

# State of Iowa Department of Corrections

## Policy and Procedures

Policy Number: IS-SH-04

Applicability: Institutions

Policy Code: Public Access

Iowa Code Reference: 904

Chapter 4: INSTITUTIONAL SERVICES

Sub Chapter: SANITATION & HYGIENE

Related DOC Policies: IS-RO-03

Administrative Code Reference: N/A

Subject: INCARCERATED INDIVIDUAL STATE CLOTHING, BEDDING AND LINEN SUPPLIES

PREA Standards: N/A

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Authority:

### 1. PURPOSE

To outline the procedures the Iowa Department of Corrections (IDOC) shall use to manage incarcerated individual clothing, bedding and linen supplies.

### 2. POLICY

It is the policy of the IDOC to provide incarcerated individuals with clean, well-fitted clothing, appropriate for the season and clean bedding and linen.

### CONTENTS

- A. Guidelines
- B. State Issued Clothing
- C. Bedding and Linen Supplies

### 3. DEFINITIONS – As used in this document:

- A. State Issued Clothing - Clothing that is provided by the IDOC.
- B. Personal Clothing - Clothing that is purchased by the incarcerated individual through an approved vendor.

## **4. PROCEDURES**

### **A. Guidelines**

1. All incarcerated individuals shall be supplied with suitable clothing, bedding and linens sufficient to provide comfortable sanitary and environmentally suitable conditions during confinement and access to clean replacements or laundry facilities.
2. The Warden/Designee shall be responsible for the overall operation of the clothing issue and laundry operations.
3. Care of all clothing and bedding supplies issued shall be the incarcerated individual's responsibility and he/she shall be held accountable for its use.
4. The institution shall not be responsible for any personal clothing that incarcerated individuals are permitted to retain.

### **B. State Issued Clothing**

1. Clothing shall be appropriate to climate and season and provided to all incarcerated individuals during the admission process. This includes locally established amounts of items listed in the IDOC Policy **IS-RO-03**, *Incarcerated Individual Personal Property*.
2. Other seasonal or occupationally required items, such as safety footwear or other protective clothing shall be issued as needed. Incarcerated individuals shall comply with established procedures requiring the wearing of special clothing or safety related items on job assignments.
3. Each institution shall develop a uniform method for identifying the clothing items that belong to each incarcerated individual.
4. Incarcerated individuals shall be required to be clothed when outside their cell/living area consistent with activity. This shall include appropriate undergarments, shirt, pants and shoes, unless otherwise directed by the Warden/Designee. Articles of clothing shall be worn only as intended.
5. Incarcerated individuals are provided the opportunity to have three complete sets of clean clothing per week. The institution can provide this clean clothing in several ways and determine by institutional procedures. All clothing shall be kept in good repair.

### **C. Bedding and Linen Supplies**

1. Standard bedding issue for all incarcerated individuals shall include at a minimum, one mattress, and sufficient blankets to provide comfort under existing temperature controls, two sheets, one pillow and one pillowcase. New bedding items shall be laundered prior to issuance.
2. There are procedures in place that allows for linen to be exchanged or laundered, including towels, at least weekly.
3. Replacement may be made when an item has equaled or exceeded life expectancy.
4. Incarcerated individuals found in possession of another incarcerated individual's clothing, bedding or linens or having improperly altered clothing, bedding or linens shall be reported in accordance with incarcerated individual disciplinary procedures.
5. To the extent feasible each mattress and each pillow shall be covered with fire retardant, waterproof, easy-to-sanitize material.