



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/REENTRY
FACILITY/SPANISH MANUAL

REVISION DATE
8/17/23

PAGE NUMBER
1 of 7

NUMBER
DOC 440.050

POLICY

TITLE
STATE-ISSUED ITEMS

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
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- Revised: 4/13/21
- Revised: 2/11/22
- Revised: 5/24/22
- Revised: 7/17/23
- Revised: 8/17/23

SUMMARY OF REVISION/REVIEW:

Attachment 1, II.A., VII.B.1.a. - Adjusted language for clarification
 Added II.B.1.a.1) that individuals may choose to measure themselves for proper fit
 Added II.B.4. that individuals may wear basic state-issued or approved gender-affirming clothing

APPROVED:

Signature on file

CHERYL STRANGE, Secretary
 Department of Corrections

8/16/23

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 72.09](#); [WAC 137-28](#); DOC 320.255 Restrictive Housing; DOC 440.000 Personal Property in Prisons; DOC 440.010 Personal Property in Reentry Centers; DOC 440.020 Transport of Property

POLICY:

- I. The Department has established guidelines governing the issuance and retention of state-issued items, including access to laundry services and repairs as needed.

DIRECTIVE:

- I. State-Issued Items
 - A. Individuals arriving at the Reception Diagnostic Centers (RDCs) will be provided an initial basic issue per State-Issued Items (Attachment 1).
 - B. Individuals will be issued bedding and linen at each Prison and Reentry Center that includes:
 1. 2 sheets
 2. A pillow and pillowcase
 3. One mattress
 4. 3 towels
 5. 2 washcloths
 6. 3 blankets
 - C. When authorized by the Superintendent/Reentry Center Manager, quantities may be modified or restricted for one or more of the following reasons:
 1. Health and safety of incarcerated individuals
 2. Environmental factors
 3. Security and safety of unit/facility operations
 4. Emergencies
- II. Alternative State-Issued Items
 - A. Individuals requesting gender-affirming items will complete DOC 02-420 Preferences Request. The PREA Specialist will update the electronic property record for gender-affirming property.
 - B. All facilities will:

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1. Provide gender-affirming clothing including underwear, sports/support bras, and binders in an appropriate size for the individual.
 - a. Superintendents will designate an area that ensures privacy for changing/fitting and an employee, in consultation with the Gender Affirming Program Administrator, to measure individuals for proper fit.
 - 1) Individuals may choose to measure themselves for proper fit.
2. Make reasonable efforts to provide gender-affirming clothing within 72 hours of request.
 - a. Items that need to be ordered from an external vendor will be ordered within 5 business days from the date of the request for alternate clothing.
 - 1) When possible, items will be issued to the individual within 5 business days of receiving the item(s) at the facility.
3. Ensure they order enough stock to replace items as needed.
4. Allow individuals to wear basic state-issued or approved gender-affirming clothing.

III. Laundering and Exchange

- A. Facilities will develop a process to allow individuals to exchange and/or replace lost/stolen state-issued clothing as needed.
 1. Returned clothing will be inspected and may be reissued if in serviceable condition. Clothing will be laundered before being reissued.
 2. Underwear that is stained/unserviceable will be replaced. Individuals will not be required to present stained/unserviceable underwear for inspection.
- B. Prisons will develop a process to launder state-issued clothing at least weekly.
 1. Individuals in restrictive housing will be allowed to exchange clothing per DOC 320.255 Restrictive Housing.
- C. In Prisons, sheet, pillowcase, and towel exchange or facility laundering will occur at least weekly for individuals who do not have access to laundry facilities, including individuals in RDCs and restrictive housing.

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1. A schedule will be developed to exchange blankets.
2. Individuals will turn in dirty, worn/damaged linen to the designated employee(s)/contract staff to exchange for a replacement.

D. Individuals housed in a Reentry Center will launder their own clothing and linen.

IV. Fit, Wear, and Accountability

A. Clothing will be worn in a manner to maintain individual modesty and privacy. Undergarments will be worn under approved clothing anytime the individual is outside of the cell.

B. Clothing will be properly fitted, durable, and suitable for the climate.

1. State-issued pants will be sized so they cannot be pulled down over the hips when worn without a belt.

2. State-issued coveralls will:

- a. Be issued in the appropriate size,
- b. Have a hem with no cuff, and
- c. Be of an appropriate length to not touch the floor/ground or be rolled up.

