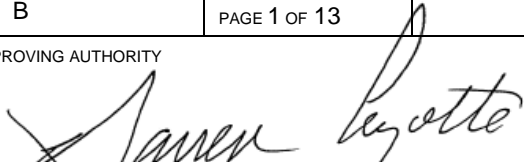
 <p>Corrections and Community Supervision</p> <p>DIRECTIVE</p>	<p>TITLE</p> <p>Incarcerated Individual Clothing Issue</p>		<p>NO. 3081</p>
			<p>DATE 11/06/2023</p>
<p>SUPERSEDES</p> <p>DIR #3081 Dtd. 03/20/23</p>	<p>DISTRIBUTION</p> <p>A B</p>	<p>PAGES</p> <p>PAGE 1 OF 13</p>	<p>DATE LAST REVISED</p>
<p>REFERENCES (Include but are not limited to)</p> <p>See Section II</p>	<p>APPROVING AUTHORITY</p> 		

- I. DESCRIPTION:** This procedure is designed to standardize incarcerated individual clothing issue. This clothing has been designed to ensure proper dress, promote health and safety, enhance morale, and give each incarcerated individual a sense of responsibility and pride in a neat and clean appearance.

The issue of every article of clothing must be recorded on Form #1670, "Male Incarcerated Individual Clothing Record," or Form #1672, "Female Incarcerated Individual Clothing Record" (see Directive #3082, "Incarcerated Individual Clothing Record").

Institution Stewards and Deputy Superintendents for Administrative Services are responsible for the implementation of this directive at their respective facilities. The Division of Support Operations is the central clearinghouse for information regarding used or surplus new clothing. Any facility which requires used clothing, or which has an available supply of used or surplus new clothing, should contact Support Operations and specify the type, quantity, and size of clothing. No used or surplus new clothing may be shipped between facilities without the specific approval of Support Operations.

NOTE: By way of this directive, transfers of clothing between facilities to accommodate incarcerated individual gender-affirming needs are approved and authorized by the Division of Support Operations.

When issuing reception or replacement incarcerated individual clothing, serviceable used clothing (except for items noted below) is to be given out before new items. Serviceable used clothing is defined as "free of any obvious physical defects, including rips, tears, stains, missing buttons, etc.; properly laundered; suitable for a visit." Used T-shirts, undershorts, panties, bras, socks, handkerchiefs, or pajamas/nightgowns will not be reissued.

The State Shop Officer or Civilian Clerk will measure incarcerated individuals' feet with the Brannock Foot Measuring Device to establish correct foot sizing whenever issuing reception or replacement footwear. Footwear size issued will be recorded on Form #1670 or Form #1672 (see Directive #3082).

II. REFERENCES

- ACA Expected Practices
 - 5-ACI-5D-06, 5-ACI-5D-07, 5-ACI-5D-08, 5-ACI-5D-09, 5-ACI-5D-10, 5-ACI-5F-05
 - 2-CO-4D-01
- Directives #3050, #3082, #4919, #4932
- Health Services Policy Manual (HSPM) 1.31A

III. RECEPTION CENTER ISSUE

- A. Standard Male Issue: All males, including those being transferred to “shock incarceration,” and those received as parole violators or absconders, will be issued the following:

- | | |
|--|-----------------------------|
| 1 Winter Coat (clicker coat), green | 6 T-shirts |
| 4 Trousers, pairs, green | 6 Pairs of Socks |
| 4 Shirts, s/s, green | 1 Pair of Work Shoes, black |
| 1 Shirt, l/s, white (may be issued upon request) | 1 Pair of Sneakers |
| 1 Sweatshirt (no hood), green | 3 Handkerchiefs |
| 1 Knit Hat, green | 6 Undershorts |

- B. Standard Female Issue: NOTE: Where the incarcerated individual has a choice of items listed below, choice is limited to stock on hand.

