

## Custodial Operations Policy and Procedures

# 1.5 Issuing correctional centre clothing and linen

### Policy summary

All newly received inmates are issued with clothing and other items in accordance with the entitlements listed in this policy.

Controls must be in place at each correctional centre to record the issue and return of correctional centre clothing and bedding, and to ensure that no inmate is able to have access to, or otherwise accumulate, more than the entitled amount.

### Management of Public Correctional Centres Service Specifications

Service specifications	Rehabilitation and reintegration Safety and security
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## Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW), and all CSNSW employees.

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# 1 Issue of clothing and bedding on initial reception

## 1.1 Policy

All newly received inmates should be issued with clothing and other items in accordance with the entitlements listed in this policy.

Governors may increase the quantity of clothing issued to any inmate above the levels issued at initial reception into custody:

- at any time during their sentence
- at the request of the inmate
- to address employment or climatic conditions.

The quantity of clothing issued to an inmate at initial reception into custody will be the minimum level to be maintained throughout their sentence. All hygiene items must travel with the inmate on transfer to another correctional centre. However, apart from the set of clothing the inmate wears on the day of transfer, all gaol issue clothing and linen remains at the sending centre for re-issue or disposal.

The only badges and logos permitted on inmate correctional centre clothing are those designed and issued by a CSNSW branch or unit. CSNSW's Protocol Officer manages the design of departmental logos for inmate clothing. This officer is responsible for authorising departmental logos for application for any inmate clothing.

Inmates may purchase a range of underwear from their activities buy-ups. Family and friends seeking to supply an inmate with underwear should be instructed to transfer funds to the inmate's account, allowing them to purchase these items through the buy-up system.

In certain instances, where female inmates' underwear cannot be met by the Department, Governors have the discretion of approving and accepting underwear from family and friends. Where an inmate is permitted to have a quantity of personal underwear, that quantity is only to be supplemented by departmental issue if it is less than the specified maximum clothing entitlement.

Used clothing that is in good condition, with the exception of socks and underwear, must be laundered in accordance with [Australian Standards \(AS/NZ 4146, 2000\)](#) and re-issued to inmates.

Replacement of gaol issue clothing should be on an exchange basis only.

Fresh reception female inmates who are wearing a hijab will be asked to remove it prior to a strip search. At the completion of this search they are to be issued with a CSNSW approved hijab and are to sign a religious expenditure sheet (**refer COPP section 4 *Inmate property***).

## 1.2 Initial clothing issue at reception: male inmates

Item	Quantity
T-shirt (short or long sleeve)	4
Fleecy tracksuit top/sloppy joe	2
Fleecy tracksuit pants	2 pairs
Shorts	2 pairs
Singlets	4
Underpants	7
Socks	7 pairs
Shoes	1 pair
Washbags	2

## 1.3 Additional clothing issue: male inmates

Discretion rests with the Governor to establish local protocols in relation to the issue of any of the items listed below depending on climate or the inmate's health, age, or employment status within the centre:

Item	Quantity
Lightweight sloppy joe	1
Lightweight tracksuit pants	1
Overalls or trousers or work shorts	3
Drill shirts	3
Thermal Underwear	2
Work boots	1 pair
Jacket	1
Shoe/boot laces	1 pair
Hat or cap	1
Pyjamas	2
Thongs	1 pair

Industrial clothing may be issued at gaols of placement where employment is available. The manager of industries or the Governor may issue clothing specific to the requirements of employment.

## 1.4 Initial clothing issue at reception: female inmates

Item	Quantity
T-shirt (short or long sleeve)	5
Sport shorts	2
Tracksuit top/jumper	2
Pants (cotton pants and/or tracksuit pants)	2
Bra/sports bra	4
Pyjamas	2
Underpants	7
Socks	7 pairs
Brim hat or baseball cap	1
Shoes	1 pair
Thongs	1 pair
Washbags	1

## 1.5 Additional clothing issue: female inmates

Discretion rests with the Governor to establish local protocols in relation to the issue of any of the items listed below depending on climate or the inmate's health, age or employment status within the centre:

Item	Quantity
Lightweight sloppy joe	1
Lightweight tracksuit pants	1
Pregnancy dress (short or long sleeve) (if applicable)	1
Overalls or trousers or work shorts	3
Drill shirts	3
Thermal Underwear	2
Work boots	1 pair
Jacket	1
Shoe/boot laces	1 pair
Hat or cap	1
Pyjamas	2

Industrial clothing may be issued at gaols of placement where employment is available. The manager of industries or the Governor may issue clothing specific to the requirements of employment.

## 1.6 Hygiene items

The minimum issue of personal hygiene items for each inmate at the time of reception at a correctional centre is:

- soap
- toothbrush
- toothpaste
- comb
- disposable razor and shaving soap
- sanitary pads or tampons (female inmates only) (additional sanitary pads and tampons can be requested in each accommodation unit from the wing officer)
- 2 x towels.

## 1.7 Clothing and hygiene items on transfer

All hygiene items must travel with the inmate on transfer to another correctional centre. However, apart from the set of clothing the inmate wears on the day of transfer, all gaol issue clothing and linen remains at the sending centre for re-issue or disposal.

## 1.8 Bedding

The minimum issue of bed linen items for each inmate at the time of reception into a correctional centre is:

- 1 x pillowcase
- 2 x sheets
- 2 x blankets.

Governors have discretion to issue bed linen in excess of these minimum entitlements depending on factors such as the climate or the inmate's health. Governors can delegate this function to the Functional Manager (FM) or another officer.

Governors must have LOPs and a system of controls in place to ensure linen is not freely available to inmates. This system must include a records management system to account for the linen.

## 1.9 Police/court cells

Inmates located in police/court cells may be provided with a range of CSNSW clothing items, footwear and sanitary items (including personal hygiene items for female inmates) on request.

## 2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

## 3 Definitions

COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
FM	Functional Manager
LOP	Local Operating Procedure



## 4 Document information

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**Business centre:** Custodial Operations

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**Approver:** Kevin Corcoran

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**Date of effect:** 16 December 2017

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**EDRMS container:** 18/6996

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<b>Version</b>	<b>Date</b>	<b>Reason for amendment</b>
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1.0		Initial publication ( <i>replacing OPM section 10.2.8</i> )
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1.1	12/03/20	General formatting update and improvements.
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1.2	18/01/21	Addition in part 1.1 <i>Policy</i> to ensure all gaol-issued clothing goes with the inmate on transfer to another correctional centre.
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1.3	16/03/21	Minimum issue pillowcase amount amended.
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1.4	22/06/23	Amendment at subsection 1.7 <i>Clothing and hygiene items on transfer</i> to clarify that gaol-issue clothing does not go with the inmate on transfer.
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