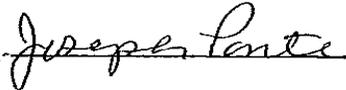


<b>POLICY TITLE: PRISONER CLOTHING, BEDDING, AND LINEN</b>		<b>PAGE <u>1</u> OF <u>4</u></b>
<b>POLICY NUMBER: 17.4</b>		
<b>CHAPTER 17: SANITATION AND HYGIENE</b>		
	<b>STATE of MAINE</b> <b>DEPARTMENT OF CORRECTIONS</b>	<b>PROFESSIONAL STANDARDS:</b>  <b>See Section VII</b>
	<b>Approved by Commissioner:</b>  	
<b>EFFECTIVE DATE:</b> <b>August 30, 2004</b>	<b>LATEST REVISION:</b> <b>November 23, 2011</b>	<b>CHECK ONLY IF</b> <b>APA [ ]</b>

**I. AUTHORITY**

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

**II. APPLICABILITY**

All Departmental Adult Facilities

**III. POLICY**

It is the policy of the Department of Corrections to provide prisoners in its facilities with clean, properly fitting clothing appropriate for the season and/or activity and clean bedding and linen.

Sufficient space to store and issue clothing, linens, and bedding shall be established and sufficient amounts of each for all prisoners shall be maintained by each facility.

**IV. CONTENTS**

- Procedure A: Clothing and Linen Issue
- Procedure B: Clothing, Bedding and Linen Supplies and Inventory
- Procedure C: Special Clothing for Prisoner Workers
- Procedure D: Replacement of Inventory

**V. ATTACHMENTS**

None

**VI. PROCEDURES**

**Procedure A: Clothing and Linen Issue**

1. Each facility shall implement practices to ensure all prisoners are provided adequate and appropriate clothing, bedding and linen supplies from admission through discharge.
2. An inventory control system shall be used to verify and maintain sufficient quantities of facility-issued clothing, bedding and linens for the prisoner population at all times.
3. Prisoners shall receive an initial issue of clothing during intake processing. Additional issue of clothing, bedding and linens shall be established by each facility.
4. Facility-issued clothing shall include the following items:
  - a. uniform (jump suit or pant/shirt combination)
  - b. underwear
  - c. socks
  - d. sweatshirt
  - e. coat (seasonal, as needed)
  - f. footwear (shower shoes and athletic shoes)
  - g. boots or work shoes (consistent with work assignment)
5. Facility-issued linen and bedding shall include the following items:
  - a. towel (1)
  - b. wash cloth (2)
  - c. bed sheets (2)
  - d. pillow case (1)
  - e. blanket (2)
  - f. laundry bags (2) (if required by the facility)
  - g. pillow (1)

<b>POLICY NUMBER/TITLE</b>	<b>CHAPTER/NUMBER</b>	<b>PAGE NUMBER</b>
<b>17.4 Prisoner Clothing, Bedding and Linen</b>	<b>17. Sanitation and Hygiene</b>	<b>Page 2 of 4</b> 11/23/11R

- h. mattress (1)
- 6. Prisoners shall be required to wear properly fitting clothing, whenever it is available. Clothing shall not be issued or exchanged to accommodate prisoners' style preferences (e.g., extra large or extra small sizes).
- 7. Facility staff shall inspect and issue clothing, linens and bedding that is clean and free of damage, except for normal wear and tear. Clothing, linen and bedding that is damaged beyond normal wear and tear shall be repaired or appropriately discarded.

**Procedure B: Clothing, Bedding and Linen Supplies and Inventory**

- 1. Prisoners shall be issued sufficient blankets to provide comfort under existing temperature controls within the facility and housing units. Each facility shall provide opportunities for prisoners to exchange their blankets for clean blankets. Prior to reissuing blankets, pillows and mattresses to other prisoners when a cell is vacated or assigned, the bedding shall be cleaned using appropriate hygienic practices. As necessary, prisoners shall be provided cleaning supplies to sanitize mattresses when changes in housing assignments occur.
- 2. Each facility shall maintain sufficient supplies of seasonal clothing such as jackets/coats for the prisoner population. Such clothing shall be issued according to a predetermined schedule according to weather conditions or when there is a confirmed need for the prisoner's use of the item. Winter jackets shall be centrally laundered, stored and issued.
- 3. Prior to each prisoner's release or discharge, designated staff shall verify the return of all facility-issued property, including clothing, linens and bedding. Items considered reusable shall be laundered and/or disinfected prior to storage or reissue.

**Procedure C: Special Clothing for Prisoner Workers**

- 1. Special clothing and/or equipment shall be issued to prisoners performing certain work assignments where such clothing/equipment is deemed necessary to maintain hygiene and safety. Such assignments may include, but are not limited to, food service, health care areas, maintenance shops, and grounds keeping. Special clothing/equipment for the prisoner's work assignment may include, but is not limited to, work boots/shoes, work gloves, aprons, face masks, latex gloves, hair nets and safety shoes. Protective equipment for prisoners shall be consistent with the applicable requirements of Maine law and safety standards.

**Procedure D: Replacement of Inventory**

POLICY NUMBER/TITLE	CHAPTER/NUMBER	PAGE NUMBER
17.4 Prisoner Clothing, Bedding and Linen	17. Sanitation and Hygiene	Page 3 of 4 11/23/11R

1. Designated staff in each facility's Business Office shall process orders for replacement of facility-issued clothing, bedding and linen. The cost shall be charged against the appropriate account(s).

## VII. PROFESSIONAL STANDARDS

### ACA:

- ACI - 4-4163** Space is provided in the institution to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations.
- ACI - 4-4263** Written policy, procedure, and practice provide that inmates in segregation receive laundry, barbering, and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception is recorded in the unit log and justified in writing.
- ACI - 4-4334** The store of clothing, linen, and bedding exceeds that required for the facility's inmate population.
- ACI - 4-4336** Written policy, procedure, and practice provide for the issue of suitable clothing to all inmates. Clothing is properly fitted, climactically suitable, durable, and presentable.
- ACI - 4-4337** Written policy, procedure, and practice provide for the issue of special and, when appropriate, protective clothing and equipment to inmates assigned to the institution's food service, hospital, farm, garage, physical plant maintenance shops, and other special work details.
- ACI - 4-4340** Written policy, procedure, and practice provide for the issue of suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, not to exclude a mattress with integrated pillow, and sufficient blankets to provide comfort under existing temperature controls. There is provision for linen exchange, including towels, at least weekly. Blanket exchange must be available at least quarterly.
- 4-ACRS- 4B-04** Offenders are issued suitable, clean bedding and linen, including two sheets, a pillow and pillowcase, one mattress, not to exclude a mattress with integrated pillow, and sufficient blankets to provide comfort under existing temperature controls. There is a provision for linen exchange, including towels, at least weekly.
- 4-ACRS-4B-05** Space is provided in the facility to store and issue clothing, bedding, and other items required for personal hygiene.

POLICY NUMBER/TITLE	CHAPTER/NUMBER	PAGE NUMBER
17.4 Prisoner Clothing, Bedding and Linen	17. Sanitation and Hygiene	Page 4 of 4 11/23/11R