

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 15.04	PAGES: 1 of 7
	RELATED ORDERS: ACA4-ALDF-4B-01, 4B-02, 4B-03, 4B-04, 4B-05 MJS 1260, 1261, 1262, 1263, 1270, 1271, 1272 P.C. 4600	
	ISSUED DATE: July 1, 1989	
	REVIEW DATE: October 25, 2015	
	REVISION DATE: October 25, 2015	
CHAPTER: Sanitation and Hygiene	SUBJECT: Linen/Clothing Issue and Exchange	

- I. **PURPOSE:** To establish standards and procedures for issuing and exchanging inmate clothing, bedding and linens pursuant to Minimum Jail Standard 1260.
- II. **POLICY:** All inmates shall be supplied with clothing, bedding and linens sufficient to provide comfortable, sanitary and safe conditions during the entire period of confinement. Supply issue shall meet the requirements listed below:
 - A. Clothing shall be clean, durable, presentable, climatically suitable and the appropriate size.
 - B. Inmates shall be issued one set of outer garments, two sets of undergarments, four panties (females only), one pair of sandals, one mattress with integrated pillow, two sheets, one blanket, one towel and one washcloth.
 - C. Clothing, linen and towel exchange, excluding blankets, shall be available to all inmates at least once a week, unless work, climatic conditions, or illness necessitates a more frequent exchange.
 - D. Blankets shall be exchanged at least once every three months.
 - E. A supply of clothing, linen and bedding shall be maintained at a level that exceeds the facility's maximum inmate population.
 - F. All clothing, linen and bedding issued to inmates will be that inmate's responsibility and he/she shall be held accountable for it. Housing unit/floor deputies will enforce all rules and regulations concerning clothing/linen items in the housing unit.
 - G. Special and/or protective clothing and equipment shall be issued to inmates assigned to work details by their respective supervisor.

III. PROCEDURE:

A. INITIAL ISSUE:

1. The ITR clothing clerk shall issue each inmate clothing at dress-out as follows:
 - a. All inmates shall be issued one set of outer garments, two sets of undergarments and one pair of sandals.
 - b. Glenn E. Dyer Detention Facility (GEDDF):
 - 1) Special Handling inmate uniforms are red.
 - 2) U.S. Marshal inmate uniforms are goldenrod.
 - 3) Inmate worker uniforms are blue.
 - 4) Maximum Separation inmate uniforms are red and white.
 - 5) Validated Sureno *inmate* uniforms are orange.
 - c. Santa Rita Jail (SRJ):
 - 1) Minimum security inmate uniforms are blue.
 - 2) Medium and maximum security inmate uniforms are goldenrod.
 - 3) Special Handling inmate uniforms are red.
 - 4) Mental Maximum inmate uniforms are green and white.
 - 5) Mental Minimum inmate uniforms are green.
 - d. Pregnant females are not allowed to wear sandals and shall be issued deck shoes.
 - e. Standard issue of undergarments include:
 - 1) Male:
 - a) Two pair of socks
 - b) Two pair of under shorts
 - c) Two T-shirts
 - 2) Female:
 - a) Two pair of socks
 - b) Two pair of panties
 - c) Two bras
 - d) Two T-shirts
 - e) One nightgown
2. The security movement deputy will issue standard bedding before the inmate is moved to a housing unit.

- a. Standard bedding:
 - 1) Two sheets
 - 2) One blanket
 - 3) One towel
 - 4) One washcloth
- b. Pregnant females will also receive the following additional items:
 - 1) One blanket
 - 2) One set of outer garments
 - 3) Two bras
 - 4) One pillow
 - 5) One pillow case
- c. Each inmate will receive one mattress with integrated pillow in the housing unit. Pregnant inmates will receive a second mattress.
- d. The housing unit deputy will escort the inmate to the assigned room. The deputy and inmate will inspect the mattress for damage. Unusable mattresses will be replaced by Supply upon request of the housing unit.
- e. Work or protective clothing issue or exchange shall be the responsibility of the inmate work supervisor. Clothing shall be exchanged as frequently as necessary to ensure safe and sanitary conditions.

B. INMATE WORKER BOOTS, JACKETS AND PROTECTIVE EQUIPMENT

1. Inmates with job assignments outside of living units at SRJ shall be supplied with jackets and boots. GEDDF workers will be supplied with boots only.
 - a. Upon assignment to a work crew, the inmate will receive one pair of work boots and for SRJ, one jacket. Jackets and boots shall be issued by the work crew supervisor.
 - b. Jackets will not be worn in the housing pod. The inmate will store his/her jacket in their designated living area without blocking the view of any bed or living area. Jackets are not to be placed on/over security screens or windows.
 - c. Work boots will be stored at the inmate's work location and will not be brought back to the housing area.
 - d. Upon release from custody or upon release from a work crew, the housing unit deputy shall collect the assigned jacket and work boots. These items will be placed in the linen room and returned to the laundry. Inmates will be issued standard jail footwear when they turn in their work boots.

