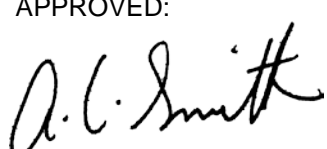




SUBJECT: Inmate Clothing Issue	PAGE <u> 1 </u> OF <u> 13 </u>
	NUMBER: 61-PRP-02
RULE/CODE REFERENCE:	SUPERSEDES: 61-PRP-02 dated 02/18/19
RELATED ACA STANDARDS: 4334 thru 4340, 4342; 5-ACI-5D-06 thru 5D-12, 5D-14	EFFECTIVE DATE: January 6, 2020
	APPROVED: 

I. AUTHORITY

Ohio Revised Code 5120.01 authorizes the Director of the Department of Rehabilitation and Correction, as the executive head of the department, to direct the total operations and management of the department by establishing procedures as set forth in this policy.

II. PURPOSE

The purpose of this policy is to establish standard procedures for issuing inmate clothing and linen at reception centers and parent institutions with further guidelines governing institution sanitation and hygiene programs and the accountability of inmate property.

III. APPLICABILITY

This policy is applicable to all institution staff involved in the issuance of inmate clothing, bedding, and linen and/or the accountability of inmate property and inmates. The Division of Parole and Community Services (DPCS) is exempt from this policy.

IV. DEFINITIONS

ADA - For purposes of this policy, ADA refers to the American Dental Association.

Extended Restrictive Housing (ERH) - A security classification level represented as “E” in the Departmental Offender Tracking System (DOTS). ERH is the most restrictive security level in the ODRC reserved for inmates who constitute the greatest threat to the safety and security of the community, staff, others, and/or the secure operations of a correctional facility.

Inmate Property File - A record on each inmate of all state issued items and property inventories that is completed and to be maintained by the Quartermaster/designee. This file contains all current up-to-date copies of the Inmate Property Record – Disposition and Receipt (DRC2055-Male/DRC2369-Female), Reception Intake Property Record and Disposition (DRC2258), Approved Inmate Property Package Lists, Certificate of Ownership (DRC4063) and Inmate Clothing Issue Form (DRC4077-Male/DRC4055-Female).

Limited Privilege Housing (LPH) - Assignment of an inmate to a designated area for the purpose of reducing privileges, controlling movement, and reducing access to other inmates. An LPH inmate is considered general population and shall have access to prison services, although that access can be reasonably limited as part privilege reduction. Designated out of cell time shall be more than two (2) hours daily.

Restrictive Housing (RH) - Housing that separates an inmate from the general population and restricts the inmate to their cell twenty-two (22) hours or more per day.

Transitional Program Unit (TPU) - A specialized housing unit requiring close supervision of inmates that are placed in Restrictive Housing, Extended Restrictive Housing, or may be placed in Limited Privilege Housing.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (ODRC) to provide for the issuance of clothing that is properly fitted, climatically suitable, durable, and presentable to all inmates and to issue suitable, clean bedding and linen and set forth provisions for all inmates to be afforded adequate opportunities for laundry services. In addition, it shall be the practice of all ODRC institutions to maintain accountability of all inmate property items to the greatest possible extent.

