

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	4	Facility Services	<b>4. 3. 4</b>
<b>SECTION:</b>	3	Hygiene	<b>EFFECTIVE DATE:</b> 7 / 21 / 2020
<b>SUBJECT:</b>	4	<b>Inmate Clothing, Linen, and Laundry</b>	
<b>STANDARDS:</b> ACA – 4 – ALDF: 2A-56, 57, 4B-02, 03, 04, 05			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 7 / 21 / 20
_____ <b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 4.3.4: dated 4/29/13 Cancel:			

**I. POLICY**

It is the policy of the Division of Corrections to comply with all applicable health and sanitation standards for Correctional Institutions, and personal hygiene concerns related to inmate clothing, bedding, linen, and laundry.

**II. RESPONSIBILITIES**

All Division of Corrections employees and contracted staff are responsible for adhering to the following procedures.

**III. DEFINITIONS**

None

**IV. PROCEDURES**

**A. General Information**

This policy directs the Detention Center Superintendent/designee of the Medium Security Institution and the City Justice Center to establish and implement post orders and specific plan for inmates’ personal and general facility laundry services, and for the distribution and issuance of clothing and linen to all the inmates.

**B. Clothing Standard and Central Laundry Availability**

1. The Detention Center Superintendent of each facility will ensure the availability of Central Laundry services and that, at a minimum, the following clothing standards are available and provided:
  - a. Suitable clothing to all inmates to preserve health and comfort at all times of the year. Clothing is properly fitted, climatically suitable, durable, and presentable.
  - b. Suitable clothing for all inmates assigned to special work areas or programs. Inmates will be issued with special/protective clothing in accordance with work assignment and that such seasonal clothing be issued as weather conditions requires.
  - c. Suitable clothing for inmates processed for court appearances, Missouri Dept. of Corrections transfer, and Clinic/hospital care. Inmates will be issued unique color-coded clothing differently from that of the general population.
  - d. Suitable clothing for inmates placed on suicide watch. This group of inmates will be issued Smock clothing and blanket.
2. All inmates will be issued clothing that is not degrading and all will exchange clothing, bedding, and linen on the same basis unless security reason detect otherwise. Any exception is to be recorded in the appropriate log and justified in writing.
3. Clothing exchange will be in accordance with facility approved schedule and guidelines.

**C. Initial Clothing Issuance**

1. The initial issuance of inmate clothing will be accomplished at admission at the City Justice Center with the exception of clothing items classified as seasonal (such as crew Jackets) which will be issued only as necessary.
2. The issued clothing will be retained by the inmate throughout any inter-facility transfer. Items classified as seasonal may be retained by the issuing facility upon the inmate transfer, and re-introduced to inventory.
3. Deliberate misuse or destruction of clothing or linen by inmates will be documented; Disciplinary Report will be issued to inmate. Restitution will be sought against the inmate for such deliberate misuse or destruction.

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4. Initial clothing issuance takes place at CJC and is as follows:

<u><b>CJC Inmates</b></u>	<u><b>MSI Inmates*</b></u>
<ul style="list-style-type: none"> <li>(1) Pair of Sneakers</li> <li>(2) Elastic waist – yellow color pants (no pocket)</li> <li>(2) Top Tanks – yellow color (with pocket)</li> <li>(2) Pair white socks only</li> <li>(3) Pair of boxers (no pocket)</li> <li>(2) Undershirts (no pocket)</li> <li>(2) Bed sheets</li> <li>(1) Towel</li> <li>(1) Facecloth</li> <li>(1) Mesh laundry bag</li> <li>(1) Blanket</li> </ul>	<ul style="list-style-type: none"> <li>(1) Pair of Sneakers</li> <li>(1) Elastic waist – yellow color pants (no pocket)</li> <li>(1) Top Tanks – yellow color (with pocket)</li> <li>(1) Pair white socks only</li> <li>(1) Undershirts (no pocket)</li> <li>(3) Pair of boxers/Panties (no pocket)/</li> <li>(3) Bras</li> <li>(1)Blanket</li> </ul> <p>*Inmates will be issued the following additions at MSI upon arrival:</p> <ul style="list-style-type: none"> <li>(2) Bed Sheets</li> <li>(1) Towel</li> <li>(1) Facecloth</li> <li>(1) Mesh laundry bag</li> <li>(1) Blanket</li> </ul>

- 5. All clothing issued to individual inmates will be documented in the IJMS by the contracted staff. The contracted staff will print and issue a copy of the entries to the Property Officer who places the print-outs in inmate’s folder in the Property Room.
- 6. Upon inmate release, all institutional issued uniforms and linen will be returned to property room and inventoried for re-use.
- 7. All returned uniforms and linen will be properly laundered in hot water with the right amount of detergent prior to re-issue.

**D. Laundry Services, Clothing, Linen and Bedding Exchange**

- 1. The Unit Manager and the Chief of Security will establish a schedule of operation to ensure that:

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- a. Inmates receive 2 (two) complete sets of clean clothing per week.
  - b. Inmates are able to exchange/laundry linens, including towels, at least weekly.
  - c. Inmates are able exchange/laundry blankets at least once every month.
2. The Shift Supervisor/Area Supervisor will implement the following:
- a. Implement a system of accountability for the issuance of inmate clothing, bedding, and linen to include an inventory process and recording of issuance and return.
  - b. Collaborate with the Chief of Security to appoint an employee to be responsible for the supervision of the laundering of clothing, bedding, and linen; and the issuance, recording and inventory.
  - c. Ensure that all linen and bedding are laundered prior to re-issuing, and
  - d. That a thorough cleaning and, when necessary, disinfecting of inmate personal clothing before storage or before allowing inmate to keep and wear such clothing is made.
3. All clothing, whether standard or special, will be properly recorded when issued, and inventoried for accountability purposes.
4. Each facility will have a designated day for inmates' personal laundry.