



**Division of Pretrial
Detention and Services**

John S. Wolfe
 Approved By:
 Commissioner
 John S. Wolfe

Title: Mattress Replacement and Control	Directive Number: DPDS.080.0011
Related MD Statute/Regulations: N/A COMAR:12.14.03.05	Supersedes: DPDS.080.0011 Mattress Replacement and Control, dated September 15, 2015
Related ACA Standards: 1-CORE-4B-01; 1 -CORE 1C-06	Responsible Authority: <i>Carolyn J. Scruggs</i> <hr/> Authorized By: Acting Assistant Commissioner Carolyn J. Scruggs
Related MCCS Standards: .04G; 04H	Effective Date: March 21, 2016 Number of Pages: 5

Division of Pretrial Detention and Services Directive

.01 Purpose.

The purpose of this directive is to establish policy and procedure for the provision, issue or return, replacement, sanitation and control of mattresses for detainee use.

.02 Scope.

This directive is applicable to the Division of Pretrial Detention and Services, excluding the Chesapeake Detention Facility.

- A. Baltimore Central Booking and Intake Center (BCBIC);
- B. Baltimore City Correctional Center (BCCC);
- C. Baltimore Pretrial Complex (BPC);
 - (1) Annex;
 - (2) Jail Industries Pretrial and Pre-Release;
 - (3) Women's Detention Center (WDC); and
 - (4) Wyatt Building
- D. Maryland Reception Diagnostic and Classification Center (MRDCC); and

E. Metropolitan Transition Center (MTC).

.03 Policy.

It is the Policy of DPDS to ensure that:

- A. “Inmates are issued suitable, clean bedding and linens. There is provision for linen exchange, including towels, at least weekly” (1-CORE-4B-01).
- B. “Facility furnishings meet fire-safety-performance requirements” (1-CORE-1C-06).

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “Contingency housing” means space authorized for temporary conversion to detainee housing to accommodate detainees in excess of a facility’s allowable bed capacity.
- (2) “DPDS” means the Division of Pretrial Detention and Services.

.05 Responsibility.

- A. Upon assignment to a facility, including contingency housing the detainee or inmate shall receive a safe, clean and sanitized mattress.
- B. The distribution and replacement of mattresses shall be controlled in such a manner as to promote personal hygiene, fire safety, institutional security and accountability for state property.

C. Issuance of Mattress

- (1) Each bed will have an assigned mattress with the bed location permanently placed on it.
- (2) Prior to a detainee or inmate entering the assigned cell or dormitory housing the following will occur:
 - (a) An inspection of the mattress shall be completed by the assigned officer;
 - (b) The inspection will include the current status of the mattress at the time of issuance;
 - (c) The mattress will be inspected by the issuing officer and detainee or inmate for accountability purposes;
 - (d) The condition of the mattress will be noted on *Appendix B Mattress Accountability Form* with both parties providing their signature.

- (e) The documentation will be kept on post in a pre-determined location for future reference:
 - (i) Original documentation will be maintained in the Audit Office; and
 - (ii) Copies will be kept on the post in a binder.
- (f) The officer assigned will inform the detainee or inmate that destruction of state property to include the mattress will result in the detainee or inmate paying restitution for destroyed items.

D. Return of Mattresses

- (1) Prior to a detainee or inmate being released or transferred to another housing assignment the following will occur:
 - (a) Upon return of the mattress the officer and detainee or inmate shall revisit the Mattress Accountability Form notating the condition.
 - (b) If the mattress is found to be flawed or misused by the assigned detainee or inmate then the detainee or inmate will be charged with the current price of the mattress.
 - (c) The assigned officer and detainee will provide their signature acknowledging the inspection.

E. Mattress Inspections

- (1) Mattresses shall be checked for proper conditioning on a weekly basis. This will occur during mattress inspections, during designated weekly linen exchange by the assigned housing unit officer.
- (2) Staff will be responsible for the identification of mattresses needing replacement.
- (3) Staff will conduct observation for tears, missing covers or abuse of property.
- (4) The findings of the inspection will be documented on *(Appendix C) Mattress Inspection Form* and forwarded to the Building Supervisor.
- (5) The Building Supervisor will review the Mattress Inspection form, conduct an investigation on mattresses in poor condition and determine if abuse is suspected.
- (6) Upon completion of the investigation, if it is determined that the mattress was flawed or misused by the detainee or inmate then disciplinary measures shall follow to include restitution for the current cost of the mattress.
- (7) Damaged mattresses shall be identified, reported and replaced with a serviceable mattress or shall receive a mattress cover.
- (8) There will be routine mattress replacement or issuance of mattress covers within three (3) business days from the receipt of the Inspection Form when abuse is not suspected or completion of corrective action when abuse is suspected.