VI. PROCEDURES

A. Clothing Issue for New Arrivals at Reception Centers

1. The inmate shall be fitted with properly sized clean clothing. An Inmate Clothing Issue (DRC4077-Male/DRC4055-Female) shall be completed for the new arrival. An inmate property file shall be established, updated, maintained and stored by the quartermaster/designee. The Inmate Clothing Issue (DRC4077-Male/DRC4055-Female) shall be completed by indicating type, size, and quantity of clothing issued. It is the responsibility of the quartermaster/designee to ensure that inmate workers are not utilized to maintain (i.e., documenting issuance to inmates) inmate property files.
2. The reception center shall ensure proper preparation and accountability of state issue items at admission. Each reception center must establish procedures that allow for as much advance notice as possible to the quartermaster/designee (e.g., inmate load list) of incoming admissions and outgoing inmate transfers. These procedures shall ensure changes or modifications to inmate load lists are relayed to the quartermaster/designee as soon as possible. In addition, the inmate property file of all inmates whose transfer is cancelled or delayed for an extended period of time must be promptly returned to the quartermaster/designee.
3. An inmate is permitted to possess the personally owned clothing items listed in section V.I.E.1 of ODRC Policy 52-RCP-01, Reception Admission Procedures, if they meet the stated standards (i.e., color, etc.). However, in such cases, the personally owned items shall count towards the total issue quantities. For example, if an inmate arrives with two (2) pair of white socks, they will be issued one (1) pair of socks for a total of three (3) pair. Personally owned footwear is considered a clothing item for this rule. The second

column on the Inmate Clothing Issue (DRC4077-Male/DRC4055-Female), titled “Reception Issue”, shall be utilized for documenting an inmate’s first state issue at the reception center. This column is specifically designed to identify those items owned by the inmate coming into reception and those that are state issued. Any personally owned clothing items an arriving inmate is permitted to retain shall be cleaned at the reception center before the inmate is permitted to wear them.

4. Consistent with the above, inmates shall be issued up to the minimum quantity listed below. The disposition category directs what items will be returned to the reception center or retained by the inmate upon the transfer of the inmate to a parent institution.

Reception Center Issue for Males

a. Clothing

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(3)	Undershirts	Retained by inmate
(3)	Undershorts	Retained by inmate
(3)	Socks	Retained by inmate
(1)	Winter Hat (During winter months only and if no other head cover is provided)	Retained by inmate
(1)	Shoes	Retained by inmate
(1)	Shower Shoes (any color)	Retained by inmate
(1)	Coat (when appropriate for existing weather conditions)	Return
(3)	Smock Tops (Reception State Uniform)	Return
(3)	Smock Bottoms (Reception State Uniform)	Return

b. Linen

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(1)	Cup	Retained by inmate
(1)	Towels	Return
(1)	Washcloth	Return
(1)	Laundry Bag	Return
(2)	Sheets	Return
(1)	Pillowcase	Return
(1-2)	Blanket	Return

*Mattress & Pillow provided in housing unit

- c. Hygiene Items: Each inmate shall be provided, at a minimum, the following personal hygiene articles in accordance with Administrative Rules 5120-9-25, Appearance and Grooming of Male Inmates. If requested, these items (excluding comb/pick, toothbrush) shall be provided weekly to those inmates who receive/earn less than \$12.00 in the past thirty (30) days and, if the inmate’s account balance has not exceeded \$12.00 at any time during the thirty (30) days immediately preceding the request. The financial status of an inmate must be confirmed prior to each issue of a hygiene kit. Items for special hygienic needs shall be made available through the institution’s commissary.

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(1)	ADA Toothbrush	Retained by inmate
(1)	ADA Toothpaste	Retained by inmate
(1)	ADA dental floss	Retained by inmate
(1)	Comb or pick plastic only	Retained by inmate
(1)	Razor	Retained by inmate
(1)	Deodorant	Retained by inmate
	*Toilet paper	
	*Soap will be available in the housing unit	

d. If no security toothbrushes are classified as ADA accepted, the “Super Shorty” non-ADA accepted toothbrush may be provided at the managing officer’s discretion for the following areas:

- 1) Transitional Program Units in level 1, 2, 3, 4 institutions;
- 2) Residential Treatment Units;
- 3) Death Row; and
- 4) ERH institutions.

