

## 5-16-030 Exchange of Inmate Clothing

### PURPOSE OF ORDER:

To establish the policy of this unit regarding the supply, issuance and ,exchange of inmate clothing, bedding, and linen.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

### ORDER:

The TTCF logistics unit shall oversee the laundry unit which is responsible for the supply, issuance, and exchange of inmate clothing, bedding, and linen.

Every Wednesday, the TTCF laundry unit shall request the amount and type of clothing, linen, and bedding required to meet the coming week's anticipated needs from Pitchess Detention Center's main laundry for the issuance and replacement needs of the facility as is required by CCR Title 15.

The TTCF laundry unit shall order and maintain an ample supply of thermal clothing to provide accommodations to inmates with mobility impairments tracked by Automated Justice Information System (AJIS) sub-classification codes "U" (prosthetics, walkers, and crutches) and "W" (wheelchairs.)

A linen and clothing exchange calendar is issued a month in advance and maintained in the laundry and logistics offices. A written plan for the scheduled exchange of clean clothing, freshly laundered and/or sanitized bedding and linen to each inmate shall be established and maintained by the laundry unit. The plan shall be incorporated into the TTCF master activity schedule

The master activity schedule shall establish the weekly procedures for clothing and linen exchange for each module. Regularly assigned personnel and relief personnel are required to distribute clothing and linen according to this schedule.

The standard issue for inmates shall consist of:

- One (1) mattress
- One (1) sheet or mattress cover

- One (1) blanket
- Two (2) blankets, but NO sheets for single man cells or High Observation Housing (HOH)/suicide risk housing
- One (1) towel
- One (1) pair of socks
- One (1) pair of jail-issued shoes
- One (1) inmate uniform (shirts and pants)
- One (1) pair of thermal clothing as accommodation for inmates with mobility impairments identified by AJIS code "U" or "W."
- For males - one (1) underpants, and one undershirt
- For females – two pairs of underwear and one (1) bra
- For transgender inmates – one (1) bra Exchange:

Unless work, climatic conditions, or illness necessitates more frequent exchanges:

- Outer garments, except footwear, shall be exchanged at least twice each week.
- Undergarments and socks shall be exchanged twice each week.
- Washable items such as sheets and towels shall be exchanged at least twice a week.
- Blankets shall be exchanged at least twice a month or every other week.
- Thermal clothing shall be exchanged weekly to accommodate inmates with mobility impairments identified by the Americans with Disabilities Act (ADA).

#### Correction Treatment Center (CTC) Thermal Procedures

Inmates with a medical order shall receive clothing and/or linen exchanges as determined by medical personnel.

To ensure inmates can regulate their body temperature while housed in a hospital setting, they will be issued a thermal shirt upon admission. Property restrictions for inmates in mental health housing shall be determined by a mental health professional after a clinical assessment has been conducted (refer to CDM section 05-01/050.15, "Property Restrictions for Mentally Ill Inmates")

When implemented, the weekly Meticillin-Resistant Staphylococcus Aureus (MRSA) clothing exchange shall duplicate the clothing exchanges listed above.

Weekly clothing exchange shall be conducted by personnel of the same sex as the inmates receiving the clothing. Personnel of the opposite sex of the inmates shall not be in a position where they would be able to observe the clothing exchange.

Supervisors shall be responsible for the temporary adjustment of assigned personnel to ensure compliance with this order.

Clothing, linen, and bedding exchanges are intended to take place on a one for one basis. However, line supervisors shall ensure that all inmates receive the proper replacement item in the event that they do not have a soiled item to exchange. Floor supervisors shall make frequent inspections to ensure that inmates are not hoarding or destroying items, and that appropriate disciplinary measures are taken for violations of this order.

Soiled items collected by each facility shall be sorted individually and placed into bags. Inmate uniforms (shirt and pants) shall be sorted by individual color. If sufficient carts or bags are not available, like items shall be placed into blankets and tied into bundles.

Worn or unserviceable items shall be bagged and tagged as rags. The laundry staff shall determine whether the items are repairable and either repair or dispose of them items.

#### Unit Commander Responsibilities

It shall be the responsibility of the watch commander to notify the unit commander if temperatures cannot be maintained within a reasonable range. The watch commander shall ensure deputy personnel documents any unusual occurrence in the electronic Uniform Daily Activity Log (e-UDAL) and submit a work order if necessary.

Unit Commanders may augment the standard clothing issue during extreme weather conditions or other unusual occurrences.

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