



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE
OFFENDER MANUAL

REVISION DATE
3/27/07

PAGE NUMBER
1 of 5

NUMBER
DOC 440.050

POLICY

TITLE
STATE ISSUED CLOTHING/LINEN

REVIEW/REVISION HISTORY:

Effective: 5/24/04
Revised: 3/27/07

SUMMARY OF REVISION/REVIEW:

I.B. - Changed requirements for marking offender clothing
 Added I.C. to make offenders responsible for maintaining legible marking on their clothing
 Added II.F.1. for facilities to provide interim clothing to offenders
 III.B. - Added expectation for turning in specialty clothing when not needed
 Added IV.C. requiring inventorying state issued bedding and linens
 V.C. - Added expectation for clothing to be laundered
 Added V.D. to clarify requirements for disposal of non-serviceable items
 Added VI. regarding replacement clothing
 Added VII. regarding damaged or lost clothing and linens

APPROVED:

HAROLD W. CLARKE, Secretary
Department of Corrections

2/15/07
Date Signed



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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 72.09.100; WAC 137.28; ACA 4-4335; ACA 4-4336; ACA 4-4337; ACA 4-4338; ACA 4-4340; ACA 4B-04; DOC 440.020 Transport of Offender Property

POLICY:

- I. The Department provides state issued clothing to all offenders upon reception. The Department establishes guidelines governing the issuance and retention of state issued property to offenders. The Department will provide laundry services or access to laundry facilities and clothing repair services as needed.
- II. Exceptions to this policy must be requested through the Prison Administrator/Assistant Deputy Secretary, Community and Transition Services, and approved in writing by the appropriate Deputy Secretary.

DIRECTIVE:

- I. Mandatory State Issued Clothing
 - A. Basic issue as listed on State Issued Clothing (Attachment 1) will be provided to each offender at Washington Corrections Center (WCC) and Washington Corrections Center for Women (WCCW) Reception Centers. [4-4336]
 - B. State issued clothing will be marked with the offender's DOC number in permanent ink. This mark will be easily located, but not obtrusive, as follows:
 - 1. Pants – rear waist area just below the belt line.
 - 2. T-shirts – back, inside bottom of the T-shirt.
 - 3. Undergarments – Briefs – inside of the back band; Bras – inside of the back strap.
 - 4. Socks – bottom of the sock.
 - 5. Coat – underside of outer collar, centered.
 - 6. Stocking hat – inside top of the cap.
 - 7. Shower shoes – underside center recessed area.
 - 8. Belt – backside of the belt near the buckle.
 - 9. Laundry bag – on the flag.
 - 10. Shirt – underside of outer collar, centered.
 - 11. Tennis shoe – both shoes on inside tongue.
 - C. Offenders are responsible for maintaining their legible DOC number in their state issued clothing. Before the number is illegible, the offender must contact the clothing room to have his/her DOC number re-stamped in his/her state issued



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clothing. If his/her DOC number becomes illegible, the clothing will be confiscated and the offender may be subject to infractions and charged for the clothing.

- D. All state issued clothing will be itemized and recorded on DOC 05-062 Record of Offender Property. [4-4335]
- E. Each Prison facility will develop a process to launder all state issued clothing. [4-4338]

II. Clothing Fit and Accountability

- A. Clothing will be properly fitted, climatically suited, and durable. [4-4336]
 - 1. State issued coveralls will be issued size appropriate to the offender and will:
 - a. Be of an appropriate length to not touch the floor/ground or be rolled up.
 - b. Have a hem with no cuff.
- B. State issued clothing will not be altered or modified by offenders in any way. Repairing and tailoring will be done through facility processes only.
- C. Offenders will be held accountable for all state issued clothing. [4-4335]
- D. Offenders will be charged for any known loss, damage, or unusual wear and tear of state issued clothing per WAC 137.28. [4-4335]
- E. Offenders being released to the community from a Department facility will turn in and account for all state issued outer clothing, item for item, before departure. [4-4335]
- F. [4-4335] The transferring facility will ensure that the state issued clothing is accounted for prior to any transfer to a Prison.
 - 1. Each facility will develop a process to ensure that interim clothing is issued to offenders prior to transfer and, as needed, during the in-transit process.