C. Incarcerated individuals will not alter or modify state-issued clothing in any way. Repairs and tailoring will be done through facility processes only.

D. State-issued clothing will be marked with the assigned DOC number in permanent, contrasting ink. The 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/boxers - inside of back band
5. Bras - inside of back strap
6. Binders - inside of back strap
7. Coat - underside center of outer collar
8. Belt - underside near buckle
9. Fleece hat - underside, near the top
10. Hard hat thermal liner - inside top of liner
11. Shower shoes - underside center recessed area of each
12. Sport shoes - inside tongue of each

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13. Laundry bag - on flag

E. State-issued tumbler/mug and bowl with lid and spoon will only be issued one time as a consumable item and will not be documented in the electronic property record.

1. Individuals may purchase a replacement tumbler/mug and/or bowl with lid and spoon per DOC 440.000 Personal Property in Prisons.

F. Incarcerated individuals are responsible for maintaining their legible DOC number on issued clothing. If the DOC number becomes illegible:

1. The clothing may be confiscated.
2. Employees/contract staff will refer the individual to the clothing room to have their DOC number re-stamped on the item.

G. Incarcerated individuals may be held accountable for their state-issued clothing and linens and may receive a violation if any known intentional loss, damage, or unusual wear and tear occurs.

V. Specialty Issue Items for Prison Work Assignments

A. Individuals will be clothed per requirements of their work assignment. When appropriate, the facility will provide suitable personal protective equipment (e.g., face masks, gloves, protective helmets, goggles, boots, thermal underwear).

B. Additional/optional state-issued work clothing/items are listed in Attachment 1. Specialty issue items not listed may be approved by the Superintendent and Chief of Security.

1. Specialty issue items will be retained at the issuing facility and turned in and accounted for at the end of the individual's employment or when the item is no longer required. Items will not be transferred between facilities with the individual.

VI. Inventory and Storage

A. State-issued items, including bedding and linen, will be itemized and recorded in the Personal Characteristics - Property section in the individual's electronic file when possible.

1. When documentation in the electronic file is not possible, facilities will establish a local process to ensure an itemized inventory is maintained for each incarcerated individual.



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2. Individuals will receive a copy of their property record anytime a change is made. Discrepancies will be reported to and resolved through the designated employee(s).

B. Facilities will maintain extra clothing, bedding, and linen that exceed average monthly usage.

C. Excess reclaimed, serviceable state-issued items will be laundered, boxed, labeled with description, size, and quantity, and sent to the appropriate RDC.

VII. Transfer/Release

A. When individuals transfer between Prisons, state-issued items, except bedding and linen, will remain assigned to the individual and be transported per DOC 440.020 Transport of Property.

B. Facilities will ensure all state-issued items are present and accounted for before transfer/release.

1. The sending facility will ensure the individual has the maximum quantity of standard basic items per Attachment 1 before transfer. Standard basic items will be provided to individuals transferring to a Reentry Center.

a. Gender-affirming basic items will transfer with the individual.

2. Packed state-issued items will be documented in the electronic property record as in-transit. Upon arrival, items will be issued to the individual and documented in the electronic property record as in-cell.

a. If items are not packed, the items will be deleted from the electronic property record.

3. Bedding and linens will be deleted from the electronic property record upon transfer.

4. Discrepancies will be reported to and resolved through the designated employee(s).

C. Individuals in a Reentry Center may wear appropriate personal clothing per DOC 440.010 Personal Property in Reentry Centers.

1. Prisons will not accept personal clothing for individuals transferring to a Reentry Center. Personal clothing may be mailed/brought to the applicable Reentry Center.



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- D. Before release to the community, all state-issued clothing, bedding, and linen will be returned. Individuals with no personal/donated clothing will be issued one set of state-issued clothing or other suitable, appropriate clothing for release.
 - 1. Reentry Centers will ensure unused state-issued clothing is returned to the appropriate RDC.
 - 2. Returned items will be deleted from the electronic property record.

DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Gender-Affirming. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

State-Issued Items (Attachment 1)

DOC FORMS:

DOC 02-420 Preferences Request