



Charleston County Sheriff's Office Policy and Procedures Manual

Sheriff Carl Ritchie

18-02

Inmate Clothing Issuance, Exchange and Laundry

- ☐ NEW
- ☒ REVISED
- ☒ REVIEWED

ACA Standards Reference: 2A-24; 2E-15; 4B-01, 02, 03, 04, 05, 06
CALEA Standards Reference:
NCCHC Standards Reference:
SCLEA Standards Reference:
SC Minimum Standards: 2003(1); 2014-12(3); 2071, 72, 73, 74; 2081, 82, (c);
PREA Standards Reference: 115.15d

This policy dated 1/29/2025 replaces prior policies cited above and supersedes all previously issued directives.

I. Purpose:

To describe procedures for issuing and exchanging inmate clothing, bedding, and linens.

II. Policy:

The Sheriff Al Cannon Detention Center (SACDC) will issue all inmates clothing, bedding, and personal hygiene items once an inmate has completed the initial intake process, unless unforeseen circumstances arise (i.e. transferred for medical or disciplinary reasons). The items will be received once the identification, classification, and medical screening are accomplished. All excess jail issued items (i.e. uniforms, towels, washcloths, starter kits) will be stored either in the dress out area or the laundry area. All housing units have designated days for linen and uniform exchange. If any linen or uniforms become torn or damaged, they will be replaced immediately.

(Ref: SC Min. 2071, 2072, 2073, 2081, 2082; 5-ALDF-4B-01, 02, 03, 04)

III. Definitions:

A. For purposes of this procedure, the word "deputy" applies to all agency employees with a certification classification of Class I, Class II, Class III, or Reserve Deputy, as defined by the South Carolina Criminal Justice Academy.

The following terms are used interchangeably; however, they carry guidance to specific employees based on usage of the term:

1. Deputy, deputy sheriff, detention deputy, sworn employee, uniformed sworn employee, sworn administrative employee, reserve deputy, and
2. civilian, non-sworn employee.

B. *Employee:* When used without further clarification, the term employee is inclusive of all agency members (sworn and non-sworn).

IV. Procedure:

A. Initial Clothing, Linen, Bedding and Personal Hygiene Issue:

1. A standard issue of clean, laundered clothing and linen shall be provided to inmates detained longer than forty-eight hours by the Dress-out Detention Deputy during the final step of the admission process. If an inmate arrives at the facility with soiled clothing, the Dress-out Detention Deputy will launder the inmate's soiled clothing

prior to placing the clothing with the inmate's property.

Note: Inmates being housed in B and C Tower will receive their issued linen in their assigned housing unit.

(Ref: SC Min. 2071, 5-ALDF-4B-02; PREA 115.15d)

2. Appropriately colored pullover shirts and elastic waistband pants or jumpsuits shall be issued to inmates appropriate to their classification status and/or work detail assignment for inmate workers. (Ref: 5-ALDF-4B-03)
3. If the inmate has a t-shirt that is authorized in the facility, the Dress-Out Detention Deputy will ask them to remove the t-shirt and inspect it. After the detention deputy inspects the shirt, they will return the t-shirt to the inmate. The detention deputy will ensure that all inmates exchange their underwear and socks and then place the items in the inmate's property bag.
4. Clean, laundered bedding and personal hygiene items shall be issued before the inmate enters the Housing Area. Inmates are also given the directive to shower during the dress-out process. (Ref: SC Min 2014-12 (3); 5-ALDF-2A-24)
5. The bedding will be inspected for serviceability before being issued by the Laundry Detention Deputy, and a second inspection by the Housing Unit Detention Deputy will be completed at issuance of the items.
6. All issued clothing, linen, bedding, and the initial personal hygiene kit will be entered into the Inmate Log screen in the Jail Management System (JMS) by the Dress-out Detention Deputy. The standard issue for clothing, linen, bedding, and personal hygiene items will include the following:
 - a. one mattress with embedded pillow and one mattress cover;
 - b. one blanket;
 - c. one towel and one washcloth;
 - d. one admission kit which contains the following; a spoon, a tube of toothpaste, a toothbrush, a bar of soap, deodorant, and a plastic cup;
 - e. one uniform;

- f. one pair of boxers for men or one pair of underwear for women;
- g. one sports bra (women only);
- h. one pair of socks; and
- i. one pair of shower shoes.

