



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE
OFFENDER MANUAL

REVISION DATE
7/2/12

PAGE NUMBER
1 of 6

NUMBER
DOC 440.050

POLICY

TITLE
STATE ISSUED CLOTHING/LINEN

REVIEW/REVISION HISTORY:

- Effective: 5/24/04
- Revised: 3/27/07
- Revised: 1/23/09
- Revised: 1/30/09 AB 09-003
- Revised: 5/14/09 AB 09-016
- Revised: 7/20/09 AB 09-023
- Revised: 8/6/10
- Revised: 7/2/12

SUMMARY OF REVISION/REVIEW:

Numerous changes. Read carefully!


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

5/19/12

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09](#); [WAC 137-28](#); [ACA 4-4334](#); [ACA 4-4335](#); [ACA 4-4336](#); [ACA 4-4337](#); [ACA 4-4338](#); [ACA 4-4340](#); [ACA 4B-04](#); [DOC 440.000 Personal Property for Offenders](#); [DOC 440.020 Transport of Offender Property](#)

POLICY:

- I. The Department provides state issued clothing to all offenders upon reception. The Department has established guidelines governing the issuance and retention of state issued property. The Department will provide laundry services or access to laundry facilities and clothing repair services as needed.

DIRECTIVE:

- I. Mandatory State Issued Clothing
 - A. Offenders will be provided basic issue per State Issued Clothing (Attachments 1 and 2). [4-4336]
 1. Inmates Sentenced to the Death Penalty (ISDPs) who are received directly at the Washington State Penitentiary (WSP) will be provided basic issue at the facility.
 2. All other offenders will be provided an initial basic issue at the Reception Diagnostic Centers (RDCs) at Washington Corrections Center (WCC) and Washington Corrections Center for Women (WCCW).
 - B. When authorized by the Superintendent, quantities may be modified or restricted for one or more of the following reasons:
 1. Health and safety of the offenders,
 2. Environmental factors, and
 3. Security and safety of unit/facility operations.
 - C. State issued clothing will be marked with the offender's DOC number in permanent contrasting ink. This mark will be easily located, but not obtrusive, as follows:
 1. Pants, sweatpants, pajama bottoms, shorts - rear waist area, just below belt line
 2. Shirt, sweatshirt, pajama top, nightgown - underside center of outer collar
 3. T-shirts - back, inside bottom of shirt
 4. Briefs - inside of back band



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5. Bras - inside of back strap
6. Socks - bottom of each
7. Coat - underside center of outer collar
8. Belt - underside near buckle
9. Hard hat thermal liner - inside top of liner
10. Shower shoes - underside center recessed area of each
11. Sport shoes - inside tongue of each
12. Laundry bag - on flag

- D. Prison offenders will be provided at least 3 sets of clothing. [4-4338]
- E. Prisons will develop a process to launder all state issued clothing at least weekly. [4-4338]
 - 1. Offenders who are not issued 3 sets of clothing due to facility restrictions will be allowed to exchange one set of clothing for laundering 3 times per week.
- F. Prisons will develop a process to allow offenders to exchange state issued outer clothing as needed.

II. Clothing Fit and Accountability

- A. Clothing will be properly fitted, suitable for the climate, and durable. [4-4336]
 - 1. State issued pants will be sized so that they cannot be pulled over the hips when worn without a belt.
 - 2. State issued coveralls will:
 - a. Be issued size appropriate to the offender.
 - b. Have a hem with no cuff.
 - c. Be of an appropriate length to not touch the floor/ground or be rolled up.
- B. Offenders will not alter or modify state issued clothing in any way. Repairs and tailoring will be done through facility processes only.
- C. Offenders are responsible for maintaining their legible DOC number in their state issued clothing. Before the number becomes illegible, the offender must contact the clothing room to have his/her DOC number re-stamped in the item. If his/her DOC number becomes illegible, the clothing will be confiscated and the offender will be infractioned.

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- D. Offenders will be held accountable for all state issued clothing, and will be infracted for any known loss, damage, or unusual wear and tear of state issued clothing per WAC 137-28. [4-4335]

III. Specialty Issue Items for Prison Offender Work Assignments


- A. [4-4337] Offenders assigned to special work areas should be clothed per requirements of their work assignment. When appropriate, the facility will furnish suitable protective equipment (e.g., face masks, gloves, protective helmets, goggles, boots, thermal underwear).
- B. Additional/optional state issued work clothing/items are listed in State Issued Clothing (Attachments 1 and 2). Specialty issue items not listed will be approved by the Superintendent.
1. Specialty issue items will be turned in and accounted for at the end of the offender's employment or when the item is not currently needed.

IV. Mandatory State Issued Linen

- A. [4-4340] [4B-04] Offenders at each Prison and Work Release will be issued bedding and linen that includes:
1. 2 sheets,
 2. A pillow and pillowcase,
 3. One mattress,
 4. 3 towels,
 5. 2 washcloths, and
 6. Up to 3 blankets, as required, based on existing temperature controls.
- B. [4-4340] [4B-04] Sheet, pillowcase, and towel exchange or facility central laundering will occur at least weekly for offenders who do not have access to laundry facilities to do their own laundering, including offenders in RDCs and Intensive Management Units (IMUs). Blankets will be exchanged as needed.
1. Offenders will turn in worn or torn linen to designated staff to exchange for a suitable replacement.
- C. Offenders will be infracted for intentional damage/loss of state issued linens.

V. Inventory and Storage

- A. Prisons will maintain stores of clothing, bedding, and linen that exceed average monthly usage. [4-4334]

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- B. Work Releases will maintain stores of bedding and linen that exceed average monthly usage. [4-4334]
- C. All state issued clothing, bedding, and linen will be itemized and recorded on DOC 05-062 Record of Offender Property and offenders will sign the form acknowledging receipt. [4-4335]

VI. Transfer/Release

- A. When offenders transfer between Prisons, state issued clothing will be transported per DOC 440.020 Transport of Offender Property.
- B. Facilities will ensure that all state issued clothing is accounted for and documented prior to any transfer or release. [4-4335]
 - 1. Each facility will develop a process to ensure that interim clothing is issued to offenders prior to transfer and, as needed, during the transit process.
- C. [4-4335] If needed, offenders transferring to Work Release may be issued:
 - 1. 2 pairs of pants,
 - 2. 2 shirts,
 - 3. One pair of sweatpants,
 - 4. One coat,
 - 5. 6 pairs of underwear, and
 - 6. 6 pairs of socks.
- D. Offenders will return all state issued bedding and linen prior to transfer/release. [4-4335]
- E. Prior to release to the community, all state issued clothing will be returned except for offenders with no personal clothing, who will be issued one set of suitable clothing for release. [4-4335]

VII. Reclaimed State Issued Clothing/Linen

- A. Excess reclaimed, serviceable state issued clothing and linen will be laundered, boxed, labeled with description, size, and quantity, and sent to Correctional Industries (CI) in the appropriate RDC.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.



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ATTACHMENTS:

[State Issued Clothing - Men \(Attachment 1\)](#) [4-4336] [4-4337]

[State Issued Clothing - Women \(Attachment 2\)](#) [4-4336] [4-4337]

DOC FORMS:

[DOC 05-062 Record of Offender Property](#)