



## DETENTION STANDARD

### ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING AND TOWELS

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#### I. POLICY

Basic hygiene is essential to the well-being of detainees in the custody of the Immigration and Naturalization Service (INS). Therefore, INS policy requires that all facilities housing INS detainees in accordance with this standard provide clean clothing, bedding, linens and towels to every INS detainee upon arrival. Further, facilities shall provide INS detainees with regular exchanges of clothing, linens, and towels for as long as they remain in detention.

#### II. APPLICABILITY

The standards provided in this Detention Standard shall apply to the following facilities housing INS detainees:

1. Service Processing Centers (SPCs);
2. Contract Detention Facilities (CDFs); and
3. State or local government facilities used by INS through Intergovernmental Service Agreements (IGSAs) to hold detainees for more than 72 hours; referred to as "IGSA facilities."

Within the document there are additional implementing procedures that are identified for SPCs and CDFs. IGSA facilities may find such procedures useful as guidelines. IGSAs may adopt, adapt or establish alternatives to, the procedures specified for SPCs/CDFs, provided they meet or exceed the objective represented by each standard.

See the separate "Definitions" Standard for the meaning of certain terms used in this document.

#### III. STANDARDS AND SPC/CDF PROCEDURES

##### A. Clothing, Bedding, Linen and Towel Supply

Each detention facility shall have a policy and procedure for the regular issuance and exchange of clothing, bedding, linens and towels. The supply of these items shall exceed the minimum required for the number of detainees to prevent delay in replacing the items.

Each SPC/CDF shall have available, at all times, more clothing, bedding, linen and towels than needed to supply the maximum funded detainee capacity. This excess will allow for the immediate replacement of items that are lost, destroyed or worn out. The excess-clothing inventory should meet or exceed 200 percent of the maximum funded detainee capacity. This will allow for adequate clothing exchanges and will ensure adequate clothing in case of unforeseen circumstances.

**B. Issuance of Clothing**

All new detainees shall be issued clean, temperature-appropriate, presentable clothing during in-processing.

In SPCs/CDFs, the standard issue of clothing is one uniform shirt and one pair of uniform pants or one jumpsuit; one pair of socks; one pair of underwear; and one pair of facility-issued footwear. (For security reasons, the wearing of personal footwear is prohibited.) The color of the uniform/jumpsuit will depend on the detainee's classification level. Additional clothing will be issued as necessary for changing weather conditions or as seasonally appropriate.

**C. Issuance of Bedding, Linen and Towels**

All new detainees shall be issued clean bedding, linens and towel. Detainees shall be held accountable for these items.

In SPCs/CDFs the standard issue of bedding is one mattress, one blanket and one pillow. The standard issue of linen is two sheets and one pillowcase. Additional blankets shall be issued based on local weather conditions. The standard issue of towels is one towel.

**D. Special Uniforms and Protective Equipment for Detainees**

Detainees assigned to special work areas shall be clothed in accordance with the requirements of the job and, when appropriate, provided with protective clothing and equipment.

In SPCs/CDFs, detainees employed as food service workers will be issued white uniforms. Detainees working in other capacities may be issued color-coded uniforms unless permitted to wear their housing unit uniforms.

**E. Exchange Requirements**

Detainees shall be provided with clean clothing, linen and towels on a regular basis to ensure proper hygiene. Socks and undergarments will be exchanged daily, outer garments at least twice weekly and sheets, towels, and pillowcases at least weekly. More frequent exchanges of outer garments may be appropriate, especially in hot and humid climates. Individual facilities may institute their own clothing, linen, and towel exchange policy and procedures, provided the standards in this policy are met.

In SPCs/CDFs, detainees shall be provided with clean clothing, linen and towels as follows:

1. Socks and underwear shall be exchanged daily.
2. Outer garments shall be exchanged at least twice a week, with a maximum of 72 hours between changes. More frequent changes may be appropriate, especially in hot and humid climates.
3. Volunteer detainee workers may require exchanges of outer garments more frequently than every 72 hours.
4. Food service detainee volunteer workers shall exchange outer garments daily.
5. Sheets, pillowcases and towels shall be exchanged at least weekly.

Clothing exchanges will generally be on a one-for-one basis to prevent hoarding and otherwise ensure an adequate supply of clothing. Detainees are not permitted to wash clothing, bedding, linens, tennis shoes or other items in the living unit, unless proper washing and drying equipment are available and the policy and procedures for their use are in place. Any washing and drying policies and procedures shall be posted in the washing area and shall be included in the detainee handbook.

**IV. AMERICAN CORRECTIONAL ASSOCIATION STANDARDS REFERENCED**

American Correctional Association 3rd Edition, Standards for Adult Detention Facilities:  
3-ALDF-4D-06, 4D-07, 4D-08, 4D-09, 4D-11

**Approval of Standard**



**Michael D. Cronin  
Acting Executive Associate Commissioner  
Office of Programs**

SEP 20 2000

**Date**



**Michael A. Pearson  
Executive Associate Commissioner  
Office of Field Operations**

SEP 20 2000

**Date**

**U.S. Immigration and Naturalization Service  
NATIONAL DETENTION STANDARDS  
MONITORING INSTRUMENT**

**Policy:** INS requires that all facilities housing INS detainees provide clean clothing, bedding, linens and towels to every INS detainee upon arrival. Further, facilities shall provide INS detainees with regular exchanges of clothing, linens, and towels for as long as they remain in detention.

<b>ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS</b>			
<b>Components</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1. Does the facility have a policy and procedure for the regular issuance and exchange of clothing, bedding, linens and towels? a. Does the supply of these items exceed the minimum required for the number of detainees?			
2. Are all new detainees issued clean, temperature-appropriate, presentable clothing during in-processing? Do the detainees receive a. One uniform shirt and one pair of uniform pants or one jumpsuit? b. One pair of socks? c. One pair of underwear? d. One pair of facility-issued footwear?			
3. Is the uniform/jumpsuit color-coded to reflect the detainee's classification level?			
4. Is additional clothing available for changing weather conditions or seasonally appropriate?			
5. Are new detainees issued clean bedding, linens and towel? Do they receive a. One mattress? b. One blanket? c. One pillow? d. Two sheets? e. One pillowcase? f. One towel? g. Are additional blankets issued based on local weather conditions?.			
6. Are Detainees assigned to special work areas clothed in accordance with the requirements of the job			

**ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS**

<b>Components</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
7. Are detainees provided clean clothing, linen and towels? a. Are socks and undergarments exchanged daily? b. Outer garments at least twice weekly? c. Sheets at least weekly? d. Towels at least weekly? e. Pillowcases at least weekly?			
8. Are food service detainee volunteer workers permitted to exchange outer garments daily? a. Are volunteer detainee workers permitted to exchanges of outer garments more frequently?			

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**ISSUANCE AND EXCHANGE OF CLOTHING, BEDDING, AND TOWELS**

**Verification Sources:**

The following may serve as sources of information for auditors verifying the facility's compliance with this detention standard:

SOURCE	TIME	DATE	LOCATION
A. laundry logbooks			
B. Observation of laundry distribution			
C. Facility's written policy and procedures			
D. Detainee and staff interviews *			

Facilities must complete the attached Plan of Action for bringing operations into compliance. For each element found out of compliance, the plan of action will specify remedial action and the estimated timetable for compliance.

**Remarks:** *(Record significant facts, observations, other sources used, etc.)*

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Auditor's Signature

\_\_\_\_\_  
Date