

MARIN COUNTY SHERIFF'S DEPARTMENT  
CUSTODY DIVISION POLICY AND PROCEDURE MANUAL

**CHAPTER 4 - HOUSING**  
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DATE  
03-13-18

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**CLOTHING AND PERSONAL HYGIENE ISSUE**

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**POLICY**

Each inmate will be provided with a clean set of facility issued clothing, undergarments, shoes, linens and towels in order to maintain cleanliness and hygiene. Facility issued clothing and linens will be laundered according to established schedules. Razors will be issued to inmates each day and disposed of after use.

**DEFINITIONS:**

**WATER SOLUBLE BAG** - Bio-degradable bag used by laundry for all contaminated and vermin infested clothing or linen.

**PROPERTY STORAGE ROOM** - Located next to the booking shower area, the room where all inmate clothing is stored in alphabetical order in storage boxes.

**PROCEDURE:**

When an inmate is going to be housed he/she is taken into the booking shower room to be strip searched and take a shower. Every inmate shall be issued the following items after being booked into custody:

1. Two (2) shirt and pant uniforms
2. Three (3) t-shirts
3. One (1) thermal shirt
4. Three (3) underwear - MALE
5. Four (4) underwear - FEMALE
6. One (1) pair shoes
7. Two (2) bras for females
8. Three (3) pairs socks
9. Two (2) towels
10. Three (3) sheets and one (1) pillowcase (linens)
11. One (1) blanket
12. One (1) net laundry bag
13. A package containing a cup, toothbrush, toothpaste, comb, soap, and golf pencil.

The issuing Deputy ensures the clothes are in good condition when issued and the correct size is given.

All facility issued clothing, linen and towels are laundered according to set schedules. Blankets are exchanged once a month, upon request.

Laundry schedule is as follows:

1. Pod A - Sunday
2. Pod B - Monday

3. Pod C - Wednesday
4. Pod F - Tuesday
5. Special Housing - Thursday
6. Lock Down - Saturday
7. Inmate Workers - Tuesday and Friday
8. Deputy Sleep Room - Daily
9. Locker Rooms - Daily
10. Kitchen Towels - Twice Daily
11. Inmate Release Clothing - Daily

If an inmate's personal clothing is unfit for storage due to excessive odor or vermin infestation, it will be laundered by laundry personnel. The clothing is sealed in a water-soluble bag and tagged with the inmate's name and JID number. Prior to washing, the tag is removed from the bag and taped to the washing machine. When the clothes have been cleaned they will be placed in a bag with the tag on the outside. The clothing is returned to the property storage room and placed with the inmate's other clothing in a property box.

When medical staff orders special clothing/linen for an inmate due to contamination, a MRD shall fill the order and take the required clothing/linen to the pod. Any housed inmate's clothing or linen that has been diagnosed or suspected of contamination is sealed in a water-soluble bag and sent to laundry. Laundry will wash the bag separately so as not to spread any contamination.

Male inmates will be issued new razors at wake-up. Each razor will have the inmates name and date written on the razor prior to issue. All razors will be collected by the Deputy prior to breakfast. All used razors will be disposed of in the contraband garbage. Female inmates are issued razors after dinner. Issue will be the same as males and disposed of by the end of shift. At no time will razors be shared by inmates.

**RELATED STANDARDS:**

Title 15, Article 12, Section 1262  
Title 15, Article 12, Section 1264  
Title 15 CAC, Article 12, Section 1265  
Title 15 CAC, Article 13, Section 1271  
Chapter 4, Section 14

**DATE REVISED**  
08-30-94  
09-23-08

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03-13-18

By order of

JAMIE SCARDINA  
BUREAU COMMANDER