Reception Center Issue for Females

a. Clothing

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(5)	Panties	Retained by inmate
(5)	Socks	Retained by inmate
(3)	Bras	Retained by inmate
(1)	Winter Hat (during winter months only and if no other head cover is provided)	Retained by inmate
(1)	Shoes	Retained by inmate
(1)	Shower Shoes	Retained by inmate
(1)	Nightgowns or pajamas	Return
(1)	Robe	Return
(3)	Outer Garments (pants and shirt or jumpers)	Return
(1)	Sweater, sweatshirt or coat (when appropriate for existing weather conditions)	Return

b. Linen

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(2)	Towels	Return
(2)	Washcloths	Return
(1)	Laundry Bag	Return
(1)	Cup	Retained by inmate

- | | | |
|-------|---|--------|
| (2) | Sheets | Return |
| (1) | Pillowcase | Return |
| (1-2) | Blankets | Return |
| | *Mattress & Pillow provided in housing unit | |

c. Hygiene Items: Each inmate shall be provided, at a minimum, the following personal hygiene articles in accordance with Administrative Rule 5120-9-25.1, Appearance and Grooming of Female Inmates. If requested, these items (excluding comb/pick, toothbrush) shall be provided weekly to those inmates who receive/earn less than \$12.00 in the past thirty (30) days and, if the inmate’s account balance has not exceeded \$12.00 at any time during the thirty (30) days immediately preceding the request. The financial status of an inmate must be confirmed prior to each issue of a hygiene kit. Items for special hygienic needs shall be made available through the institution’s commissary.

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(1)	ADA Toothbrush	Retained by inmate
(1)	ADA Toothpaste	Retained by inmate
(1)	ADA dental floss	Retained by inmate
(1)	Comb or pick-plastic only	Retained by inmate
(1)	Razor	Retained by inmate
(1)	Deodorant	Retained by inmate
(2 boxes)	Sanitary Napkins and/or Tampons	
	*Toilet paper	
	*Soap will be available in the housing unit	

d. If no security toothbrushes are classified as ADA accepted, the “Super Shorty” non-ADA accepted toothbrush may be provided at the managing officer’s discretion for the following areas:

- 1) Transitional Program Units in level 1, 2, 3, 4 institutions;
- 2) Residential Treatment Units;
- 3) Death Row; and
- 5) ERH institutions.

5. Upon completing the issuance of state property, the processing officer/designee shall have the inmate sign and date the acknowledgement statement at the bottom of the issue form. In addition, procedures for property issue exchange shall be explained to the inmate, including the inmate’s responsibility for replacement costs for unaccounted items that are issued into his/her possession.
6. The processing officer/designee shall place the complete Inmate Clothing Issue (DRC4077-Male/DRC4055-Female), along with a copy of the Inmate Property Record (DRC2055-Male/DRC2369-Female), in the inmate property file and ensure the file is returned to the Quartermaster/designee.

B. Clothing Issue Accountability upon Transfer from Reception Centers

1. The quartermaster/designee shall ensure the inmate property file is sent to Receiving and Discharge in advance of the inmate's transfer to a parent institution. The processing officer/designee shall cross-reference the inmate's actual property items with the Inmate Clothing Issue (DRC4077-Male/DRC4055-Female). If any discrepancies exist below the number of items from the initial issue and an Inmate Property Theft/Loss Report (DRC4194) has not been completed for any of the unaccounted for items, the processing officer/designee shall complete a Personal A/C Withdrawal Check Out-Slip (DRC1004) and have the inmate sign for the cost of the unaccounted items. If necessary, reimbursement for unaccounted items may be pursued through the appropriate disciplinary procedures. Inmates shall only be charged for unaccounted items that are positively identified as originally being state issued. The reception centers shall then re-issue those items indicated as being "Retained by Inmate" to the levels specified under section VI.A.4 of this policy prior to transferring to a parent institution. The re-issue of items upon transfer from reception must be documented on the Inmate Clothing Issue (DRC4077-Male/DRC4055-Female) in the third column titled "Reception Re-Issue". In addition, any unaccounted item the inmate has been charged for must be noted on the clothing issue form with the appropriate abbreviation from the key on the Inmate Clothing Issue (DRC4077-Male/DRC4055-Female). The key is located on the bottom right corner of the clothing issue form.
2. Prior to transfer, the processing officer/designee shall ensure an accurate inventory of the inmate's property is completed and documented on the Inmate Property Record (DRC2055-Male/DRC2369-Female). A copy of this inventory must be placed in the inmate property file.
3. The processing officer/designee shall ensure all inmate property files are transferred to parent institutions with the inmates accordingly. Upon arrival at the parent institution, inmate property files must be relayed to the appropriate processing staff at the parent institution so the files will be properly updated and received by the quartermaster/designee within forty-eight (48) hours (excluding weekends and holidays) of receiving the inmate.

