5-11/060.00 Bedding, Linen, and Clothing Exchange

Each facility shall develop unit orders describing procedures for the exchange and management of inmate clothing, linen, and bedding.

Unit commanders shall ensure that every Wednesday facility personnel request the amount and type of clothing, linen, and bedding required to meet the coming week's anticipated needs from the main laundry.

Facilities encountering any emergency or unusual needs shall telephone the laundry manager or laundry shift supervisor with specific orders and follow-up with an email.

The standard issue for inmates shall consist of:

- One (1) mattress
- One (1) sheet or mattress cover*
- One (1) blanket***
- Two (2) blankets and no sheets for one-man cells***
- One (1) towel*
- One (1) pair of socks**
- One (1) pair of jail-issued shoes
- One (1) inmate uniform (shirt and pants)*
- One (1) thermal shirt and one (1) thermal pants*
- For males - one (1) underpants, and one (1) undershirt**
- For females - two (2) pairs of panties and one (1) bra**
- For transgender inmates - one (1) bra**

Items marked with an asterisk (*) indicate additional information applies; see corresponding notes below for further detail.

*Sheets, mattress covers, towels, thermal clothing, and outer garments, except footwear, shall be exchanged at least once a week. Individual facilities may distribute thermal clothing bi-weekly so long as two sets of thermal clothing are provided with each laundry exchange.

**Undergarments and socks shall be exchanged twice a week, or two sets issued once a week.

If a top sheet is not issued, blankets shall be exchanged at least once a month or more often if necessary. If a top sheet is issued, blankets shall be exchanged at least every three (3) months.

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 meet the standards outlined in Title 15, Section 1272, "Mattresses."

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.).

Facilities may issue additional clothing/undergarments at their discretion.

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

Unit commanders may augment the standard clothing issue during extreme weather conditions or other unusual occurrences. The laundry manager shall be notified promptly of any additional laundry needs.

Clothing, linen, and bedding exchanges are intended to take place on a one for one basis. However, custody personnel shall ensure that all inmates receive the proper replacement item in the event that they do not have a soiled item to exchange. Custody personnel shall conduct 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 repair or dispose of them.

The Inmate Reception Center (IRC) unit commander shall make every attempt to recover all County issued clothing prior to releasing an inmate. In the event an inmate to be released is without clothing of their own (soiled, misplaced, etc.), County issued clothing shall be made available according to need.

Unit commanders shall be responsible for ensuring compliance with this policy.