

STATE OF MARYLAND

**Department of Public Safety
and Correctional Services**



PATUXENT INSTITUTION

Directive

PID # 80-2

DATE: June 1, 2008

SUBJECT: Safety & Sanitation

**TITLE: Clothing Distribution &
Recording**

- I. REFERENCE: Maryland Commission on Correctional Standards .04 F & G.
- II. APPLICABLE TO: All Inmates and Custodial Personnel
- III. PURPOSE: To provide policy and procedure for the distribution and recording of Institutional clothing.
- IV. DEFINITIONS: None
- V. POLICY AND PROCEDURE:
 - A. Upon arrival at the Institution, new inmates will receive a New Arrival Orientation - Clothing form, PI 80-2a-0608, explained by the Clothing Room Supervisor and will sign the clothing room Orientation Receipt form, PI 08-2b-0608. Following orientation, new inmates will receive a basic issue of linen, bedding, and clothing. The basic issue will be recorded on the Inmate Initial Issue/Return form, PI 461-0206. This form will begin the permanent record of the inmate's clothing file.
 1. The basic issue of linen and bedding is as follows:
 - a. Two (2) sheets
 - b. One (1) mattress
 - c. One (1) blanket
 - d. One (1) towel
 2. The basic issue of uniform clothing for males is as follows:
 - a. One (1) long sleeve blue shirt
 - b. One (1) short sleeve blue shirt
 - c. Two (2) blue jeans
 3. The basic issue of uniform clothing for females is as follows:
 - a. Three (3) burgundy shirts
 - b. Three (3) burgundy pants

4. The basic issue for inmates received in the CMHC-J tiers (D/C Building) on Level 0 tiers will be a jumpsuit or smock & soft shoes with no laces, issued at the discretion of the CMHC-J clinical staff.
 5. The basic issue for inmates received in the CMHC-J tiers (D/C Building) on Level 1 & 2 tiers will be a jumpsuit & soft shoes with no laces, issued at the CMHC-J discretion of the clinical staff.
 6. The basic issue for inmates received in the CMHC-J tiers (D/C Building) will be the same as stated in V. A. 1. and 2., except that this issue will not take place until the inmate has earned level 3 and has been escorted to the Clothing Room to receive the issue.
 7. Each inmate, upon reporting to the Clothing Room for their initial State issued clothing issue, will receive an orientation; specific to issues related to State issued clothing and linen items.
- B. Additional clothing may be issued as follows:
1. Inmates requesting State issued clothing repair and/or exchange will do so by completing a Clothing Exchange form, PI 366-0594.
 - a. An allotment of undergarments will be issued only after review. The following criteria must be met:
 - i. The inmate must be housed at the Patuxent Institution for at least thirty days.
 - ii. The inmate has not received a clothing package at the Patuxent Institution within the past six-month package period.
 - iii. The inmate is indigent, having less than \$3.00 in their account for a thirty-day period, and has no institutional employment or other financial support.
 - iv. If the criteria stated in V. B. 1. a. i.-iv. are met, the following, upon availability, may be issued:
 - a. Two (2) tee-shirts
 - b. Four (4) boxer shorts
 - c. Four (4) pair of socks
 2. Special clothing will be issued to the following:
 - a. Inmates who receive jobs with CLOSE security may receive an issue of:

- i. One (1) Thermal top and bottom
 - ii. One (1) knit hat
 - iii. One (1) denim coat (if the inmate does not have a coat)
 - b. Kitchen workers are issued
 - i. Two (2) new sets of dietary whites.
 - ii. One (1) cleansed set of dietary whites (if available).
 - c. Inmates who work in the Kitchen will be required to return their dietary uniforms to the Clothing Room upon termination or resignation from the kitchen.
 - d. Barber jackets are issued to the barbers at the start of the work day. The barber jackets will be collected at the close of the work day. Barber jackets will not leave the barber shops.
 - e. Boots will be issued only to Dietary Department workers who are assigned to the pot & pan or cooking areas. In all other cases, the rules of indigence, as stated in V. B. 1. a. i. – iv. apply.
 - f. Footwear will be issued in accordance with V. B. 1. a. i. – iv.
3. State clothing and/or bedding which is received at any date after arrival will be added to the Clothing Department Inmate Initial Issue/Return form, PI 461-0206 to make up a current up-to-date record of clothing and bedding issued to each inmate.
- C. State clothing and linen in need of repair will be repaired and returned.
 - D. Each inmate will be responsible for the clothing and bedding that was issued to them, and is listed, and recorded in the inmate's clothing record.
 - E. Each inmate on administrative or disciplinary segregation will be provided with clean clothing, sheets, and blankets on a weekly basis as referenced in PID 110-2. A uniform specific to that special housing unit may be issued.
 - F. At anytime that new clothing stock is pulled from the inventory and issued, a Withdrawal/Deposit Ticket for Inmate Clothing, form PI 80-2c-0608, is to be completed and a copy placed in the inmate's permanent clothing file.
 - G. When an inmate is transferred or released, they are to report to the Clothing Department with:
 - 1. Two (2) sheets
 - 2. One (1) blanket
 - 3. One (1) towel