C. Parent Institution State Property Issue Procedures

1. Procedures outlined in this section apply to all parent institutions and both cadre unit populations at CRC/LORCI.
2. Processing officers shall inventory all incoming property and either forward a copy of the Inmate Property Record (DRC2055-Male/DRC2369-Female) to the Quartermaster/designee or place the copy in the inmate property file that is sent to the Quartermaster/designee. The quartermaster/designee shall ensure all property issuances are documented on the Inmate Clothing (DRC4077-Male/DRC4055-Female), beginning with the fourth column titled Parent Issue. In addition, inmates are required to sign and date, under the acknowledgement, each time property specified on the form is issued to them. All parent institution quartermasters/designees shall maintain the inmate property

file that is initiated during the reception process. In addition, it shall be enforced inmate workers are not permitted access to any contents of the inmate property files.

3. Inmates shall be issued up to the minimum quantity listed below. Personally, owned items shall count towards the minimum total issue quantities. The disposition category directs what items will be returned to the institution or retained by the inmate upon the inmate's transfer to another institution. Under the coat and hooded sweatshirt categories, like items that are for climatic suitability may be substituted at the institution's discretion.
4. Provision of properly fitted footwear is the responsibility of the institution quartermaster. Inmates shall not be referred to the podiatrist for prescription of special footwear unless a significant physical deformity of the foot is present. Inmates requiring soft or cloth footwear due to neuropathy related to diabetes or peripheral vascular insufficiency shall likewise be referred to the institution quartermaster for provision of appropriate footwear.

Parent Institution Issue for Males

a. Clothing

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(3)	Undershirts	Retained by inmate
(3)	Undershorts	Retained by inmate
(3)	Socks	Retained by inmate
(1)	Coat (when appropriate for existing weather conditions)	Return
(1)	Hooded Sweatshirt (when appropriate for existing weather conditions)	Return
(1)	Winter Hat (During winter months only and if no other head cover is provided)	Retained by inmate
(3)	State Blue Shirt (State Uniform)	Retained by inmate
(3)	State Blue Pants (State Uniform)	Retained by inmate
(1 pair)	Shoes	Retained by inmate
(1pair)	State Boots (if necessary, for work assignment)	Retained by inmate

Grafton Reintegration Center (GRC)

(3)	Blue Polo Shirt (State Uniform)	Retained by inmate
(3)	Khaki Slacks with pockets (State Uniform)	Retained by inmate

The quartermaster/designee shall provide all inmates with three (3) state uniforms upon arrival at the primary parent institution. As indicated in the above, all items with the disposition "Retained by Inmate" are to be sent with the inmate upon the inmate's transfer to another institution. Inmates being transferred to the Ohio State Penitentiary (OSP) and the Sex Offender Risk Reduction Center (SORRC) program at the Correctional Reception Center (CRC) are not required to be transferred with the state issued uniforms (state blues) listed above. Inmates being processed into the Sex Offender Risk Reduction Center program at CRC will be issued three (3) smock-style uniforms (Reception Uniform) that are to be returned to

CRC upon the inmate's transfer to another parent institution. Inmates received upon transfer to the OSP shall be issued three (3) green scrub type uniforms that will be retained by OSP upon any subsequent transfer. Clothing possession limits for OSP inmates in ERH status shall be established by the OSP managing officer. Again, all property issues shall be appropriately documented, and the inmate must sign and date the acknowledgement on the Inmate Clothing Form (DRC4077-Male/DRC4055-Female). When an inmate is transferred from one parent institution to another, each institution shall ensure the inmate property file is properly updated with the most recent required documentation and make certain the inmate property file is sent to the receiving institution with the inmate via transportation officer (s).

