

**Idaho Department of
Juvenile Corrections
Institutional
Policy/Procedure**

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SUBJECT: JUVENILE CLOTHING

CATEGORY: JUVENILE RIGHTS AND
RESPONSIBILITIES

Policy

All juveniles entering the custody of the Idaho Department of Juvenile Corrections (IDJC) are provided a standard clothing inventory adequate to meet their needs. Clothing provided by IDJC may become the property of the individual juvenile upon release from the facility as determined by facility practice or by the treatment team. It is the juvenile's responsibility to use good judgement in the care and use of their clothing while in IDJC custody.

Operating Procedures

- I. Juvenile Services Coordinators (JSC) inform each juvenile's family that the juvenile may only bring to the facility what they are wearing at the time of entry.
- II. Clothing Inventory and Assignment
 - A. Intake staff search and inventory all personal belongings for new intakes entering an IDJC Observation and Assessment (O&A) or program and complete an IJOS property sheet.
 - B. Once accepted to program, staff issue the required facility clothing for entry to the unit or cottage. Each clothing item issued is recorded by a staff member in full description on the juvenile's clothing inventory sheet, as applicable.
 - C. A copy of the IJOS inventory sheet remains with the juvenile's personals and is updated any time items are removed or added and a copy placed in the juvenile's case management file. A juvenile and staff signature is required any time the inventory form is updated.
 - D. Personal clothing (clothing from home), where allowed based on program, is inventoried and documented as described above.
 - E. A bin for personal items may be issued but will remain the property of IDJC when the juvenile is released or transferred.
 - F. Clothing or personal items not allowed in the juvenile's possession are returned to the juvenile's family.

1. The transport coordinator makes the necessary arrangements with IDJC transport staff as needed.
2. When no-cost return or transport cannot be arranged, the items are shipped with a receipt signature required. Shipping costs are charged to the transport budget or cottage budget.
3. If it is not possible to forward items, they are searched, inventoried, labeled, and stored.

II. Clothing Supply Acquisition and Disposition

A. Clothing Supply

1. The Unit Manager/Supervisor, or a designee, ensures that an adequate supply of clothing items in appropriate multiple sizes is available in the clothing inventory.
2. Where applicable, a staff member is assigned the duty of managing clothing inventory for each unit.
3. All facility clothing purchases or replacements must be labeled.
4. Clothing will be laundered as outlined for each facility in the Facility Operations Manual

C. Juveniles on Escape

The clothing of a juvenile who has absconded is gathered and stored. The juvenile's clothing inventory is reviewed and reconciled. The clothing is then inventoried, boxed, and secured with a list of any missing items taped to the outside of the box. The inventory is signed and dated by the staff assuming the responsibility for this task. Once the juvenile has returned to IDJC placement, staff immediately reconcile with the juvenile any variances in the clothing inventory.

D. Juvenile Death

For information on handling a juvenile's clothing in the case of a juvenile death, see Procedure in the Event of a Juvenile Death (612) policy/procedure.

III. When a Juvenile is Released or Transferred

- A. A final inventory of the juvenile's clothing items is signed and dated by staff and juvenile. A copy of the inventory is forwarded to the juvenile's case management file.
- B. If a specific need is identified, facility issued clothing in the juvenile's inventory may be considered personal items and is packed with their other

belongings and accompany the juvenile to their release or transfer placement.

C. Unwanted Personal Clothing Items

1. A juvenile may donate unwanted clothing items to the facility. Such clothing may not be donated to other juveniles or staff. The juvenile signs the inventory form indicating which items are unwanted.
2. Unwanted clothing items become the property of IDJC and, if serviceable, are returned to the general clothing inventory for reissue or are used in a boutique, as applicable. If not serviceable, they are disposed of.

Local Operating Procedure

JCC–Lewiston

I. Initial Clothing Issue

- A. The clothing coordinator marks each new juvenile's underclothing and footwear with their name. Each item is recorded in full description on that juvenile's clothing inventory sheet.
- B. In the event that a juvenile is received and placed in the living units before the juvenile's clothing inventory has been issued, the juvenile is given sweats to wear until the next day clothing can be issued.

II. Laundry Replacement Clothing Procedure

- A. In the event that an article of clothing or footwear is replaced, previously worn clothing is issued before new clothing.
- B. The clothing coordinator provides each living unit with requisition forms to be used when requesting clothing items for the juveniles.
- C. Upon receipt of a clothing requisition form, the clothing coordinator collaborates with the Rehabilitation Specialist to ascertain the validity of the request. Once the request is approved, the clothing coordinator will replace the item.
- D. All clothing being replaced is placed in storage, if it is still in usable condition.

JCC–Nampa

None.