4. One (1) long sleeve blue shirt (males)
5. One (1) short sleeve blue shirt (males)
6. Two (2) blue jeans (males)
7. Three (3) burgundy shirts (females)
8. Three (3) burgundy pants (females)
9. Dietary Uniforms (if not previously turned in and in the number listed on the inmates clothing record)
 - a. The inmate will turn in all State issued clothing and linen items and sign the Clothing Record to confirm that the items have been turned in.
 - b. PIW, MHU, and segregation inmates are to be escorted to the Clothing Department to turn in their State issued clothing and linen items and sign their Clothing Record.
 - c. Any inmate who does not turn in their State issued clothing and linen items will be held financially responsible for all items not turned in, lost, altered, damaged and/or destroyed.

- VI. APPENDIX:
- A - New Arrival Orientation – Clothing form, PI 80-2a-0608
 - B - Orientation Receipt form, PI Form 80-2b-0608
 - C - Inmate Initial Issue/Return form, PI Form 461-0206
 - D - Inmate Clothing Record form, PI 366-0594 Page 2
 - E - Clothing Exchange form, PI 366-0594
 - F - Withdrawal/Deposit Ticket for Inmate Clothing form, PI 80-2c-0608
- VII. RESCIND: PID 80-2 dated 10/1/2002



Dr. Randall Nero, Ph.D.
Director

Distribution: A

Patuxent Institution
Clothing Department

Appendix A

New Arrival Orientation – Clothing

The following information is provided so that you will know and understand the policies governing state issued clothing and linens while housed at this institution. These policies pertain to the Clothing Department only.

1. Within a few hours of your arrival, you will be given an initial issue of state linen. This issue will vary dependant upon the seasons and will include:
 - a. One (1) Blanket (October 1 – May 1)
 - b. Two (2) Sheets
 - c. One (1) Towel
 - d. One (1) Mattress
 - e. One (1) Roll of toilet paper
 - f. One (1) Bar of soap

2. After your arrival, you will be given an initial issue of state uniforms to include:
 - a. Males
 - i. Two (2) Shirts, blue chambray (Long or short sleeve dependant upon the season).
 - ii. Two (2) Jeans, blue
 - b. Females
 - i. Three (3) Shirts, burgundy
 - ii. Three (3) Pants, burgundy

3. Indigent inmates may be issued undergarments and footwear. Indigence will be determined by the following:
 - a. The inmate has been in the institution for 30 days and:
 - i. Has not received a clothing package,
 - ii. Does not and has not had more than \$3.00 in their account during a 30 day period,
 - iii. Does not and has not had a paid job,
 - iv. Does not have undergarments in sufficient quantity or condition **and** meets the above criteria.

4. You are responsible for all items of state issue you are given. You will be held financially responsible for any items that are altered without authorization, damaged, destroyed, or lost even if the damage, destruction or loss occurs during any pack-up resulting from administrative/disciplinary segregation.

5. Upon your release or transfer from Patuxent Institution, you must turn in the linens and uniforms issued to you. Failure to do so will result in you being held financially responsible for the missing items.

6. Failure to produce any state issued property during a property check will result in you be held financially responsible for any of the missing items.

7. State issued linen and clothing items **may not** be turned into the Property Room in exchange for package items.

8. State issued linen and clothing may not be turned into the Clothing Room in exchange for package items from the Property Room. If, however, sheets, blankets and/or towels are received in a clothing package, you must turn your state issued linens into the clothing room.

