall be escorted to the new inmate worker housing location by personnel.
- One (1) deputy assigned to the laundry crew shall supply the inmate workers' housing location with a set of green inmate worker clothing. The clothing shall be stocked in the floor clothing room.
- Escorting personnel shall provide security during the clothing exchange process. The inmates will exchange their blue clothing for green clothes.
- The exchanged blue clothing shall be sent to the laundry room for cleaning and redistribution.

Any problems encountered with these procedures should be brought to the attention of the logistics unit supervising line deputy.

### **Inmate Transfers from Inmate Reception Center (IRC) Custody Line to MCJ**

Inmates coming from the IRC Custody Line holding cells to MCJ for housing shall be issued the following: one (1) blanket and one (1) sheet, or two (2) blankets and one (1) towel.

Each inmate shall carry their own bedding to their module/dormitory.

Upon the inmates' arrival to the module or dormitory, the module officer shall ensure each inmate has bedding, a mattress, and a towel.

### **Inmate Transfers within MCJ**

While housed in a MCJ module or dormitory, the inmate shall retain their bedding and towel.

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Inmates transferred to another module or dormitory within MCJ should take their issued bedding and towel with them. After an inmate is transferred, the mattress shall be taken out of the cell/dormitory and stored until it is issued to another inmate. The inmate shall be issued a mattress at their new housing location.

### **Inmates Released or Transferred to another Facility**

Inmates released or transferred to another facility shall report to the module officer with their issued bedding, mattress, and towel. The module officer shall ensure the inmate has their complete set of issued linen.

The floor rovers shall collect each inmate's issued bedding and towel before the inmates are escorted to the IRC Custody Line. The bed linens and towels will be placed inside of the laundry carts.

The mattresses will be cleaned and stored until reissued.

A floor rover shall send all laundry carts with dirty linen to the basement on the freight elevator at least once per shift.

### **Transfers from Hospital Housing to General Population**

Inmates returning from a hospital to MCJ shall be issued a new set of clothing, bedding, and a towel for sanitary purposes.

**Note:** This unit order outlines Title 15 requirements. More frequent clothing and bedding exchanges may be required under Custody Division Manual (CDM) section 5-11/070.00, "Guidelines for Limiting the Possibility of Infection by Methicillin Resistant Staphylococcus Aureus (MRSA)" and medical recommendations.

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