(9) In no case shall a mattress cover be issued for use in the Resident Mental Health Unit.

(10) Urgent replacement at the discretion of the Building Supervisor with documentation maintained per the established retention schedule to account for all mattresses and covers which the

F. Sanitation of Mattresses

- (1) When a detainee/inmate is moved to a cell or provided with a bunk or bed in a dorm, he/she will be issued a mattress.
- (2) Upon determination that there are not sufficient mattresses for an assigned detainee/inmate, the section officer shall notify the Building Supervisor immediately.
- (3) Mattresses are provided in two forms, one the original mattress from the storeroom and/or a restored/refurbished mattress.
- (4) Upon issuance the officer shall spray the mattress with the 1:10 dilution of household bleach solution. The detainee/inmate will then be given instructions to allow the mattress to dry completely prior to utilization.
- (5) The officer shall spray segregation detainee mattresses with 1:10 dilution of household bleach solution at least once per week, when out for recreation. The detainee will then be given instructions to allow the mattress to dry prior to utilizing it.
- (6) The officer shall spray 1:10 dilution of household bleach solution weekly during linen exchange. The detainee will then be given instructions to allow the mattress to dry prior to utilizing it.

G. Non- Serviceable Mattresses.

The Warden shall:

- (1) Develop, oversee and implement an effective system of replacing unserviceable mattresses.
- (2) Ensure that the mattresses rendered unserviceable are removed and disposed of in accordance to disposal protocols.

H. Refurbishing of Mattresses.

The process of refurbishing mattresses is conducted on a weekly basis at the designated location.

- (1) When a mattress is damaged beyond use or if the inner facing is salvageable the old mattress covers will be replaced.
- (2) The inner facing from the damaged mattress will be removed from its original cover.
- (3) The inner facing will be placed in the new mattress cover and then sealed with a Velcro or hot

glue seal depending on the type of mattress available during ordering.

- (4) All refurbished and restored mattress are cleaned with 1:10 dilution of household bleach.
- (5) The inner facing will be sanitized with the sanitizing mist solution.
- (6) The mattress will be allowed to dry for approximately two hours before being placed inside the new mattress cover.
- (7) Once these steps are completed the mattress will be reissued for use.
- (8) Appendix A, entitled *Monthly Summary Sheet* will be utilized to document the refurbishing of mattresses.

I. Storage of Mattresses

- (1) An adequate supply of new mattresses and covers shall be maintained in designated areas.

.06 Attachments.

Appendix A- Monthly Summary Sheet

Appendix B- Mattress Accountability Form

Appendix C- Mattress Inspection

.07 History.

This directive supersedes DPDS.080.0011 titled, Mattress Replacement and Control dated September 15, 2015.

.08 Distribution.

A

L



**Division of Pretrial and Detention Services
Summary Sheet**

Appendix A to DPDS.080.0011

Mattresses

Facility: _____

Date	Facility Received From	Amount Received	Amount Destroyed	Amount Refurbished	Amount Sanitized	Status / Comments	Retrieved by	Participating Detainee	Officer Assigned to Detail

Refurbishing of mattresses will be conducted weekly. All refurbished mattresses shall be cleaned and sanitized prior to distribution. Any unserviceable materials will be properly discarded.



DIVISION OF PRETRIAL DETENTION AND SERVICES
MATTRESS ACCOUNTABILITY FORM

Appendix B to DPDS.080.0011

Housing Unit: _____ Section/Dorm: _____ Mattress Number: _____

Date	Detainee Name	ID#	Housing Location	Condition Received	Detainee Signature Legible	Condition Returned	Detainee Signature Legible	Officer Signature Legible
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								
15.								
16.								
17.								

*For the condition of the mattress mark either: S- Satisfactory / U-Unsatisfactory

Completed Original Sheet: To Audit

Copy: Maintained in Post Binder



Division of Pretrial and Detention Services Mattress Inspection

Facility: _____

Date: _____

Housing Unit	Detainee Name	ID Number	Mattress #	Condition Good / Poor	Replaced Yes / No	Replacement Date	Detainee Signature	Officer Signature

Any mattress reported in poor condition is to be replaced with 3 working days

Supervisor Signature: _____