III. Specialty Issue for Prison Offender Work Assignments

- A. Offenders assigned to special work areas should be clothed in accordance with the requirements of their work assignment and, when appropriate, be furnished with suitable protective equipment (e.g., face masks, gloves, protective helmets, goggles, boots, thermal underwear, etc.) by the individual facility. [4-4337] To



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standardize specialty issue items, recommended additional/optimal state issued work clothing is listed on State Issued Clothing (Attachment 1).

- B. All extra specialty issue items will be turned in and accounted for at the end of employment of the offender or when the item is not currently needed.

IV. Mandatory State Issued Linens [4B-04]

- A. [4-4340] Offenders at each Prison and Work Release facility will be issued bedding and linen that includes:

1. 2 sheets,
2. A pillow and pillowcase,
3. One mattress,
4. Blanket(s) to provide comfort under existing temperature controls, and
5. 2 towels.

- B. 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. [4-4340]

1. Offenders will turn in worn or torn linen to designated staff to exchange for a suitable replacement.

- C. Upon transfer and/or release, all state issued bedding and linens will be accounted for and inventoried. [4-4335]

V. Property Transfer

- A. When offenders transfer between Prison facilities, state issued clothing will be transported per DOC 440.020 Transport of Offender Property.

- B. Prior to transfer to Work Release or release to the community, all state issued outer clothing will be returned. Offenders without personal clothing will be issued one set of suitable, standard issued clothing.

- C. Excess state issued serviceable clothing and coveralls will be laundered, boxed, and labeled with description, size, and quantity, then returned to WCC/WCCW as follows:

1. Major and Minor facilities – monthly.
2. Work Release facilities – upon purchase of community clothing by the offender.



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D. Non-serviceable items will be donated or disposed of by each facility, as either a recyclable or donated item per RCW 72.09.

1. Clothing manufactured by an industry may be donated per RCW 72.09.100.

VI. Replacement Clothing

A. Each Prison facility will develop a process to allow offenders to exchange state issued outer clothing as needed.

VII. Lost/Damaged Clothing and Linens

A. Offenders will be infraacted and charged for intentional damage and/or loss of state issued clothing and/or linens. [4-4335]

DEFINITIONS:

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

ATTACHMENTS:

State Issued Clothing (Attachment 1) [4-4336]

DOC FORMS:

DOC 05-062 Record of Offender Property

STATE ISSUED CLOTHING

Standard State Issued Clothing - Basic Items

(To be issued at WCC/WCCW Reception Centers, and to be forwarded with the offender.)

DESCRIPTION	MAX QNTY
Khaki denim, female logger pants (<i>female population only</i>)	3 EA
Khaki denim, male logger pants (<i>male population only</i>)	3 EA
Khaki denim coat w/red lining	1 EA
Work shirt, khaki twill, long sleeve	1 EA
Work shirt, khaki twill, short sleeve	2 EA
Black sport shoes, clear sole (<i>D, EE, & EEEE widths</i>)	1 PR
Men's white undershirts, tee, v-neck, or crew (<i>male population only</i>)	6 EA
Female sports bra, cotton, and/or spandex (<i>female population only</i>)	6 EA
Male briefs, white (<i>male population only</i>)	6 EA
Female panties, white (<i>female population only</i>)	6 EA
Tube socks, work, white (<i>one size only</i>)	6 PR
Khaki colored watch caps (<i>one size only</i>)	1 EA
Belt, khaki, nylon, adjustable w/black buckle	1 EA
Shower shoes, tan	1 PR
Laundry net bag w/rubber closure, white, 36" x 40"	1 EA
Khaki colored offender state property storage/transport bag, 20" x 13" x 11"	1 EA


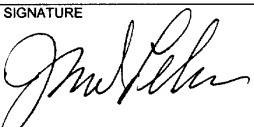
Additional/Optional Standard State Issued Work Clothing

(To be distributed and retained at each issuing facility and not to be forwarded with the offender.)