b. Linen

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(1)	Laundry Bag	Retained by inmate
(1)	Towel	Upon Request by Inmate
(1)	Washcloth	Upon Request by inmate
(2)	Sheets	Return
(1)	Pillowcase	Return
(1-2)	Blanket	Return
	*Mattress & Pillow provided in housing unit	

c. Hygiene Items: Each inmate shall be provided, at a minimum, the following personal hygiene articles in accordance with Administrative Rule 5120-9-25, Appearance and Grooming of Male Inmates. If requested, these items (excluding comb/pick, toothbrush) shall be provided weekly to those inmates who receive/earn less than \$12.00 in the past thirty (30) days and, if the inmate's account balance has not exceeded \$12.00 at any time during the thirty (30) days immediately preceding the request. The financial status of an inmate must be confirmed prior to each issue of a hygiene kit. Items for special hygienic needs shall be made available through the institution's commissary.

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(1)	ADA Toothbrush	Retained by inmate
(1)	ADA Toothpaste	Retained by inmate
(1)	ADA dental floss	Retained by inmate
(1)	Comb or pick, plastic only	Retained by inmate
(1)	Razor	Retained by inmate
(1)	Deodorant	Retained by inmate
	*Toilet Paper	
	*Soap will be available in the housing unit	

d. If no security toothbrushes are classified as ADA accepted, the "Super Shorty" non-ADA accepted toothbrush may be provided at the managing officer's discretion for the following areas:

- 1) Transitional Program Units in level 1,2,3,4 institutions;
- 2) Residential Treatment Units;

- 3) Death Row;
- 4) ERH institutions.

Parent Institution Issue for Females

a. Clothing

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(1)	Nightgowns or pajamas	Return
(1)	Robe	Return
(4)	Outer Garments (pants and shirt or jumpers)	Return
(2)	Sweater, sweatshirt or coat (when appropriate for existing weather conditions)	Return
(1)	Winter Hat (During winter months only and if no other head cover is provided)	Retained by inmate

Northeast Reintegration Center (NERC)

(3)	Green Polo Shirt (State Uniform)	Retained by inmate
(3)	Khaki Slacks with pockets (State Uniform)	Retained by inmate

b. Linen

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(2)	Towels	Retained by inmate
(2)	Washcloths	Retained by inmate
(1)	Laundry Bag	Retained by inmate
(2)	Sheets	Return
(1)	Pillowcase	Return
(1-2)	Blanket	Return

*Mattress & Pillow provided in housing unit

c. Hygiene Items: Each inmate shall be provided, at a minimum, the following personal hygiene articles in accordance with Administrative Rule 5120-9-25.1, Appearance and Grooming of Female Inmates. If requested, these items (excluding comb/pick, toothbrush) shall be provided weekly to those inmates who receive/earn less than \$12.00 in the past thirty (30) days and, if the inmate's account balance has not exceeded \$12.00 at any time during the thirty (30) days immediately preceding the request. The financial status of an inmate must be confirmed prior to each issue of a hygiene kit. Items for special hygienic needs shall be made available through the institution's commissary.

<u>Quantity</u>	<u>Item</u>	<u>Disposition</u>
(1)	ADA Toothbrush	Retained by inmate
(1)	ADA Toothpaste	Retained by inmate
(1)	ADA dental floss	Retained by inmate

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| (1) | Comb or pick, plastic only | Retained by inmate |
| (1) | Razor | Retained by inmate |
| (1) | Deodorant | Retained by inmate |
| (2 boxes) | Sanitary Napkins and/or Tampons | |
| | *Toilet paper | |
| | *Soap will be available in the housing unit | |

- d. If no security toothbrushes are classified as ADA accepted, the “Super Shorty” non-ADA accepted toothbrush may be provided at the managing officer’s discretion for the following areas:

- 1) Transitional Program Units in level 1,2, 3, 4 institutions;
- 2) Residential Treatment Units;
- 3) Death Row;
- 4) ERH institutions.