- | | |
|---|---|
| 1 Winter Coat (clicker coat), green | 6 T-Shirts (3-white, 3-green) |
| 4 Slacks/Skorts/Jumpers (or combination of incarcerated individual's choice), green | 6 Panties |
| 1 Blouse, l/s, white | 6 Bras |
| 3 Shirts, s/s, green | 6 Knee Socks, pairs, white |
| 1 Pair of Work Shoes, black | 2 Pajamas/Nightgowns (incarcerated individual choice) |
| 1 Pair of Sneakers | 1 Bathrobe, flannel |
| 2 Sweatshirts (no hood), green | 1 Scuffs, pair |
| | 3 Handkerchiefs |
| | 1 Knit Hat, green |

- C. Gender Affirming/Transgender State Clothing Issue: Per Health Services Policy 1.31A, a Gender Dysphoria (GD) diagnosed, intersex, or transgender incarcerated individual who has reported their gender identity to the Department, can make a request to the facility Health Unit for issuance of a medical permit to obtain, possess, and wear gender-affirming/transgender clothing. The incarcerated individual may be called to Health Services to be measured for the initial issue of undergarments. When the permit is issued, it will state whether it is for undergarments/sleepwear only or for a full State issue. A permit to possess and wear gender-affirming/transgender clothing is permanent, applicable at all DOCCS facilities, and is to be issued without an expiration date.

1. Health Services shall forward notification of issuance of the permit to the facility Deputy Superintendent for Security, Assistant Deputy Superintendent PREA Compliance Manager, the State Shop, and the package room for inclusion in the incarcerated individual's package room folder.
2. Health Services will complete Section 1 of Form #HS101, “Initial GD/Transgender Clothing Request,” (see sample, Attachment A) with the correct size(s) for undergarments requested, noting the type of permit being issued. The form will then be forwarded via Outlook to the facility Steward.

3. If the permit is for a full State issue, the Steward will contact the State Shop to see what other clothing items are needed and staff will determine the correct sizes.
4. The Steward will then complete Section 2 of Form #HS101. Additional clothing items will be noted on the second page of Form #HS101, indicating size and quantity. Unisex items are not listed as they should be available at the current facility. The completed Form #HS101 should then be sent via Outlook to the appropriate male or female facility, who will complete the request within 10 business days. The requesting facility Steward should be notified of any out-of-stock items as soon as possible so that another request for those items can be processed.
5. If a delay is anticipated in receiving undergarments, the facility Steward at the incarcerated individual's assigned facility will contact other facilities first. If undergarments still cannot be obtained, arrangements will be made to purchase from a local vendor to meet the immediate need.
6. Clothing is to be shipped via the Office of General Services (OGS) statewide contract vendor unless appropriate arrangements can be made to "ship" the clothing via scheduled transportation, if doing so does not compromise security and accountability can be maintained.
7. Once items are received, the appropriate sizes are to be written on the clothing card for future issues and the incarcerated individual will be placed on a call out. Once issued, the incarcerated individual will initial the card verifying receipt. A paper copy of the form is to be returned with the clothing and must be attached to the clothing card. Please refer to Directive #3082 for instructions on how to document permit information and the appropriate clothing card to be used.
8. Replacement issue requests will be done through regular email and should be initiated in advance to ensure that the incarcerated individual receives the replacement items when due.

Issued Items – Transgender Female in a Male-Classified Facility

1 Winter Coat (clicker coat), green
 4 Female Slacks/Skorts/Jumpers (or combination of incarcerated individual's choice), green
 1 Female Blouse, l/s, white
 3 Female Shirts, s/s, green
 1 Pair Work Shoes, black
 1 Pair of Sneakers
 2 Sweatshirts (no hood), green
 6 T-Shirts (3-white, 3-green)
 6 Unisex Socks, pairs, white

