



Clothing, Linen and Laundry
103 DOC 755

Effective Date: June 1, 2026
Review Date: June 1, 2026

Table of Contents

755.01 Purpose..... 1

755.02 Cancellation 1

755.03 Severability Clause..... 1

755.04 General Policy 2

755.05 Institutional Controls 2

755.06 Clothing 2

755.07 State Clothing Issuance..... 3

755.08 Linens and Bedding..... 4

755.09 Laundry Services..... 5

755.10 Responsible Staff 5

755.11 Access to Policy..... 5

755.12 Information Sources..... 5

755.01 Purpose

The purpose of this document is to establish Department of Correction policy concerning the issue of clothing and linen to incarcerated or civilly committed individuals, and the provision of laundry services at all correctional institutions.

755.02 Cancellation

103 DOC 755 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules or regulations regarding Internal Regulations/Policies which are inconsistent with this document.

755.03 Severability Clause

If any part of 103 DOC 755 is for any reason, held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.

755.04 General Policy

The Department of Correction shall make every effort to comply with all applicable sanitation as required in [105 CMR 451, *Minimum Health and Sanitation and Inspection Procedures for Correctional Facilities*](#), and personal hygiene concerns related to incarcerated or civilly committed individual clothing, bedding, linen, and laundry.

755.05 Institutional Controls

Each Superintendent shall ensure that, at a minimum, the following are provided:

- A. The appointment of an employee to be responsible for the supervision of the issuance, and laundering, as required, of clothing, bedding, and linen.
- B. Appropriate storage area for the clothing, bedding, and linen, and such stores exceed that required for institution's maximum population.
- C. A system of accountability for incarcerated or civilly committed individual clothing, bedding, and linen to include an inventory process and a recording of issuance and return.
- D. The issuance and/or return of all clothing, bedding, and linen shall be documented in the Inmate Property module of the Inmate Management System (IMS) and in accordance with 103 CMR 403, *Inmate Property*.

755.06 Clothing

Each Superintendent shall develop written procedures to ensure that, at a minimum, the following are provided:

- A. The issuance of suitable clothing to all incarcerated or civilly committed individuals to preserve health and comfort at all times of the year. Clothing is properly fitted, climatically suitable, durable, and presentable.
- B. Incarcerated or civilly committed individuals assigned to special work areas are clothed with special/protective clothing in accordance with work assignment and that such seasonal clothing be issued as weather conditions require.
- C. Incarcerated or civilly committed individuals assigned to a specialty housing unit (e.g., behavior assessment units, secure adjustment units, etc.) shall be issued clothing that is color-coded differently from that of the general population. Institutions with specialty units shall develop written procedures designating the color to be used and the process by which the clothing will be issued.
- D. All clothing, standard, special or civilian, be properly recorded and inventoried as per 103 DOC 755.02 (C) and (D).

755.07 State Clothing Issuance

The initial issue for incarcerated and civilly committed individual clothing is accomplished at the receiving institutions at the onset of incarceration with the exception of items marked *seasonal* or *site specific*, which shall be retained by the incarcerated or civilly committed individual throughout any departmental transfer. Items listed as seasonal or site specific may be retained by the transferring institution upon the incarcerated or civilly committed individual's transfer and reintroduced to inventory. Supplementary issues to the initial issuance should only be accomplished on an in-kind basis, meaning a one (1) for one (1) exchange. Exchanges should only be made if warranted by normal wear, or change in security classification (i.e., placement in a specialty unit). Special care must be taken to ensure that deliberate destruction of clothing is limited, and reimbursement is made for deliberate misuse.

A. The initial issue for male incarcerated or civilly committed individuals housed in maximum and medium security level institutions is comprised of:

1. Three (3) Elastic waist pants (site specific)
2. Two (2) Shorts
3. Three (3) V-neck pocketed pullover (site specific)
4. Five (5) Crewneck T-Shirts
5. Five (5) Under shorts
6. Five (5) Pairs of socks
7. One (1) Pair of sneakers (deck shoes)
8. One (1) Winter jacket (seasonal)

Minimum and pre-release security level initial issues will be the same except that the elastic waist pants will be replaced with denim dungarees, and the V-neck shirts will be replaced with chambray shirts.