D. Special State Clothing/Equipment Issue

1. When appropriate, protective clothing and equipment shall be issued to inmates assigned to the institution’s food service, medical area, farm, garage, physical plant maintenance shops and/or other special work details. For example, inmates who work in food service may wear white uniforms where inmates on maintenance crews may need special gloves or boots.
2. Inmates employed at the Operation Support Center shall be issued three (3) black polo shirts that will be embroidered with “OSC Work Crew” on the left chest area.
3. In conjunction with information provided by department supervisors, the quartermaster/designee shall maintain an inventory of protective clothing and equipment available for inmate workers. Department area supervisors (e.g., maintenance superintendent, health and safety officer) are responsible for informing the quartermaster/designee of types and quantities of special state clothing/equipment necessary to protect inmate workers performing job duties within the institution. All special-protective clothing issues shall be documented on the Inmate Clothing Issue (DRC4077-Male/DRC4055-Female). All inmates shall be required to return any special issue clothing upon changing job assignment that no longer requires the inmate to those items.

E. Sanitation and Laundry Services Availability

1. All inmates must be provided the opportunity to have three (3) complete sets of clean clothing per week. Institutions that do not provide access to self-serve washing machines and whose laundry does not offer services to each inmate at least two (2) times per week for all clothing must either issue a total of four (4) state uniforms or increase their laundry services. This also applies to inmates housed in Transitional Program Units (TPUs) and Extended Restrictive Housing (ERH) Units. Wash basins in cells/rooms or having inmates wash personal laundry in showers shall not be permitted. While the institution

may exchange jumpsuits in TPUs, each inmate must have access to three (3) complete sets of clean clothing per week, including undergarments.

2. All institutions shall provide all inmates (e.g., Transitional Program Units) the opportunity for linen exchange at least weekly. Linens include bed sheets, pillowcases, towels and washcloths. Blanket exchange must be available at least quarterly.
3. Each institution shall provide for the thorough cleaning and, when necessary, disinfecting of inmate personal and state issued clothing before storage or before allowing the inmate to keep and wear personal clothing. This shall apply to when an inmate has clothing stored when admitted to special management status, out to court status, or any other time when the institution assumes storage responsibility outside of the inmate's assigned housing unit. Religious clothing items are exempt from this requirement and shall be stored in a sealed plastic bag.

F. New State Clothing/Linen Exchange

1. All institutions shall provide inmates with the opportunity to exchange state issued clothing and linen when they become worn and unserviceable as determined by the quartermaster staff. For example, a shirt that was issued over thirteen (13) months ago but shows no wear and tear should not be exchanged. Clothing and linen exchange shall occur upon a written request by the inmate. Inmates must request clothing and linen exchange via kite or other established manner to the quartermaster/designee who will schedule the inmate to exchange the property items. Institutions must ensure procedures are followed in properly maintaining accurate, most recent information in the inmate property files to facilitate proper accountability of clothing issuance. While the quartermaster/designee is responsible for maintaining the file, cooperative efforts among all departments are necessary to ensure accurate property inventories are forwarded to the quartermaster/designee in a timely manner.
2. Exchanges shall only occur on a "one for one" basis, meaning a shirt for a shirt, socks for socks, etc. or with a verified Inmate Property Theft/Loss Report (DRC4194) which shows the loss was not caused by the inmate. In addition, the quartermaster/designee shall review all pertinent property records (e.g., Approved Package List) to track inmate clothing/linen exchange. If documentation reflects the inmate has received items that he/she is attempting to obtain re-issue for, the quartermaster/designee must evaluate whether re-issue is necessary based on the quantities of items specified under section VI.A.4 of this policy and the wear/tear of exchanged item(s). If it has been determined an inmate has purposefully damaged state-issued clothing, the quartermaster/designee shall issue a conduct report for referral to the inmate disciplinary process during which the hearing officer or Rules Infraction Board may order restitution. The quartermaster/designee shall also charge an inmate for any unaccounted items prior to re-issuing. This shall be done by completing a Personal A/C Withdrawal Check Out-Slip (DRC1004), having the inmate sign and submitting it to the Cashier's Office.
3. All exchanges/issues shall be documented on the Inmate Clothing Issue (DRC4077-Male/DRC4055-Female).

