WEST VIRGINIA DIVISION OF JUVENILE SERVICES	POLICY NUMBER: 405.00	PAGES: 2
CHAPTER: Facility Services	**REFERENCE AND RELATED STANDARDS:** WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; ACA 3-JTS-4B-07 thru 4B-12; ACA 3-JDF-4B-07 thru 4B-12; and ACA 3-JCRF-4B-06/07/08	
SUBJECT: Clothing and Bedding Supplies		
DATE: October 1, 2013		

POLICY

The purpose of this Policy is to establish clothing and bedding supply guidelines.

CANCELLATION

This policy has been reviewed and supersedes Policy 405.00 dated July 1, 2012.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' residential facilities.

PROCEDURES

1. The stored supply of clothing, linens, and bedding exceeds that required for the facility's maximum juvenile population.

2. All facilities will specify accountability for clothing and bedding issued to juveniles.

3. All facilities will provide for the issue of special and, when appropriate, protective clothing and equipment to juveniles assigned to food service, hospital, garage, facility physical plant, maintenance shops, and other special work.

4. All juveniles will be provided with new underwear upon admission.

5. Juveniles are provided the opportunity to have clean clothing every day. The facility may provide this clean clothing in several ways, including access to self-serve washer facilities, central clothing, or a combination of the two.

6. All facilities will provide for the thorough cleaning and, when necessary, disinfecting of

juvenile personal clothing before storage or before allowing the juvenile to keep and wear personal clothing.

7. All juveniles will be provided with a separate set of clothing for recreation.

8. All facilities will provide for the issue of suitable, clean bedding and linens, including two sheets, a pillow and pillowcase, one mattress, not to exclude a mattress with an integrated pillow, and sufficient blankets to provide comfort under existing temperature controls. There is provision for linen exchange, including towels, at least weekly.

9. Clothing and bedding supplies will not be removed from a resident's room unless there exists a legitimate security interest for removal of said item. Supervisor justification and approval will be recorded in the facility or unit pass down log. Any instances of removal of the item will be entered in the appropriate database.

10. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED: _____ 10/1/13

Director **Date**