DESCRIPTION	MAX QNTY
Red work shirts, long sleeve, cotton blend with "DOC" logo above left pocket	3 EA
Red crew neck tee shirts, cotton or cotton blend	4 EA
Thermal boot socks, gray w/red or blue trim; non-wool (one size)	4 PR
Thermal underwear, tops & bottoms white, non-wool	2 SE
Rainwear, hooded jacket & bib overalls, nylon; high visibility yellow w/"DOC" logo stenciled on each piece.	1 SE
Suspenders, 2" w/heavy duty clips, black w/red trim	1 EA
Specialty boot, 9" logger style with Vibram lug sole (<i>D, EE, & EEEE widths</i>)	1 PR
Work boots, 6", non-skid sole, brown (<i>D, EE, & EEEE widths</i>) <i>standard issue for all facilities</i>	1 PR
Hard hat, OSHAWISHA approved, red full brim w/ratchet type suspension	1 EA
Hard hat thermal liner, non-wool	1 EA
Bandanna, khaki color w/black print	3 EA
Gloves, cotton, 28 oz, large	4 PR

Optional Non-Standard State Issued Clothing for DNR Workers

DESCRIPTION	MAX QNTY
Blue denim work jeans (<i>female population only</i>)	3 PR
Blue denim logger jeans (<i>male population only</i>)	3 PR

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY DIRECTIVE</p> <p><input checked="" type="checkbox"/> Offender Manual <input type="checkbox"/> Spanish</p>	PRISON/PRE-RELEASE		NUMBER DOC 440.050
	SIGNATURE	DATE	EFFECTIVE DATE
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SUPERSESSON:

None

REFERENCES:

DOC 100.100 is hereby incorporated into this Policy Directive; RCW 72.09.100; ACA 4-4335; ACA 4-4336; ACA 4-4337; ACA 4-4340; DOC 440.020 Transport of Offender Property

POLICY:

- I. The Department provides state issued clothing to all offenders upon reception. The Department establishes guidelines governing the issuance and retention of state issued property to offenders. The Department shall provide laundry services or access to laundry facilities and clothing repair services as needed.
- II. Exceptions to this Policy Directive must be requested through the Regional Administrator and approved in writing by the OCO Deputy Secretary.

DIRECTIVE:

- I. Mandatory State Issued Clothing
 - A. Basic issue as listed on State Issued Clothing (attached) shall be provided each offender at Washington Corrections Center (WCC) and Washington Corrections Center for Women (WCCW) Reception Centers.
 - B. State issued clothing shall be marked with the offender's DOC number in permanent ink. This mark shall be easily located, but not obtrusive, as follows:
 1. Pants – rear waist area just below the belt line.
 2. T-shirts – back, inside bottom of the T-shirt.
 3. Undergarments, according to sex: Briefs – inside of the back band; Bras – inside the back strap; all other items the same.
 4. Socks – bottom of the sock.
 5. Coat – Inside bottom right of the coat.
 6. Stocking hat – inside top of the cap.
 7. Shower shoes – inside edge of the thong near the instep.
 8. Belt – backside of the belt near the buckle.
 9. Laundry bag – on the flag.
 10. Shirt – lower right front shirt tail.

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11. Tennis shoe – right shoe, inside the instep.
- C. All state issued clothing shall be itemized and recorded on DOC 05-062 Record of Offender Property. [4-4335]
- II. Clothing Fit and Accountability
- A. Clothing shall be properly fitted, climatically suited, and durable. [4-336] Pants must:
 1. Be of an appropriate length.
 2. Not touch the floor/ground or be rolled up.
 3. Have a hem with no cuff.
 - B. State issued clothing shall not be altered or modified by offenders in any way. Repairing and tailoring shall be done through facility processes only.
 - C. [4-4335] Offenders shall be held accountable for all state issued clothing.
 - D. [4-4335] Offenders shall be charged for any known loss, damage, or unusual wear and tear of state issued clothing.
 - E. Offenders being released to the community from a Department facility shall turn in and account for all state issued clothing, item for item, before departure.
 - F. The transferring facility shall ensure that the state issued clothing is accounted for and in serviceable condition prior to any transfer to a Prison or Pre-Release.
- III. Specialty Issue for Offender Work Assignments
- A. Offenders assigned to special work areas should be clothed in accordance with the requirements of their work assignment and, when appropriate, be furnished with suitable protective equipment (e.g. face masks/gloves, protective helmets, goggles, boots, thermal underwear, etc.) by the individual facility. [3-4318] To standardize specialty issue items, recommended additional/optimal state issued work clothing is listed on State Issued Clothing (attached).
 - B. All extra specialty issue shall be turned in and accounted for at the end of employment of the offender.
- IV. Mandatory State Issued Linens
- A. [4-4340] Offenders shall be issued bedding and linen at each facility that includes:
 1. 2 sheets,
 2. A pillow and pillowcase,
 3. One mattress,
 4. Blanket(s) to provide comfort under existing temperature controls,
 5. 2 towels, and
-