1 Scuffs, pair
 3 Handkerchiefs

Undergarments/Sleepwear

6 Panties
 6 Bras (6 Regular or 4 Regular/
 2 Sport)
 2 Pajamas
 1 Bathrobe, flannel

Issued Items – Transgender Male in a Female-Classified Facility

1 Winter Coat (clicker coat), green	1 Pair Work Shoes, black
4 Male Trousers, pairs, green	1 Pair Sneakers
4 Male Shirts, s/s, green	3 Handkerchiefs

1 Male Shirts, l/s, white
(may be issued upon request)

1 Sweatshirt (no hood), green

1 Knit Hat, green

6 T-Shirts (3-white, 3-green)

6 Unisex Socks, pairs, white

Undergarments/Sleepwear

6 Undershorts

1 Bathrobe

2 Pajamas

- D. Shock Incarceration Reception Issue - Females (Bedford Hills): Females being transferred to “shock incarceration” will turn in/exchange unneeded standard issue items as follows:

Turn In

All Nightgowns

Exchange

All Skorts for Slacks, green

IV. SHOCK CAMP ISSUEMales/Transgender Males with Permit

4 Knit Hats: green, red, gold, brown
1 Trousers, pair, green
2 Shirts, s/s, green
1 Shirt, s/s, white
1 Shirt, l/s, white
1 Pair Work Shoes, black
2 Pairs Heavy Wool Socks

1 Parka, green
3 Pairs Long Underwear Pants
3 Pairs Long Underwear Shirts

2 Red Sweatshirts (no hood)
2 Red Sweatpants
2 Red T-Shirts
2 Red Shorts (Bermuda type)
1 Green Tie
3 Pairs Gloves, w/inserts
4 Baseball Caps
(green/red/gold/brown)
1 Raincoat
1 Pair Pac Boots
1 Pair all white athletic sneakers

Females/Transgender Females with Permit

4 Additional panties to total of 10
Additional pajamas to total of 2-unless
already received as standard issue
1 Pair Work Shoes, black
2 Pairs Wool Socks
1 Parka, green
2 Pairs Long Underwear Pants
2 Pairs Long Underwear Shirts

6 Bras
1 Blouse s/s, white
1 Pair all white athletic sneakers
2 Red Sweatshirts (no hood)
2 Red Sweatpants
2 Red T-Shirts
2 Red Shorts (Bermuda type)
1 Green Tie
3 Pairs Gloves w/inserts
4 Baseball Caps
(green/red/gold/brown)
1 Raincoat
1 Pair Pac Boots

V. SPECIAL FACILITY ISSUE (Male and Female)

- A. Work Assignment Issue: Additional items from the following list may be issued at the discretion of the Superintendent for work details when the weather or job dictates, and to work crews as required by the nature of the assignment (sewage treatment plant, etc.).

The need for work assignment issue shall be verified, all issue recorded, and all such issue recovered upon completion or change of assignment. Suitable reclaimed clothing shall be issued, when available, for work assignments.

- | | |
|---------------------------------|------------------------------|
| 1 Boots, pair, insulated rubber | 2 Sets Winter Underwear or |
| 1 Parka, heavy | 1 set of Insulated Coveralls |
| 1 Trousers/Slacks, pair, green | 2 Shirts, l/s, green |
| 1 Sweatshirt (no hood), green | 1 Raincoat/Slicker |
| 1 Pair Mittens or Gloves | 1 Safety Hat |
| 2 Socks, pairs, heavy wool | 1 Safety Glasses/Goggles |
| 1 Knit Hat, green | |

- B. Culinary Assignments: All incarcerated individuals working in food production areas (i.e., food preparation, bakery, and butcher shop) shall be issued the following additional items:

- 3 Shirts, white
- 3 Trousers, pairs, white

Disposable plastic gloves, and white paper hats, or hair nets, will be issued as needed.

All other incarcerated individual food service workers shall report to their work assignments in clean State-issued clothing. This clothing shall be inspected to ensure cleanliness, and each incarcerated individual shall then be issued a clean apron to cover their pants and chest areas. Upon completion of their daily work assignments, each incarcerated individual will turn in their apron for laundering. All aprons will be kept within the work area whenever possible.

