


Chapter:	Facility Services	Classification:	Public Document
Subject:	Clothing, Amenities, Bedding and Towels		
For:	Correctional Facilities	 Authorized by Executive Director	

**1. Policy**

- 1.1 The superintendent is responsible to ensure that every individual admitted to a correctional facility is issued appropriate items necessary to maintain personal cleanliness and personal hygiene.

**2. Authority**

- 2.1 The requirements and guidelines regarding issued clothing and amenities is derived from section 49 (a) of the *Correctional Services Act* and section 54 (1) to (3) of the *Correctional Services Regulations*.

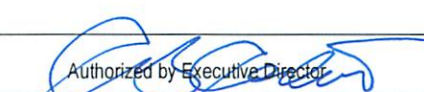
**3. Clothing**

- 3.1 All adults will wear the prescribed correctional facility clothing while at the correctional facility. Clothing issued upon admission, at a minimum, will include
  - 3.1.1 two (2) pairs of pants
  - 3.1.2 two (2) t-shirts
  - 3.1.3 two (2) shirts
  - 3.1.4 four (4) new underwear
  - 3.1.5 four (4) new bras (female offenders)
  - 3.1.6 three (3) pairs of socks
  - 3.1.7 one (1) pair of sneakers
  - 3.1.8 one (1) laundry bag and tag
- 3.2 All young persons are permitted to wear personal clothing, institutional clothing may be issued in accordance with Policy and Procedures, Subject No. 38.03.00, [Young Persons Personal Property](#).

**4. Amenities**

- 4.1 These include the following personal hygiene articles
  - 4.1.1 comb or hair pick
  - 4.1.2 soap
  - 4.1.3 shampoo
  - 4.1.4 toothbrush and toothpaste

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- 4.1.5 approved religious and cultural items
- 4.1.6 feminine hygiene products
- 4.1.7 other items as authorized by the superintendent in the Standard Operating Procedure (SOP)

- 4.2 Following admission, an individual is responsible to purchase additional personal hygiene items from the facility canteen.
- 4.3 If the individual does not have money to purchase personal hygiene items, they may submit a request for free issue correctional facility personal hygiene items.
- 4.4 The superintendent is responsible to develop (SOP) identifying the process for to request personal hygiene items.

**5. Razors**

- 5.1 One razor will be provided daily, upon request, unless the individual is
  - 5.1.1 being penalized in accordance with Policy and Procedures Subject 42.05.00, Disciplinary Penalties, where their behaviour continues to be disruptive
  - 5.1.2 placed on close supervision in accordance with Policy and Procedures Subject 46.15.00, Special or Suicide Watch
- 5.2 Razor issue, retrieval and disposal is to be thoroughly documented and at a minimum include
  - 5.2.1 name
  - 5.2.2 location
  - 5.2.3 time the razor was issued and returned
  - 5.2.4 initials of the correctional officer issuing, retrieving and disposing of razors
- 5.3 The superintendent is responsible to establish Standard Operating Procedures that identify
  - 5.3.1 razor storage requirements
  - 5.3.2 distribution schedule
  - 5.3.3 razor control procedures
  - 5.3.4 razor documentation

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- 5.3.5 procedure to check for razor tampering
- 5.3.6 communication process for reporting razors that have been tampered with or missing
- 5.3.7 procedure for disposing of razors

5.4 Individuals who tamper with or do not return a razor will be dealt with in accordance with Policy and Procedures, Chapter 42, [Offender Disciplinary System](#).

## 6. Bedding and Towels

- 6.1 Upon admission the following will be issued
  - 6.1.1 one (1) pillow, if their mattress does not have a built-in pillow
  - 6.1.2 one (1) mattress
  - 6.1.3 one (1) pillowcase, if issued a pillow
  - 6.1.4 two (2) sheets
  - 6.1.5 1 blanket; an additional blanket during winter months
  - 6.1.6 two (2) towels
  - 6.1.7 two (2) facecloths
- 6.2 The superintendent is responsible to establish an SOP to identify a laundry schedule and bedding exchange.

## 7. Destruction of Property

- 7.1 Individuals who destroy any of the property issued to them as identified in section 3, 4 and 5 of this policy, will be held accountable in accordance with Policy and Procedures, Chapter 42, [Offender Disciplinary System](#).

## 8. Discharge

- 8.1 Individuals being discharged from custody will return all items of clothing and bedding issued to them in accordance with Policy and Procedures, Subject 38.02.00, [Adult Offender Personal Property](#).
- 8.2 In accordance with section 113 of the *Correctional Services Regulations*, the superintendent may provide appropriate clothing upon discharge.

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