



**DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS**

Program Statement

OPI	OPERATIONS
Number:	2920.7
Date:	February 15, 2007
Supersedes:	New Issuance
Subject:	Clothing and Linen Exchange

1. **PURPOSE.** To establish uniform policy and procedures for issuing, collecting, distributing, storing, and transporting inmate clothing, bed and bath linen and other institutionally laundered items.
2. **POLICY.** It is DOC policy to provide clean clothing, bed and bath linen to all inmates on at least a weekly basis. However, the medical unit may provide clean bed and bath linen more frequently.
3. **RESPONSIBILITIES**
 - a. Unit staff will be responsible for ensuring that these procedures are followed and every inmate strips his/her bed, on at least, a weekly basis.
 - b. The Clothing Issue Officer shall maintain an accurate perpetual inventory of all underclothing, socks, shoes, jumpsuits, sheets, towels, washcloths and hygiene items.
4. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the DC Human Rights Act of 1977, as amended, DC Code §2.1401.01 et seq., (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.
 - b. DOC prohibits discrimination against inmates based on an inmate's race, religion, national origin, gender, sexual orientation, disability or any other type of prohibited discrimination when making administrative decisions and in providing access to programs.

5. **PROGRAM OBJECTIVES**

- a. Adequate clothing, linen and bedding necessary for maintaining proper personal hygiene shall be available to all inmates.
- b. There is no delay in replacing clothing, linen and bedding.

6. **DIRECTIVES AFFECTED**

- a. **Directives Rescinded**
None

- b. **Directives Referenced**

- 1) PS 2920.4A Environmental Safety and Sanitation Program
- 2) PS 2920.5 Housekeeping Plan

7. **DEFINITIONS**

- a. Soiled Linen: Linen which is used by an individual, considered soiled due to spots, stains, and normal usage.
- b. Contaminated Linen: Linen used by an individual for any purpose that contain pathogenic organisms having the potential of causing a fatal illness/disease if exposed to the open environment. This linen must be washed and sanitized by way of a special process before re-issuance to the inmate population.

8. **AUTHORITY.** DC Code §24-211.02 Powers; Promulgation of Rules

9. **STANDARDS REFERENCED**

American Correctional Association (ACA) 4th Edition, Performance-Based Standards for Adult Local Detention Facilities: 4-ALDF-4B-01, 4-ALDF-4B-02, 4-ALDF-4B-03, 4-ALDF-4B-04 and 4-ALDF-4B-05.

10. **CLOTHING AND BEDDING ISSUE**

- a. Upon entry into the facility, each inmate shall be issued suitable, clean bedding and linens, including, but not limited to, receiving a bedroll consisting of one blanket, one towel, two sheets and a hygiene kit. There is provision for linen exchange, including towels, at least weekly.
- b. Upon entry into the facility, males shall receive two sets of underclothing (two pairs of under shorts, two pairs of socks and two undershirts). They shall be issued two jumpsuits that are clean, properly fitted and in good condition (i.e., no tears, broken fasteners or alternations). Thermal

underwear shall be issued upon the inmate's written request from October 15 through March 30.

- c. Upon entry into the facility, females shall receive two pairs of underpants, two bras, two undershirts, two pairs of socks, one jumpsuit and a dress. Thermal underwear shall be issued upon request from October 15 through March 30.
- d. Inmates may request replacement underclothing using the Inmate Request Slip every 60 days. Hygiene kits are available to all indigent inmates upon request.
- e. The Clothing Issue Officer shall record on the Intake Issuance Form (Attachments H for males or Attachment I for females) all clothing, linen, blankets and hygiene items initially given to inmates. After placing this information into JACCS, the Clothing Issue Officer shall date and sign these forms and submit them to the Procurement Officer for stock control purposes.

11. CLOTHING AND LINEN STORAGE

- a. Clean linen for the institutional population will be stored in a clean room, free of any other activity, in the Receiving and Discharge Area. The room shall be locked and the key controlled by the Receiving and Discharge Officer.
- b. Clean linen for the medical units will be stored in a clean room, free of any other activity. The room shall be locked and the key controlled by the Unit Officer assigned on the level where the linen is stored. The medical staff will ensure the clean linen is protected from contamination.

12. LINEN EXCHANGE

- a. Linen exchange will be: Monday thru Friday according to the posted laundry schedule.
- b. All soiled linen shall be collected on the same day as when clean linen is distributed or re-issued.
- c. Each inmate shall exchange his/her linen (i.e., two sheets, one towel and one washcloth) and jumpsuit(s) for clean linen and jumpsuit(s) each week according to the established schedule.
- d. Refusal to exchange linen shall result in disciplinary action or referral for classification when appropriate.
- e. Inmates shall not wash any items in cells or elsewhere in the unit, except in units where the use of washers and dryers is permitted. Refusal to comply

shall result in disciplinary action in accordance with PM 5300.1C, Inmate Disciplinary and Administrative Housing Procedures or referral for classification when appropriate.

- f. Inmates are prohibited from hanging any clothing on railing or tiers.
- g. Inmates are accountable for clothing and bedding assigned to them. inmate who tears or otherwise destroys government property shall face disciplinary actions in accordance with the Central Detention Facility/Adjustment Board procedures.
- h. The unit OIC shall ensure that soiled linen is collected from every occupied bed and given to the laundry officer.
- i. The unit OIC and the laundry officer shall ensure that the soiled linen count is correct based on the current census for that particular unit. The unit staff should have a daily census of the unit. The unit staff and the laundry officer shall ensure that each inmate receives the correct issue. The unit staff may use the census to indicate that the inmate received clean linen.
- j. When an inmate is off the unit during linen exchange, i.e. court, school, detail assignment, the inmate shall pull his/her soiled linen (strip bed) leaving soiled linen on top of bed for exchange.

13. EXCHANGING AND HANDLING CONTAMINATED LINEN

- a. The medical unit staff shall ensure that the count of all soiled and contaminated linen is accurate when collected and same quantity is returned to the medical units.
- b. The medical staff will collect contaminated linen from its site of origin and place into red soluble bags.
- c. Contaminated linen will be stored and transported in a red soluble bag with "Hazardous Materials" affixed.
- d. If necessary, protective clothing and equipment will be issued to staff and inmates handling contaminated linen.
- e. The soluble bags should be in separate carts. The carts will be sanitized using a disinfectant after transporting contaminated linen.

14. **DOCUMENTATION**

- a. The Unit OIC shall document on the Clothing Exchange Form (Attachment J) the total number of inmates in the unit (including any out-counts) and the total number of towels, sheets and jumpsuits issued. The OIC shall sign and date the Linen and Clothing Exchange Form and give it to the Laundry Officer immediately following the exchange.
- b. The Laundry Officer shall keep all Linen and Clothing Exchange Forms chronologically in a notebook, forwarding a copy to the Deputy Warden for Support. On the 5th of each month, the Laundry Officer shall prepare and submit a report of the exchanges to the Deputy Warden for Operations.



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