- C. Medical Assignments: Incarcerated individual health assistants working in medical areas shall be issued the following additional items:

- 3 Shirts, white

Incarcerated individual porters who work in medical areas should wear their greens.

- D. Maternity Clothing: Maternity clothing will only be issued after approval by the facility's Medical Unit (no blue, black, gray, or orange colors).

- 3 Maternity Slacks, or Skirts, or combination
- 3 Maternity Blouses/Tops (white)
- Other items as designated by the Medical Unit

- E. Court Clothing: See subsection VII-C and Directive #4919, "Transportation for Court Appearances."

- F. Religious Clothing: Upon request, female incarcerated individuals with an Islamic or Jewish religious affiliation (Conservative, Reformed, Hebrew Israelite, Hasidic, Kabbalah, or Nazarene), as recorded in Departmental records, may exchange all 3 short sleeve green shirts for 3 long sleeve green shirts. Upon request, male incarcerated individuals with an Islamic religious affiliation, as recorded in Departmental records, may have their pants hemmed to reach the top of their ankle bone.
- G. Alt 90 Program: In addition to the reception State issue, each incarcerated individual in the program is issued the following:
- 2 Shorts
 - 2 Sweatpants
 - 2 Sweatshirts

These items will be turned back in by the incarcerated individual when they no longer participate in the program.

VI. FACILITY REPLACEMENT ISSUES

A. Gender Affirming/Transgender State Clothing Replacement Issue

1. In order to ensure timely receipt of clothing from the sending facility, a GD diagnosed, intersex, or transgender incarcerated individual may initiate a request for replacements one month before they are due. If there is sufficient inventory of clothing in stock, the one month in advance call out may be waived. The incarcerated individual will be given the appropriate Male or Female Incarcerated Individual Call Out Sheet to complete and submit to the State Shop.
2. The incarcerated individual does not need to be seen in medical for clothing requests unless they request to be measured or re-sized for undergarments.
3. The Steward will be notified of any special facility clothing needs as soon as possible so an email request can be sent to the appropriate facility.
4. Any forms that are needed can be ordered or may be requested from a reception center or the closest appropriate facility.

B. Replacement Process

1. If an article does not warrant replacement, it will not be replaced. An incarcerated individual seeking replacement issue must bring worn out or unusable clothing, except for underwear and handkerchiefs (as noted below), to the State Shop. The State Shop Officer or Civilian Clerk will personally inspect the items and determine if replacement is necessary.
2. Serviceable, clean, reclaimed articles will be issued as replacements when available. The only items which may not be reclaimed and reissued are those items marked with an asterisk (*) in the wear-time guideline lists below.
3. Articles that appear to be purposely damaged in order to secure replacement, altered so as to be unusable, or claimed to be lost or stolen will be replaced based on the Department's restitution policy (see Section IX).
4. Unserviceable articles should be disposed of in accordance with Directive #3050, "Waste Reduction and Recycling Program."

- C. Wear-Time Guidelines: Under conditions of average wear, standard issue items should remain serviceable for at least as long as the wear-time expectancies set forth in the following schedules. The items marked with an asterisk (*) will automatically be replaced at the end of the time period indicated, no turn-in required. As stated above, other items will only be replaced when warranted.