B. The initial issue for female incarcerated or civilly committed individuals is comprised of:

1. Three (3) Elastic waist jeans
2. Two (2) Shorts
3. Five (5) T-Shirts
4. One (1) Sweatshirt
5. Five (5) Bras
6. Five (5) Briefs
7. Five (5) Pairs of socks
8. One (1) Housecoat
9. One (1) Pair of shower shoes
10. One (1) Pair of sneakers
11. One (1) Winter jacket (seasonal)

Superintendents of institutions housing female offenders shall develop written procedures for issuing clothing to pregnant incarcerated or civilly committed individuals.

- C. The following specialty clothing will be available at Central Clothing. Incarcerated or civilly committed individual specialty clothing is intended for those incarcerated or civilly committed individuals who are employed in institutional jobs that require said clothing articles and are not intended for the general population. Upon termination of employment or seasonal requirements, said articles should be confiscated, cleaned, and recycled.
1. Thermal underwear (issued to outside work crews only)
 2. Stocking cap (issued to outside work crews only)
 3. Kitchen V-neck white shirts
 4. Kitchen elastic waist white pants
 5. Kitchen aprons
- D. Upon release of an incarcerated or civilly committed individual, all state issued clothing other than socks, undergarments, and the basic clothing necessities should be returned and redistributed to the institutional clothing inventory or transferred back to the committing institution.
- E. Under no circumstances shall returned undergarments be re-issued. Should outer clothing be re-issued, it is to be properly laundered in hot water with a satisfactory detergent prior to re-issue.
- F. All clothing issued shall be documented in the Property module of IMS.

755.08 Linens and Bedding

- A. Each superintendent shall develop written procedures to ensure that, at a minimum, the following be provided to each incarcerated or civilly committed individual upon admission:

Suitable clean bedding and linens to include:

1. One (1) fire retardant mattress, not to exclude a fire-retardant mattress with integrated pillow, sufficient fire-retardant blankets to maintain comfort under existing temperature controls,
2. Two (2) sheets
3. One (1) pillow
4. One (1) pillowcase
5. Two (2) towels
6. One (1) washcloth,
7. One (1) laundry bag, and
8. Two (2) cooling towels, issued upon admission to medium security institutions; not allowed at maximum security institution(s)

The issuance and return of the above articles shall be recorded as per 103 DOC 755.02 (C).

- B. Cooling towels be retained by the incarcerated or civilly committed individual upon their transfer to another institution, with the exception of transferring to a maximum-security institution. When transferring to a maximum-security institution, the cooling towels shall be considered contraband in accordance with [103 CMR 403, *Inmate Property*](#), Standard Operating Procedure.

755.09 Laundry Services

- A. Each Superintendent shall develop written procedures to ensure access to a central laundry service, self-serve washer/dryer, central clothing exchange, or a combination of the above to provide the following, at a minimum:
1. That incarcerated or civilly committed individuals are provided the opportunity to have three (3) complete sets of clean clothing per week.
 2. That incarcerated or civilly committed individuals are provided the opportunity to exchange/laundry linens, including towels, at least weekly.
 3. That incarcerated or civilly committed individuals are provided the opportunity to exchange/laundry blankets at least every three (3) months.
 4. That all linens and bedding be laundered prior to reissuing.
 5. That a thorough cleaning and, when necessary, disinfecting of incarcerated or civilly committed individual personal clothing before storage or before allowing the incarcerated or civilly committed individual to keep and wear personal clothing.

755.10 Responsible Staff

Reviewing Authority: Policy Development and Compliance Unit

Responsible Staff:

- Superintendents

755.11 Access to Policy

Department's Central Policy File
Each Institution's Policies Files
Institution Library

755.12 Information Sources

Legal Authority:

[M.G.L., Chapter 124, Section 1 \(c\) and \(q\).](#)

[105 CMR 451, *Minimum Health and Sanitation and Inspection Procedures for Correctional Facilities*](#)

Other Related Policies:

103 CMR 403, Inmate Property

Applicability: All Staff

Attachments: None