



*State of North Carolina*  
**Department of Correction**  
*Division of Prisons*

**POLICY & PROCEDURES**

Chapter: E  
Section: .2100  
Title: **Clothing, Bedding, & Personal Hygiene**  
Issue Date: 10/05/07  
Supersedes: New Policy

**.2101 PURPOSE**

The purpose of this policy is to ensure that all North Carolina Division of Prisons facilities are able to consistently supply and maintain bedding, clothing, and hygiene items for their respective inmate populations.

**.2102 GENERAL**

Facilities shall establish individual standard operating procedures to provide for the issue of suitable, clean bedding and linen, and services, items and facilities necessary to maintain personal hygiene within the inmate population.

**.2103 CLOTHING & BEDDING SUPPLIES**

Each facility will maintain a store of clothing, linen, and bedding that exceeds the amount required for their inmate population. Maintaining excess amounts will ensure that there is no delay in replacing items when needed. Each facility's SOP should establish issuance / accountability procedures for clothing and bedding items, and the inmates to whom the items are issued shall be held accountable for their use.

**.2104 CLOTHING ISSUE**

Facility policy, practice, and procedure shall provide for the issuance of suitable clothing to all inmates. Clothing will be properly fitted, climactically suitable, durable, and presentable. At the time of initial admission into the facility a standard wardrobe should be provided and should include, as appropriate, shirts, blouses, dresses, trousers, skirts, belts, undergarments, slips, socks, shoes, coats, jackets, and headwear. In addition to the standard issue of inmate clothing, civilian attire should be available in limited quantities (based on the needs of the facility) for work release, furloughs, court appearances, etc. Special and protective clothing and equipment must be issued to inmates assigned to special work areas, based on the requirements of their work assignment. Inmates assigned to the institution's food service areas, hospital, farm, garage, physical plant, and other special work details may need to be issued equipment such as disposable face masks and gloves, protective helmets, goggles, and so forth. The facility shall ensure that inmates are provided the opportunity to have three complete sets of clean clothing per week, the cleaning to be accomplished through central clothing exchange and appropriate laundry services. The facility shall provide for the thorough cleaning and disinfecting of inmate personal clothing before storage to prevent odors and pests.

**.2105 BEDDING & LINEN ISSUE**

Each facility shall provide for the issue of suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, and sufficient blankets to provide comfort under existing temperature controls. There must be provision for linen exchange, including towels, at least weekly, and this may be handled in conjunction with clothing exchange if desired.

#### **.2106 BATHING AND PERSONAL HYGIENE**

Articles for maintaining proper personal hygiene shall be made available to all inmates and provided to those who are indigent, and to each inmate upon new admission. Each inmate must be provided, at minimum, soap, toilet paper, a tooth brush, and toothpaste, denture cleaner and adhesives as needed. The special hygiene needs of all inmates should be met. Refer to NCDOD Fiscal Administration Policy Section C, .1100, for more detail.

#### **.2107 HAIR CARE SERVICES**

Each facility shall provide hair care services to the inmates in their houses, and inmates will be required to maintain their hair in a state of cleanliness. In all cases, hair should be cut under sanitary conditions and in an area that permits observation by staff. Large facilities should designate a room for hair care services; small facilities may use any multipurpose room. Barbering and hair care equipment should be stored securely when not in use.

 10-05-07

Director of Prisons      Date

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