(Ref: SC Min. 2074, 2081; 5-ALDF-4B-02-03, 06)

Note: Inmates will be allowed to keep their shirts free of any inappropriate logos.

B. Protective Clothing and Equipment Issue: Inmates assigned to special work areas will be clothed in accordance with the requirements of their work assignment and, when appropriate, be furnished with suitable protective equipment such as disposable face masks, gloves, protective helmets, jackets, work boots, protective clothing, and goggles.

C. Exchange of Clothing, Linen and Bedding shall be performed as follows:

- 1. Inmates shall be provided with clean uniforms twice per week and linens weekly.

(Ref: SC Min. 2072, 2081, 2082; 5-ALDF-2E-15, 4B-02)

- 2. Inmates assigned to worker status will have their issued outer and under garments exchanged daily, after returning from their work assignment.

- 3. Clothing, linens and bedding should not be issued unless they have been cleaned and sanitized. (Ref: SC Min. 2082; 5-ALDF-4B-02)

- 4. Clothing, linens and bedding will be exchanged according to the laundry exchange schedule. Each Housing Unit has a specific laundry schedule. This schedule is posted in each unit.

(Ref: SC Min. 2082; 5-ALDF-4B-02)

- 5. Damaged or worn uniforms, linen and/or bedding found during the exchange will be returned to the laundry for repair or discard. The Laundry Detention Deputy will determine if the item can be repaired, and if not will fill out the *Item Discard Form (SACDC form-360)*.

- 6. The uniform exchange shall be conducted in an orderly manner, supervised by staff.

- 7. Washers and dryers are available for inmate use in the Open Bay

Housing Units on Mondays and Thursdays. They are only used for inmates' personal items, not County issued items; such as linen, uniforms and/or issued undergarments.

8. Inmate Mattress Return:

- a. Inmates shall return their mattress when they are moved from their assigned unit. These moves include inmates being released from the facility, being assigned to another unit, or being transferred to another facility.
- b. SACDC staff will inspect the bedding at the time of return for damage and/or wear.
- c. Returned bedding will be sanitized by the assigned unit inmate worker and then stacked separately from those previously disinfected.
- d. Damaged or worn mattresses will be discarded using the *Item Discard Form*.

9. Blankets will be exchanged monthly according to the Laundry Exchange Schedule.

(Ref: SC Min. 2082 (c); 5-ALDF-4B-02; PREA 115.15d)

D. Accountability:

1. Responsibility for all items issued shall rest with the inmate. If an inmate intentionally destroys any issued item(s), an Incident Report will be written and forwarded for disciplinary action.
(Ref: 5-ALDF-4B-05)
2. Inmates will be required to pay for the destruction or damage of the item(s).
(Ref: SC Min. 2003(1))
3. Prior to the release or transfer of an inmate, all facility issued items will be inspected by the Housing Unit Detention Deputy.
 - a. If missing or damaged items are found, an Incident Report will be prepared.
 - b. Damaged items will also require an Item Discard Form to be completed by the Housing Unit Detention Deputy. It should be turned in with the item(s) to either the Dress-out Detention

Deputy for inmates housed in A Tower, or the Laundry Detention Deputy for inmates housed in B and C Tower.

- c. The Laundry or Dress-out Detention Deputy will have the final determination if an item is destroyed or if it can be repaired.
- d. The inmate shall not be delayed for transfer and/or release due to missing or damaged items.

Note: Inmates may request their personal clothing to be laundered prior to their transfer or scheduled release via the kiosk.