JCC–St. Anthony

I. Owyhee Cottage Responsibilities

- A. Notify the laundry supervisor of the name, gender, and admission date of the intake juvenile immediately upon their arrival.
- B. Inventory all clothing items prior to being sent to the receiving cottage.
- C. Arrange for the juvenile to be taken to the laundry for fitting of their initial clothing issue.

II. Laundry Responsibilities

A. Initial Clothing Issue

The laundry supervisor is responsible to keep adequate supplies of new clothing items in multiple sizes in stock at the laundry.

- 1. The laundry supervisor contacts vendors and purchases all other clothing items, keeping adequate supplies in the laundry inventory.
- 2. The laundry supervisor is responsible to mark each new juvenile's clothing and footwear with their full name or identification number. Each item is recorded in full description on that juvenile's clothing inventory sheet. A gym bag is also issued but remains the property of JCC—St. Anthony when the juvenile is released.
- 3. Clothing for new juveniles is placed in a heavy duty plastic bag. The bag is clearly marked with the juvenile's name and delivered to Owyhee or the receiving cottage.
- 4. In the event a juvenile is received and placed in the main campus before the juvenile's clothing inventory has been issued, the juvenile is given Owyhee sweats to wear until the clothing inventory arrives.
- 5. In the event that a juvenile arrives on Friday prior to the laundry personnel leaving, laundry personnel make every effort to issue the juvenile's clothing.
- 6. When a juvenile is classified to a group, the laundry supervisor forwards a copy of that juvenile's clothing inventory to their cottage.

B. Clothing Replacement Procedure (Laundry)

1. A used clothing boutique is located at the laundry. The boutique consists of clothing that has been donated to the state by the juvenile as the clothing item becomes unusable to them. The boutique is utilized for work and replacement clothing, but it can also be assessed for special event clothing needs: court hearings, funerals, education activities, Custody Review Board Hearings, etc.
2. In the event that an article of personal clothing or footwear can no longer be worn for whatever reason, the article of clothing is replaced from the boutique. If boutique supplies are not available in the correct size, the article of clothing is replaced from the central supply inventory.
3. Upon receiving either a written or e-mail request from the clothing officer, which has been copied to the appropriate Unit Manager, the laundry staff replaces the clothing item(s).
4. A copy of each juvenile's clothing inventory is maintained at the laundry and reflects a record of the juvenile's clothing transactions during their stay at the facility. All clothing purchases or replacements are marked and recorded at the laundry. Upon completion of marking and recording the clothing, the laundry staff returns the item to the appropriate cottage.

III. Main Campus Responsibilities

- A. The Unit Manager ensures that all staff are familiar with this policy/procedure. The Unit Manager also assigns a staff to be the clothing officer.

The clothing officer:

1. Ensures that the individualized clothing inventory completed at the laundry accurately describes each juvenile's clothing items and the condition of those items. Non-state issued clothing are returned home to the juvenile's family either by mail or during a family visit and the IJOS property sheet is updated with those changes.
2. Monitors the inventory on a regular basis and update the inventory sheet to reflect any clothing transactions, replacement, discarding, or loss of clothing items, which assures the juvenile's inventory is correct and usable.
3. Ensures that clothing deemed unusable is donated to the boutique for disposition.
4. Ensures that the clothing is sufficient for juvenile to dress appropriately for school, work, recreation, and social activities. It is expected that the juvenile is responsible to dress appropriately for the occasion and climatic conditions, taking health and safety factors into consideration.

5. Ensures that a juvenile's clothing inventory is transferred intact when the juvenile moves from intake to the juvenile's assigned group, moves between groups, is attached to another group, moves to short- or long-term treatment, is released, or is transferred to another facility.
6. Ensures replacement clothing is requisitioned as outlined in this policy from the clothing items maintained in at the laundry.

Clothing that is lost, stolen, or deliberately destroyed requires the cottage team to determine individual responsibility and then to take appropriate action to ensure that the clothing is replaced.

7. Collects and secures clothing and property of an escape juvenile according to procedure in this policy.

B. Clothing Replacement Procedure (Cottage)

1. The clothing officer prepares a written request for replacement clothing at the time a need becomes apparent. Typically, that need is driven by (1) current clothing has worn out, has been destroyed, or is no longer usable; (2) a juvenile's size has changed and his/her clothing no longer fits.
2. The clothing officer forwards the written request to the laundry supervisor with a copy to the appropriate Unit Manager.

IV. Juvenile Release from JCC—St. Anthony

Upon release, all clothing (state-issued or personal) is considered personal items and accompanies the juvenile to their post-release placement.

Reference: [Glossary of Terms and Acronyms](#)
Facility Operations Manuals

Desk Manual(s): *None*

Related Policies: [Observation and Assessment Intake \(640\)](#)
[Correspondence and Communication: Telephone, Mail, and Visitation \(674\)](#)
[Procedure in the Event of a Juvenile Death \(612\)](#)

Related Forms: *Property Sheet (IJS)*