Male Items - Wear-Time Expectancy

1 Coat, clicker	3 years	1 Sneakers	6-9 months
2 Shirts, s/s, green	18 months	*3 Handkerchiefs	1 year*
1 Sweatshirt, green	1 year	*3 Pairs of socks	6 months*
2 Trousers, green	18 months	*3 Shorts	6 months*
1 Shirt, white	2 years	*3 T-Shirts	6 months*
1 Shoes, work, black	1 year	1 Knit Hat	2 years

Female Items - Wear-Time Expectancy

1 Coat, Clicker	3 years	1 Sneakers	6-9 months
1 Bathrobe	2 years	1 Sweatshirt	1 year
2 Slacks/Skorts/Jumpers (combination-total 2)	18 months	*1 Pajamas	1 year*
1 Blouse, l/s, white	1 year	*3 Bra	6 months*
2 Shirts, s/s, green	18 months	*3 T-Shirts	6 months*
1 Shoes, work, black	1 year	*3 Knee socks	6 months*
		6 Panties	6 months
		3 Handkerchiefs	1 year
		1 Knit Hat	2 years

- VII. PAROLE/TEMPORARY RELEASE/COURT CLOTHING:** Incarcerated individuals must have suitable civilian clothing for parole or discharge, transfer to temporary release facilities, and for court appearances as detailed in the following subsections.

A. Parole/Discharge

1. Previous Issue: Prior to an incarcerated individual's parole or discharge, the facility shall collect all previously issued State clothing except for underwear, socks, handkerchiefs, and pajamas. If requested, and available, an incarcerated individual may also keep the following items from previous issue providing they would be suitable for their prospective employment:

Male/Transgender Male

- 1 Trousers, pair, green
- 1 Shirt, green
- 1 Shoes, work, black

Female/Transgender Female

- 1 Slacks, pair, green
- 1 Shirt, s/s, green
- 1 Shoes, work, black

2. Civilian Release Clothing: Incarcerated individuals shall wear appropriate civilian clothing when discharged or paroled.

Under no circumstances shall an incarcerated individual be released from Department custody in institutional greens.

Civilian release clothing may be provided by family, purchased by the incarcerated individual, or provided by the facility on request.

The following check-off procedure should be used prior to an incarcerated individual's parole or discharge:

- ___ Advise the incarcerated individual that they will be provided with needed items of civilian release clothing upon request.
- ___ Give the incarcerated individual an opportunity to request some, all, or none of the State issue items listed in subsection VII-D and record those issues on the clothing record card. An incarcerated individual may not be denied any requested item, provided that any item taken must be actually worn at the time of release.
- ___ In the case of any incarcerated individual who does not request State-issue release clothing, confirm that the incarcerated individual has, or will receive, suitable civilian release clothing prior to the date of release.

- B. Clothing for Temporary Release: Civilian release clothing must be sent with incarcerated individuals who are being transferred to temporary release facilities to be available for furloughs and release activities. This may include the incarcerated individual's own civilian clothing, or State-issue release clothing requested by the incarcerated individual as listed in subsection VII-D. Follow the same check-off procedure set forth in subsection VII-A. This release clothing is to be carefully boxed or packaged to prevent wrinkling and kept under lock and key until needed for release activities.
- C. Clothing for Court Appearances: Properly fitting State-issue civilian clothing, as listed in subsection VII-D, shall be issued to any incarcerated individual leaving the facility for a court appearance. If the incarcerated individual is being transferred to another facility in out-to-court status, the clothing shall be packed, along with two sets of underwear from the incarcerated individual's existing issue, and sent with the incarcerated individual (see also Directive #4919). All provided release clothing, except underwear, shall be recovered, laundered, and returned to stock upon the incarcerated individual's return.
- D. State-Issue Release Clothing

- | | |
|--|--|
| 1 Pair khaki trousers
(male/transgender male) or
khaki slacks (female/transgender
female) | 1 Pair of Sneakers
1 Belt
1 Jacket |
| 1 White shirt (male/transgender male)
or white blouse (female/transgender
female) | |

NOTE: Gender affirming/transgender State issue release/civilian clothing shall be offered to any releasing or court appearance incarcerated individual with a medical permit to obtain, possess, and wear gender affirming/transgender clothing; however, an incarcerated individual's release or court appearance shall not be delayed in order to obtain such clothing (for example, when a change in circumstances results in an expedited or immediate release).