9. Inmates who are assigned to work outside may be issued external clothing as necessary, but not to exceed the allowable limits set by the institution.
10. Inmates assigned to jobs that have that may involve the constant soiling of the inmate's clothing (i.e., maintenance) may be issued a gray coverall and/or gray pants.
11. Inmates assigned to work in the Dietary Department will be issued dietary uniforms. Inmates **must** return the dietary uniform to the Clothing Room if terminated, re-assigned or if they resign from the kitchen.
12. Boots are only issued to inmates who work in pre-designated areas of the kitchen.
13. Issuance of any additional clothing/footwear items are dependent upon the following factors:
 - a. Your current property inventory and clothing condition
 - b. Indigence
 - c. Availability
14. **ALL** clothing requests must be submitted on a Clothing Exchange Form that can be obtained through your tier officer. NO letters or telephone calls will be accepted.
15. All questions for and/or disputes with the Clothing Department must be submitted in writing.
16. The Clothing Room **will not** handle any questions or disputes concerning clothing from home, catalog companies or other packages.
17. Laundry
 - a. If your tier has laundry facilities that you will be permitted to access, you **must** purchase your own laundry detergent from the inmate Commissary.
 - b. Use bar soap, shampoo, disinfectant or any material other than the laundry detergent purchased in the Commissary is **strictly prohibited**.
 - c. Tiers that do not have laundry facilities have been assigned a laundry/linen day, which is posted on the tier. On your assigned laundry day:
 - i. You will bring your laundry to the Clothing Department and have it inventoried and secured in a net bag to be washed,
 - ii. Linens, not to include your blanket, will be collected and returned by the tier runner,
 - iii. Blankets will be laundered only when called for by the Clothing Department.
 - iv. Laundry detergent will be responsibility of the Clothing Department.

Patuxent Institution
Clothing Department

Appendix B

Orientation Receipt

Name (print): _____ D.O.C. #: _____

Date: _____ Housing: _____

Arrival Date: _____ Orientation Date: _____

All inmates who arrive and are housed at the Patuxent Institution will be provided the prescribed and needed clothing and linen items and will be permitted to either launder or have laundered clothing and linen items on a regular basis regardless of the inmate's race, religion, national origin, sex, handicap or political beliefs.

- I have read the statement and do understand this statement. I have been granted the opportunity to ask questions and receive answers to any questions concerning this statement.
- I have received both a verbal and written Patuxent Institution Clothing Department orientation.
- I have been informed of my responsibility as it concerns that state issued clothing and linen items that I have been issued by this department.

Inmate Signature

D.O.C. #

Date

Orientation Officer

Date

Once completed, this form is to be place into the inmate's file.

**PATUXENT INSTITUTION
CLOTHING DEPARTMENT**

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| Appendix C |
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INMATE INITIAL ISSUE/RETURN

INMATE NAME (PRINT) DOC No. ARRIVAL DATE ISSUER

NEW ARRIVAL TRANSFER

HOUSING AREA TODAY'S DATE

ISSUE RETURN

| ITEM | SIZE | QTY | ITEM | SIZE | QTY | ITEM | SIZE | QTY |
|--------------------|------|-----|----------------|------|-----|-----------|------|-----|
| JEANS | | | TENNIS SHOES | | | TOWEL | | |
| SHIRT L/S CHAMBRAY | | | BOOTS | | | WASHCLOTH | | |
| SHIRT S/S CHAMBRAY | | | SOCKS | | | SHEETS | | |
| SWEATSHIRT | | | THERMAL TOP | | | BLANKET | | |
| SWEATPANTS | | | THERMAL BOTTOM | | | | | |
| BURGUNDY PANTS | | | T-SHIRT | | | | | |
| BURGUNDY SHIRT | | | BOXER SHORTS | | | | | |
| DENIM COAT | | | PANTIES | | | | | |
| KNIT HAT | | | BRA | | | | | |

