

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Offender Clothing Management and Standard Issue		
<b>Policy Number:</b> 401.01	<b>Effective Date:</b> 4/25/2018	<b>Page Number;</b> 1 of 10
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**I. Introduction and Summary:**

It shall be the policy of the Georgia Department of Corrections to provide all Offenders with state issued clothing, Bedding, Linens and personal hygiene items, as appropriate. Items will be provided in suitable condition for the needs of each Offender.

**II. Authority:**

ACA: 4-4335, 4-4336, 4-4340, 4-4342

**III. Definitions:**

- A. **CAPTIVA** - Georgia Department of Corrections (GDC) Intranet.
- B. **SCRIBE Care and Custody Module** - A specific CAPTIVA based software system module with restricted access that is used to record and maintain the Offender/detainee clothing record; staff clothing record; a facility's inventory of Offender/detainee clothing, Bedding and supplies; and a facility's inventory of security supplies and equipment.
- C. **Bedding** - References to Bedding shall mean, at a minimum, one mattress and one pillow.
- D. **Central Care and Custody** - The office of Care and Custody Manager and Business Manager.
- E. **Linens** - References to Linens shall mean, at a minimum, two sheets, one pillowcase and sufficient blankets to provide comfort under existing temperature controls.
- F. **Serviceable Items** - Any Offender/detainee clothing or supply item that can be issued to an Offender/detainee and meet the needs of the Offender/detainee.
- G. **Unserviceable Items** - Any Offender/detainee clothing or supply item that cannot be reused, reissued, or repaired to meet the needs of any Offender.
- H. **Offender** - Any incarcerated individual housed in a GDC facility.

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- I. **Offender Supply Personnel** - Any employee who has responsibility over the warehousing, issuing, and control of Offender supply items.

**IV. Statement of Policy and Applicable Procedures:**

A. Inventory Management:

1. All Offender supply items purchased by Care and Custody must be correctly labeled, counted, and arranged by the item's description, size, and separated by "new" and "used."
2. All warehouse shelving should be clearly labeled, neatly arranged, and organized to simplify physical inventory counts. Shelved inventory should be rotated based on the First-In/First-Out method.
3. All Offender supply items purchased by Care and Custody must be secured with limited access.
4. Only authorized personnel shall be allowed access to the Offender supply area.
5. All personnel with authorized access to the Offender supplies must be trained and must follow all procedures set forward by Care and Custody regarding the issuance and warehousing of Offender supply items.
6. All inventory transactions must be entered in the SCRIBE Care and Custody Module.
7. All used, Serviceable, inventory items collected from departing Offenders, facility shakedowns, and unclaimed laundry should be returned as used inventory in the SCRIBE Care and Custody Module.
8. All items deemed Unserviceable must be documented in the SCRIBE Care and Custody Module at the time of destruction. The items to be destroyed must be cut or shredded, either used for rags at the facility or taken to the landfill.

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9. The SCRIBE Care and Custody Module manual can be found on CAPTIVA under the link: Tech Support & Downloads>SCRIBE User Application Manual>Care & Custody

**B. Standard Issue:**

1. All Offenders should possess the Standard Issue as determined by Care and Custody. This Standard Issue should meet the needs of each Offender in relation to their designated facility assignment and be an efficient use of Care and Custody items.
2. Detailed item listings, with quantities for each Care and Custody Standard Issue type pertaining to this policy, shall be posted on CAPTIVA. These Standard Issue quantities are for GDC items only; they may be more restrictive than the personal property quantities set forth by Facility Operations.
3. All items issued must meet the standard of Serviceable and be in good repair.
4. To reduce the cost basis per Offender, GDC personnel should issue serviceable used items whenever possible. A “Lost in Laundry” clothing request should be filled with a USED item only. If no used is available, the item(s) should be backordered and issued when used is available.
5. All items removed from inventory must be notated in the SCRIBE Care and Custody Module as issued to an Offender or Cost Center within 24 hours of the physical removal.

**C. Diagnostic Facility Transfer Procedure:**

1. Upon an Offender’s arrival at a diagnostic facility he or she should be sized and given the items necessary for the diagnostic processing. See CAPTIVA for issue quantities.
2. All items being issued must be notated in the SCRIBE Care and Custody Module as being issued to an Offender or Cost Center.