VIII. TRANSFER OF INCARCERATED INDIVIDUAL: Prior to transfer, the incarcerated individual's clothing and labels shall be examined for any deficiencies, alterations, or shortages, and to determine proper ownership.

Deficiencies should be corrected whenever possible, and any surplus items returned to the State Shop. Every effort shall be made to get any soiled items back clean from the laundry prior to actual transfer.

The Pack-Up or Draft Processing Officer will complete Form #2075, "Incarcerated Individual Clothing Issue – Pack-Up for Transfer," and compare the clothing count with the listed items of full standard issue (see Directive #3082).

A. Clothing to be Transferred

1. Standard Issue: The complete standard issue of proper fitting clothing shall accompany the incarcerated individual from the reception center to the facility to which they are assigned, and on subsequent transfers.

If an incarcerated individual is received (a) from a reception facility, or (b) back into general confinement from work release, day reporting, or absconder status, without every item of standard issue as defined in Section III, the receiving facility shall provide the missing item(s) and then request approval to journal voucher these expenditures to a central clothing account. REIMBURSEMENT WILL BE APPROVED ONLY IN THE CASES DESCRIBED ABOVE AND ONLY FOR RECEPTION STANDARD ISSUE.

The following information must be provided to the facility's assigned Central Office Budget Analyst by email (it is not necessary to send individual documentation):

Reception or	Date of	Items	Replacement
<u>WR facility</u>	<u>Transfer</u>	<u>DIN</u>	<u>Missing</u>
			<u>Value</u>

Once this information is reviewed and approved by the Budget Analyst, appropriate account coding will be provided to the Steward to process the journal transfer.

2. To a Temporary Release Facility: The standard issue, with only two sets of incarcerated individual greens (pants and shirts) and appropriate personally owned civilian or State-issue release clothing (see subsection VII-B), shall accompany an incarcerated individual being transferred to a temporary release or community contract facility.
3. To Out-To-Court Status: State-issue release clothing (see subsection VII-C) shall accompany an incarcerated individual being transferred to another facility for a court appearance (see also Directive #4919).

B. Altered or Missing State Issue

1. Transferring Facility

- a. The Draft Processing or Pack-Up Officer should question an incarcerated individual concerning any missing or altered State issue and, if appropriate, attempt to secure voluntary restitution (see Section IX).

- b. If restitution is not offered, a report on the loss of these articles will be prepared by the transferring Officer. This report will incorporate a written statement or the transferring Officer's summary of any oral statement, made by the incarcerated individual, concerning the loss of these articles.
 - c. The report will be forwarded to the Deputy Superintendent for Administrative Services, who will review it, secure any necessary additional facts, and determine if the cost of replacement is a viable State expense, or if the incarcerated individual should be held wholly or partially responsible.
 - d. If it is determined that the incarcerated individual should be held accountable for any portion of the replacement costs, the report, the valuation of the loss, and any other documentation which would be required for disciplinary proceedings against the incarcerated individual should be promptly forwarded to the Deputy Superintendent for Administrative Services of the receiving facility. This should be completed during the same week of the transfer.
2. Receiving Facility
 - a. Any articles found to be missing or altered will be replaced by the receiving facility to ensure that the incarcerated individual has a complete standard issue.
 - b. The receiving facility will then initiate regular disciplinary proceedings or attempt to secure voluntary restitution, based on the report of the transferring facility.

IX. RESTITUTION

- A. Every attempt should be made to obtain restitution from incarcerated individuals for all items altered, lost, or purposely damaged. If the incarcerated individual responsible for the loss, damage, or alteration refuses to make voluntary restitution, a misbehavior report should be issued.
- B. State Shop and Draft Processing personnel bear the primary responsibility for confronting incarcerated individuals who have lost or possess damaged or altered clothing, and for initiating action to secure restitution.
 1. The staff person in charge of the area must explain to the incarcerated individual the circumstances surrounding the need for restitution. It will further be explained to the incarcerated individual that they cannot be compelled to sign a disbursement form for restitution.
 2. If, after explanation, the incarcerated individual agrees to make voluntary restitution for State issued items, they will fill out Form #2706, "Disbursement or Refund Request," which will be reviewed and signed by the Area Supervisor before forwarding it to the Fiscal Office for processing.
 3. If the incarcerated individual indicates they do not feel they are responsible for the loss or damage to the property, a misbehavior report will be filed and the issue will be addressed through the disciplinary process in accordance with Directive #4932, "Standards Behavior & Allowances."