- e. Unusable, ruined, soiled, or extra jackets and work boots shall be returned to the laundry for proper laundering or disposal.
 - f. Exchange for clean jackets and work boots shall be the responsibility of the work crew supervisor.
 - g. Jackets and boots shall be exchanged on a one for one basis.
 - h. Deputies will address inmates intentionally damaging, altering, or destroying jackets and boots by writing a disciplinary or criminal report as appropriate.
 - i. No inmate in possession of a jacket will be allowed outside of a housing unit, other than for purposes of work.
 - j. Under no circumstances is an inmate to be allowed to move to ITR with a work jacket or boots.
 - k. The facility will have an available supply of jackets and work boots that exceeds the number of inmates assigned to work details.
 - l. Housing unit deputies will enforce all rules and regulations concerning clothing items in the housing units.
2. Other protective equipment (gloves, goggles, face masks, etc.) will be left at the work location and not brought back to the housing unit.

B. LAUNDRY DELIVERY:

1. GEDDF:
 - a. Laundry will be delivered from SRJ between 0800 and 1100 hours, Monday through Friday.
 - b. The laundry deputy will move the laundry carts to the laundry room and place the clean laundry on the shelves, with assistance from inmate workers.
 - c. Soiled laundry will be placed in laundry carts and will be staged by the loading dock within 30 minutes of delivery.
2. SRJ:
 - a. The laundry delivers clothing and linen seven days a week between 0700 and 1900 hours.
 - b. Laundry exchange orders will be delivered via the AGVS on the day prior to the

housing unit's scheduled exchange.

- c. Upon delivery, the housing unit deputy or ITR clothing clerk will have an inmate worker move the cart to the laundry room and place the clean laundry on the shelves.
- d. Empty laundry carts will be loaded with dirty laundry and placed on the AGVS pick-up station within 30 minutes of delivery.

C. OUTSIDE AGENCIES: SRJ and GEDDF will provide the clothing and linen for all inmates that are housed on a contract basis.

D. LAUNDRY EXCHANGE:

1. Laundry exchange will occur under the direct supervision of a deputy. Staff conducting exchanges must be aware of the condition of items they are issuing to and receiving from inmates. Inmates are responsible for all clothing and bedding issued to them. Staff will address inmates intentionally damaging, altering, or destroying clothing, linen and bedding by writing a disciplinary or criminal report, as appropriate.
2. Laundry exchange shall occur on a one for one basis up to the maximum allowance of each item; example, one towel for one towel, two T-shirts for two T-shirts, etc.
3. Blankets and deck shoes, if issued, shall be laundered/exchanged at least once every three (3) months.
4. The housing floor/unit deputy will check each inmate's cell for excess clothing and linen on the first laundry exchange of each month. Additional checks will be initiated any time it is determined there is an excessive amount of laundry in any housing unit.
5. Glenn Dyer Jail
 - a. Clothing and linen exchange shall occur once per week, Sunday through Thursday on each housing floor between 1900 and 2200 hours. Exchanges will occur as follows:

H5	Sunday
H6	Sunday
H2	Monday
H4	Tuesday
H1	Wednesday
H3	Thursday
 - b. Two carts will be issued in the exchange process.

- 1) A laundry cart containing clean laundry shall be prepared by the inmate worker, and moved to the appropriate pods to conduct laundry exchange.
- 2) Soiled laundry will be placed in the second cart.

6. SRJ:

- a. Clothing/linen exchange shall occur on a rotational basis moving sequentially through the facility so that laundry exchange shall occur in each housing unit at least once per week. Due to the opening or closing of housing units, the sequence of exchange may change as needed.
- b. Upon completion of the laundry exchange, all soiled laundry and all excess clean laundry will be returned to the laundry via the AGVS.
 - 1) Clean laundry must be kept separate from the soiled laundry.
 - 2) Soiled laundry shall be sorted and bundled as follows, using one sheet as the outer cover:
 - a) Uniforms with uniforms
 - b) Underclothes with underclothes
 - c) Socks separate
 - d) Sheets and pillow cases together
 - e) Towels and wash cloths together
 - f) Blankets separate

E. RELEASE:

1. Prior to an inmate's release, the housing deputy will examine the inmate's room and furnishings for malicious damage. If any damage is noted, the area sergeant will be notified. If the damage warrants, action will be sought under 4600 PC.
2. If no action is required, the inmate will strip his/her bed and bundle the balance of his/her linens, clothing, etc., using one sheet as the outer cover.
3. The clothing and linens will be inventoried and examined for malicious damage or shortages. Any damage/shortages will be brought to the attention of the area sergeant. The area sergeant will examine the item(s) and, if in his/her opinion the damage warrants, file action under 4600 PC. A copy of this action remains in the ITR and Classification file. The damaged article(s) will be retained for evidence.
4. If there are no shortages or damage, all clothing and linen will be placed in the soiled clothing cart, except for the one set of clothing the inmate is wearing.

5. The inmate will move to ITR with only the set of facility clothes he/she is wearing and his/her personal property.

F. FACILITY CLOTHING AND LINEN INVENTORY:

1. The facility will have an available supply of clothing, linen and bedding that will exceed the maximum inmate population. This excess allows for replacement of items that are lost, destroyed, or worn out.

The Supply supervisor will conduct a quarterly inventory of inmate clothing, linen and bedding.