

## 5-27/001.05 Inmate Clothing/Bedding Issuance and Exchange

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the issuance and exchange of inmate clothing, bedding, and linen while processing within the Inmate Reception Center (IRC).

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned to Logistics and [REDACTED TEXT]

### ORDER:

Personnel at IRC shall adhere to the following guidelines and procedures when issuing and/or exchanging inmate clothing:

The standard issued clothing for non-suicidal inmates upon intake into IRC, shall consist of the following:

- One pair of socks
- One pair of jail-issued shoes
- One inmate uniform (shirt and pants)
- One underpants, and one undershirt
- One thermal shirt and one thermal pants

The standard issue of bedding and linens for each inmate placed in temporary medical housing [REDACTED TEXT], shall consist of:

- One clean serviceable mattress
- One clean sheet or mattress cover
- One clean blanket
- One clean towel

IRC logistics shall be responsible for maintaining a sufficient quantity of clothing, bedding, and linens available for the issuance and/or replacement needs of the facility, as is required by California Code of Regulations (CCR), Title 15.

Unless work, climatic conditions, or illness necessitates, all inmates who are being temporarily housed in [REDACTED TEXT], designated as a temporary medical housing, will be given the following items upon intake to the module:

- One pair of socks, one shirt and one underpants
- One towel
- One pair of jail issued pants
- One jail issued shirt
- One thermal shirt and one thermal pants

Inmates temporarily housed in [REDACTED TEXT] are typically processed within a **(48)** forty-eight hour period. However, in circumstances where inmate processing exceeds the **(48)** forty-eight hour period, as shown on the medical processing "Time Clock," a change of clothing, undergarment and linen shall be made. An exchange of clothing shall also be made for any inmate who claims their stay in the module has exceeded **(2)** two days, and appears to need a change of clothing.

Personnel shall not deny an inmate from receiving an exchange of clothing due to personal reasons, as a means of punishment, or simply because it is felt that the inmate is not being truthful.

The issuance of clothing, linen, and bedding is **required** as per, CCR, Title 15 and shall not be denied to any inmate. When an exchange of clothing occurs, the change shall be done on a one-for-one basis and at ***no*** time during the exchange, shall an inmate be allowed to keep or receive extra clothing or linen.

All issuance of clothing and linen should be logged into the electronic Uniform Daily Activity Log (e-UDAL).

The lead deputy assigned to [REDACTED TEXT] is responsible for monitoring of the processing "Time Clock" to ensure the over-stay of an inmate (for more than **(48)** forty-eight hours) does not occur. If the over-stay of an inmate occurs, the lead deputy shall escort the inmate to the first available nurse for evaluation and order a change of clothing and undergarments.

Line supervisors are responsible for ensuring the following:

- All inmates receive the standard issuance of clothing when processing through IRC
  - Inmates moved to [REDACTED TEXT] for temporary medical housing receive a new roll of clothing, linen and bedding upon intake
  - An exchange of clothing, undergarments and linen occurs when any inmate exceeds the (48) forty-eight hour stay in [REDACTED TEXT] as per the processing "Time Clock"
  - All issuance of clothing, linen and bedding are logged in the e-UDAL by personnel
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