X. MARKING OF STATE ISSUE CLOTHING: The incarcerated individual's name and number shall be conspicuously placed on their clothing using a heat seal label. An incarcerated individual in possession of unlabeled State issue may be subject to a misbehavior report for alteration of State clothing or for possession of contraband.

A. Location of Labels (Male Clothing)

1. The coat, jacket, shirts, and sweatshirts shall have the label attached to the front of the left chest pocket area.
2. The green trousers shall have the label attached to the outside waistband.
3. The white shirt shall have the label attached to the inside bottom.
4. Socks, handkerchiefs, and underwear will not be marked.
5. Culinary and medical issue items shall be labeled in the same manner as regular issue.
6. Shoes and sneakers will be marked with indelible ink on the inside tongues.

B. Location of Labels (Female Clothing)

1. Jumpers, coats, blouses, shirts, sweatshirts, pajamas, and bathrobes shall be labeled on the left breast pocket area.
2. Slacks and skorts shall be labeled at the waistband.
3. There shall be no marking of slippers, stockings, socks, or similar attire; bras, panties, or handkerchiefs.
4. Shoes and sneakers will be marked with indelible ink on the inside.

C. Release Clothing: Release clothing shall not be marked (any State issue clothing provided to a released incarcerated individual shall have the visible laundry marks removed).

Initial GD/Transgender State Clothing Request

[Click link at the bottom of the page for additional clothing items](#)

(Page 1 of 2)

Section 1: to be filled out by Health Care Professional		Section 1
Incarcerated Individual Name:	Date :	
DIN:	Facility:	
Health Care Professional Name:		
Underwear Request		
If appropriate, please choose one of the following: (Mark with X)		
Incarcerated Individual Opts to receive 6 pair state issued Male Undershorts:	If in Shock CF, will receive 10 pair.	
Incarcerated individual Opts to receive 6 pair state issued Female Underwear:	If in Shock CF, will receive 10 pair.	
Bra Request		
Incar. Indiv. Bra Size:		
If appropriate, please choose one of the following 2 choices: (Mark with X)		
Incarcerated Individual opts to receive 6 bras.		
Incar. Indiv. opts to receive 4 bras and 2 sports bras.		
Type of Permit Being Issued: (Mark with X)		
Undergarment/Sleepwear	Full State Issue (See Page 2)	
Instructions for Health Services: Email this form to your DSA. Click the blank form field at the bottom of the page and then the "Prepare Email" button at the bottom of the page to create an email with this attachment. Address the form to your DSA and click send.		
Section 2: to be filled out by Steward		Section 2
Steward Name:	Date:	
Steward Comments:		
Instructions for Facility Steward: If request for Male Clothing: Email this form to the Steward of the closest Male Facility. If request for Female Clothing: Email this form to either Albion or Bedford Hills CF Steward, whichever facility is closest. Complete form, save and send to the appropriate steward.		
Section 3: to be filled out by Steward (of Facility Providing Clothing)		Section 3
Steward Name:	Date Request Received:	
Steward Comments:		
Expected Date of Delivery to Requesting Facility		
Instructions for Steward: Email this form to Requesting Health Services Staff and Steward. The undergarments are to be sent to the requesting facility State Shop. In addition, physically mail this form along with the requested clothing.		

If any items are out of stock, please notify requesting Steward as soon as possible. Clothing items are to be sent to the requesting facility within 10 business days of receipt of this form.