G. Storage of Inmate Personal Clothing

All personal clothing items possessed by an inmate shall be retained with the inmate's property at all times. Any items of personal clothing an inmate is not permitted to keep shall be mailed out of the institution at the inmate's expense or disposed of, at the inmate's discretion. No institution shall provide storage for inmate's personal clothing. When an inmate is housed in a TPU or absent with leave from the institution, all personal clothing items shall be retained in the inmate's locker box in a secured area. Prior to storage, all clothing items shall be cleaned.

H. Institutional/Quartermaster Accountability of Inmate Property and Responsibilities

1. It is the responsibility of each institution to establish procedures that assist the quartermaster/designee in ensuring that inmate property files are updated and accurately maintained by establishing procedures to ensure the quartermaster/designee receives current copies of the required documentation contained in the inmate property file. The required contents of this file are specified in the above definitions section of this policy.
2. The quartermaster/designee shall update and maintain all inmate property files in a secure manner without the use of inmate workers. In addition, the quartermaster/designee shall make sure all inmate clothing issuances are documented on the Clothing Issue (DRC4077-Male/DRC4055-Female).
3. The quartermaster/designee shall maintain an inventory of clothing, linen, and bedding that is enough for serving the needs of the inmate population without undue delay in replacing items. The quartermaster/designee shall provide a written or electronic monthly inventory of all clothing items and equipment in storage. This report will be submitted to the responsible deputy warden/designee by the 10th day of each month.
4. A copy of the property list for all sundry packages from a vendor shall be forwarded to the quartermaster/designee so the inmate property file can be properly adjusted for reissue.
5. The quartermaster/designee shall be responsible for providing strict accountability of all sewing needles by adhering to procedures directed by ODRC policy 310-SEC-36, Tool Control. The quartermaster/designee shall also ensure proper chemical accountability and usage (e.g., bleach, cleaning products) procedures are followed as set forth by ODRC Policy 10-SAF-12, Hazardous Communications and Chemical Control Guidelines.
6. The institutional quartermaster/designee, in conjunction with the unit management chief (UMC), is responsible for authoring and adhering to a Memorandum of Understanding (MOU) with all the unit teams in the facility. The MOU shall, at a minimum, contain the following elements:
 - a. An explanation of the services the quartermaster/designee shall offer to all inmates;
 - b. A complaint resolution process;
 - c. The acknowledgment of the unit team as the coordinator of inmate services;
 - d. An agreement to work with the unit team to provide services and resolve issues related to clothing/shoe issuance;

- e. An acknowledgment by the unit team of the roles and responsibilities of the quartermaster/designee.

The MOU must be signed by the current quartermaster/designee, their supervisors, the unit managers, the UMC, the security chief and the managing officer. The quartermaster/designee and all staff who work in the area are required to be familiar with the MOU and comply with the provisions outlined therein as a part of their required job duties.

Related Department Forms:

Inmate Property Record/Disposition and Receipt/Male	DRC2055
Reception Intake Property Record and Disposition	DRC2258
Inmate Property Record/Disposition and Receipt/Female	DRC2369
Inmate Clothing Issue/Female	DRC4055
Certificate of Ownership	DRC4063
Inmate Clothing Issue/Male	DRC4077
Inmate Property Theft/Loss Report	DRC4194