**IMPORTANT NOTICE
READ BEFORE SIGNING**

I DO HEREBY CONFIRM BY MY SIGNATURE THAT I HAVE RECEIVED THE ABOVE LISTED ITEMS. I ACKNOWLEDGE BY WAY OF THIS NOTICE THAT I AM FINANCIALLY RESPONSIBLE FOR ANY DAMAGE, DESTRUCTION AND/OR UNAUTHORIZED ALTERATION(S) I DELIBERATELY CAUSE TO THE ITEMS I AM ISSUED OR LOSS OF SAME. TO BE ISSUED NEW UNIFORMS AT THE DESIGNATED INTERVALS I MUST TURN IN ITEMS TO RECEIVE EQUAL QUANTITY OF ITEMS. UPON MY RELEASE OR TRANSFER FROM PATUXENT INSTITUTION, I WILL BE RESPONSIBLE FOR TURNING THESE ITEMS INTO THE INMATE CLOTHING DEPARTMENT. FAILURE ON MY PART TO DO SO WILL RESULT IN MY BEING HELD FINANCIALLY RESPONSIBLE FOR THE ITEMS I DO NOT RETURN.

INMATE SIGNATURE D.O.C. NUMBER DATE

TRANSFER OR RELEASE

I CONFIRM THAT I HAVE TURNED IN THE ITEMS LISTED ABOVE AND THAT I WILL BE HELD FINANCIALLY RESPONSIBLE AND BILLED FOR ITEMS THAT I HAVE NOT TURNED IN OR HAVE BEEN ALTERED WITHOUT AUTHORIZATION AND/OR DELIBERATELY DAMAGED OR DESTROYED.

INMATE SIGNATURE D.O.C. NUMBER DATE
DISTRIBUTION: ORIGINAL – CLOTHING FILE COPY – ACCOUNTING (IF BILLED) COPY (INMATE)

PATUXENT INSTITUTION
INMATE CLOTHING DEPARTMENT

Appendix D

INMATE CLOTHING RECORD

| INMATE NAME | | | DOC No. | | | | | | | | | | ARRIVAL DATE | | | | | | | | | | | | |
|-------------|------------|----------|----------------------|--------------------------|-----------|------------|------------|--------|---------|-------------------------|-------|-------------|----------------|------------|----------|--------------|-------|-------|-----------|--------|---------|------|-------------|--|--|
| DATE | TICKET NO. | ISS/EXCH | JEANS OR BURG. PANTS | SHIRT S/S OR BURG. SHIRT | SHIRT L/S | SWEATSHIRT | SWEATPANTS | SHORTS | T-SHIRT | BOXER SHORTS OR PANTIES | SOCKS | THERMAL TOP | THERMAL BOTTOM | DENIM COAT | KNIT HAT | TENNIS SHOES | BOOTS | TOWEL | WASHCLOTH | SHEETS | BLANKET | BRAS | DIETARY SET | | |
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PATUXENT INSTITUTION
CLOTHING EXCHANGE FORM

Appendix E

NAME: _____ ID# _____ TIER: _____ DATE: _____

ITEM (S) REQUESTED OR IN NEED OF REPAIR (BE SPECIFIC):

| ITEM (S) | WAIST SIZE | INSEAM | SHIRT SIZE | SHOE SIZE | CLOTHING ROOM USE ONLY! |
|----------|------------|--------|------------|-----------|-------------------------|
| | | | | | XXXXXX |
| | | | | | |
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----- DO NOT WRITE BELOW THIS LINE -----

ACTION TAKEN: _____

VERIFICATION OF PROPERTY: _____

CLOTHING ROOM SUPERVISOR

PROPERTY ROOM SUPERVISOR

-----THIS SECTION TO INMATE -----

PATUXENT INSTITUTION CLOTHING DEPARTMENT

To : ID#: DATE:

FROM : Clothing Room Supervisor

RE : Clothing Exchange Form Dated / /

Be advised that your request for clothing exchange has been approved _____ partially approved _____
and you must bring this following when called for: _____

Denied _____

Appendix F

PATUXENT INSTITUTION

Withdrawal/Deposit Ticket For *INMATE CLOTHING*

Issue
 Exchange
 Turn In

NAME: _____ D.O.C. Number _____ Date: _____

| COMMODITY CODE | DESCRIPTION | SIZE | | | QUANTITY | | | | Unit of Issue | Unit of Cost | Extended Cost |
|-------------------|-------------|------|------|------------|----------|------|----------|------|------------------|-----------------|------------------|
| | | NEW | USED | TURN IN | ISSUED | | RETURNED | | | | |
| | | | | | NEW | USED | DEPOSIT | LOSS | | | |
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APPROVED BY: _____ ISSUED BY: _____ RECEIVED BY: _____

REMARKS: _____