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3. Replacement of items during the diagnostic process should be handled as any other replacement procedure, as defined in Care and Custody Standard Operating Procedures.
4. When an Offender arrives at a diagnostic facility, he/she should be sized and measured for his or her full clothing issue. (Waist size, shoe size, shirt size, and underwear size)
5. These measurements are to be recorded in the SCRIBE Care and Custody Module. A transfer package based on these sizes should be assembled and stored for the Offender's transfer to their permanent facility. All items are to be stored in the Offender's laundry bag labeled with the Offender's name and GDC number. See CAPTIVA for quantities (to include seasonal items).
6. All items in the clothing package should be labeled according to the SCRIBE Care and Custody Module labeling system.
7. The transfer package must be stored in a secured area with access limited to Offender Supply Personnel and Transfer Personnel.
8. On the day of an Offender's transfer, the clothing package should be placed in the ID area by the Offender Supply Personnel or Transfer Personnel. At no time should any Offender have access to the names or GDC numbers of the Offenders being transferred. The ID officer will generate an Offender Clothing Transfer Form and put it in a sealed envelope to be forwarded to the receiving transfer officer.
9. Diagnostic Offenders who are not transferred to a Department of Corrections State Prison i.e., transfers to county facilities, transitional centers, etc. should be transferred in one set of coveralls. The one set of clothing previously pre-packaged should be returned to the diagnostic facility's inventory and entered on the SCRIBE Care and Custody Module as used inventory.
10. Diagnostic items not listed on CAPTIVA should be collected and returned to the diagnostic facility's inventory for reissue.

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D. Receiving Diagnostic Offenders:

1. Offenders arriving from a diagnostic facility should arrive with clothing, as specified by Care and Custody. See CAPTIVA for quantities.
2. The Offender Supply Personnel must verify all sizes for the Offender then pull, label, and record, in the SCRIBE Care and Custody Module, all items necessary to bring them up to the Basic Issue Standard.
3. Every effort should be made to meet this standard with Used Serviceable Items to reduce the cost per Offender at the facility.

E. Replacement of Offender Clothing Items:

1. At no time should the replacement of clothing be viewed as an entitlement or right of the Offender. Clothing should be replaced only when deemed unserviceable.
2. Offenders requesting clothing must complete an Offender Clothing Request Form and submit the form to the Offender Supply Personnel.
3. Items being replaced should accompany the Offender Clothing Request Form or have signed verification that the item is lost or stolen. Replacements are on a one-for-one basis only. This includes all items.
4. Offender Supply Personnel should inspect all items and determine the legitimacy of the request.
5. If replacement is warranted, a pull sheet and labels must be created in the SCRIBE Care and Custody Module. No items are to be issued without a pull sheet and the necessary labeling.
6. Verification of lost or stolen item(s) should be performed by an inspection of the Offender's living area by second shift security personnel. Security personnel should sign the Offender Clothing Request Form verifying the items

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were lost. This form should be returned to the Offender Supply Personnel before the item is replaced. All “lost in laundry” clothing requests should be replaced with used only. If no used is available, the item(s) should be backordered and issued when used is available.

7. All items deemed unserviceable must be documented in the SCRIBE Care and Custody Module at the time of destruction. The items to be destroyed must be cut or shredded, either used for rags at the facility or taken to the landfill.
  8. If replacement is denied, the reason for the denial should be noted on the Offender Clothing Request Form and the form returned to the Offender.
  9. Replacement items must be labeled and bagged with the Offender Clothing Request Form and the pull sheet generated by the SCRIBE Care and Custody Module.
  10. The pull sheet must be signed by the Offender and returned to the Offender Supply Personnel.
  11. The complete package must be forwarded to the Offender.
  12. All signed pull sheets must be kept on file by the Offender Supply Personnel.
  13. Offenders should have access to the Offender Clothing Request Forms, as needed.
- F. Facility to Facility Offender Transfers (including Private, County and Transitional facilities):
1. Upon notification of an Offender's transfer, an Offender Clothing Transfer Form should be initiated in the ID section.
  2. All state property items must be collected from the Offender with the exception of items listed on the Offender Clothing Transfer Form. (See CAPTIVA for quantities).

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3. The Transfer Personnel must verify the items transferring with the Offender.
4. All excess clothing must be collected, accounted for, and returned to the Offender Supply Personnel for processing.
5. The Offender Supply Personnel must visually inspect the items being returned and forward all items deemed serviceable to the laundry for cleaning.
6. All items deemed unserviceable must be documented in the SCRIBE Care and Custody Module at the time of destruction. The items to be destroyed must be cut or shredded, either used for rags at the facility or taken to the landfill.
7. Once the cleaned Serviceable Items are returned to the Offender Supply Personnel, they must be entered as used inventory in the SCRIBE Care and Custody module and stored in the Offender supply area.