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6. 2 washcloths.

B. [4-4340] Sheet, pillowcase, and towel exchange or facility central laundering shall occur at least weekly for offenders who do not have access to laundry facilities to do their own laundering.

V. Property Transfer

A. When offenders transfer between Prison and Pre-Release facilities, state issued clothing shall be transported per DOC 440.020 Transport of Offender Property.

B. Prior to transfer to Work Release or release to the community, all state issued outer clothing shall be returned. Offenders without personal clothing shall be issued one set of suitable, standard issued clothing.

C. Excess state issued serviceable clothing shall be returned to WCC/WCCW for re-issue.

DEFINITIONS:

Words/terms appearing in this Policy Directive may be defined in the Glossary section of the Policy Directive Manual.

ATTACHMENTS:

State Issued Clothing

DOC FORMS (See Appendix):

DOC 05-062 Record of Offender Property

STATE ISSUED CLOTHING

Standard State Issued Clothing - Basic Items

(To be issued at WCC/WCCW Reception Centers, and to be forwarded with the offender.)

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Khaki denim coat w/red lining	1 EA
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Work shirt, khaki twill, short sleeve	2 EA
Black sport shoes, clear sole (<i>D, EE, & EEEE widths</i>)	1 PR
Men's white undershirts, tee, v-neck, or crew (<i>male population only</i>)	6 EA
Female sports bra, cotton, and/or spandex (<i>female population only</i>)	6 EA
Male briefs, white (<i>male population only</i>)	6 EA
Female panties, white (<i>female population only</i>)	6 EA
Tube socks, work, white (<i>one size only</i>)	6 PR
Khaki colored watch caps (<i>one size only</i>)	1 EA
Belt, khaki, nylon, adjustable w/black buckle	1 EA
Shower shoes, tan	1 PR
Laundry net bag w/rubber closure, white, 36" x 40"	1 EA
Khaki colored offender state property storage/transport bag, 20" x 13" x 11"	1 EA

Additional/Optional Standard State Issued Work Clothing

(To be distributed and retained at each issuing facility and not to be forwarded with the offender.)

DESCRIPTION	MAX QNTY
Red work shirts, long sleeve, cotton blend with "DOC" logo above left pocket	3 EA
Red crew neck tee shirts, cotton or cotton blend	4 EA
Thermal boot socks, gray w/red or blue trim; non-wool (<i>one size</i>)	4 PR
Thermal underwear, tops & bottoms white, non-wool	2 SE
Rainwear, hooded jacket & bib overalls, nylon; high visibility yellow w/"DOC" logo stenciled on each piece.	1SE
Suspenders, 2" w/heavy duty clips, black w/red trim	1 EA
Specialty boot, 9" logger style with Vibram lug sole (<i>D, EE, & EEEE widths</i>)	1 PR
Work boots, 6", non-skid sole, brown (<i>D, EE, & EEEE widths</i>) <i>standard issue for all facilities</i>	1 PR
Hard hat, OSHA/WISHA approved, red full brim w/ratchet type suspension	1 EA
Hard hat thermal liner, non-wool	1 EA
Bandanna, khaki color w/black print	3 EA
Gloves, cotton, 28 oz, large	4 PR

Optional Non-Standard State Issued Clothing for DNR Workers

DESCRIPTION	MAX QNTY
Blue denim work jeans (<i>female population only</i>)	3 PR
Blue denim logger jeans (<i>male population only</i>)	3 PR

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