G. Facility to Facility Offender Arrivals:

1. The Offender Supply Personnel should be notified of the Offender’s arrival at the ID section.
2. The ID Personnel must verify the quantities listed on the Offender Clothing Transfer Form.
3. The verified Offender Clothing Transfer Form is given to the Offender Supply Personnel.
4. The Offender Supply Personnel must verify all sizes for the Offender then pull, label, and enter in the SCRIBE Care and Custody Module all items necessary to bring them up to the Basic Issue Standard as listed on CAPTIVA.
5. The pull sheet must be verified, signed by the Offender, and returned to the Offender Supply Personnel.
6. All signed pull sheets must be kept on file by the Offender Supply Personnel.

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H. Replacement of Personal Hygiene Items:

1. At no time should the issuing of any Offender personal hygiene item be viewed as an entitlement or right of the Offender.
2. The standard maximum replacement rate for all hygiene items are listed on CAPTIVA.
3. The local operating policy and procedure for the scheduling of replacement personal hygiene items must be published and given to each Control Room Officer and Offender Supply Personnel.
4. Personal hygiene items should be replaced only when the Offender has demonstrated that he/she needs the item. There should be a one for one replacement procedure in place at the local level. For example, to receive a tube of toothpaste the Offender should provide the previously issued tube, empty, to the Control Room Officer.
5. The Control Room Officer will determine the quantity and type of supplies needed for each Control Room and request the supplies from the Offender Supply Personnel.
6. The request will be filled by the Offender Supply Personnel. The Control Room Officer or a designated representative must then pick up the filled order and sign the SCRIBE Care and Custody Module generated pull sheet to acknowledge the order. Any items not issued to an Offender, must be collected and returned to Offender Supply Personnel. Offender Supply Personnel will receive the personal hygiene items as used in the SCRIBE Care and Custody Module.
7. The supply items will be issued according to the Local Operating Procedure to the requesting Offenders.
8. The Offender Supply Personnel will maintain all signed pull sheets.

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I. Private Prison to Facility:

1. The Offender Supply Personnel should be notified of Offender’s arrival at the ID section.
2. The Offender Supply Personnel must verify all sizes for the Offender then pull, label, and record in the SCRIBE Care and Custody Module all items needed to bring them up to the Basic Issue Standard as specified on CAPTIVA.
3. Every effort should be made to meet this standard with used Serviceable Items to reduce the cost per Offender at the facility.
4. The pull sheet must be verified and signed by the Offender then returned to the Offender Supply Personnel.
5. All signed pull sheets must be kept on file by the Offender Supply Personnel.

J. Transfers to Detention Centers:

1. The Offender should be transferred to the detention center with clothing, as outlined in standard issues published on CAPTIVA.
2. The Supply Personnel must visually inspect the items being returned and forward all items deemed serviceable to the laundry for cleaning.
3. All state property items should be collected from the Offender with the exception of items listed on Offender Clothing Transfer Form. (See CAPTIVA for quantities).

K. Transfer of a Medical Transient:

1. Upon notification of a male Offender’s transfer to Augusta State Medical Prison (ASMP) as a medical transient, all state property (excluding items being worn) must be inventoried and stored in a secure location until Offender returns.

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2. The medical transient must be transferred wearing one outfit.
3. Upon a transient’s arrival at ASMP, he will be required to return clothing and will be given clothing and supplies as outlined on CAPTIVA.
4. Clothing items that the transient arrived with will be inventoried and placed in an orange laundry bag and stored in a secure location until the transient transfers back to his assigned facility.
5. While housed at ASMP transients, will exchange clothing three times per week. The specified clothing will be stamped “Medical Transient”.
6. Upon a medical transient departure, he will turn in specified “Medical Transient” clothing and receive the orange laundry bag containing the clothing he arrived in.

L. Transfer Out-to-Court:

1. Upon notification of an Offender’s transfer to a county facility for a court appearance, all state property (excluding items being worn) must be inventoried and stored in a secure location until the Offender returns.

V. **Attachments:**

See CAPTIVA (GDC Intranet Home Page) for all current issue standards and forms.

VI. **Record Retention of Forms Relevant to this Policy:**

Upon completion, all forms related to this policy shall be maintained for three (3) years then destroy.