



**SAN MATEO COUNTY  
PROBATION DEPARTMENT  
INSTITUTIONS SERVICES MANUAL**

**ARTICLE 11  
Bedding and Linen  
§1500, 1501, & 1502**

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**Topic                      Bedding and Linen Exchange**

**Policy**                      Staff shall issue clean bedding, linens and mattress to all youth who are expected to remain overnight in the facility. All youth may exchange bedding and linens on a weekly basis.

**1500. Standard Bedding and Linen Issue.**

Clean laundered, suitable bedding and linens, in good repair, shall be provided for each youth entering a living area who is expected to remain overnight, shall include, but not be limited to:

- a. one mattress or mattress-pillow combination which meets the requirements of Section 1502 of these regulations.
- b. one pillow and a pillowcase.
- c. one mattress cover and a sheet or two sheets.
- d. one towel; and,
- e. one blanket or more, upon request. Depending upon climatic conditions.

**1501 BEDDING AND LINEN EXCHANGE**

Staff shall allow youth to exchange towels daily. Youth shall be allowed to exchange sheets, mattress covers, and pillowcases at least once per week. Staff shall allow youth to exchange bedsheets or blankets at least once per week.

Staff shall allow youth who soil their bedding to exchange their linen more frequently as appropriate. Policies and procedures regarding the handling of linen soiled with body fluids, vermin, or potentially infectious agents are contained in Section 1483, Clothing, Bedding, and Linen Supply.

Staff may remove the bedding of a youth who presents a danger to themselves pending a mental health consultation. Staff shall follow the directives of mental health staff regarding the provision of bedding to youth with suicide precautions

## **1502 MATRESSES**

One clean, firm, nontoxic fire-retardant mattress will be issued to each youth. Mattresses will be serviceable and enclosed in an easily cleanable, nonabsorbent material and conform to the size of the bunk. Mattresses will be cleaned and disinfected when a youth is released or upon reissue.

Mattresses shall meet the most recent requirements of the State Fire Marshal, the Bureau of Home Furnishings' test standard for penal mattresses, and any other legal standards at the time of purchase (15 CCR 1502). Staff shall ensure that youth mattresses are cleaned and disinfected according to the product recommendations.

Staff shall consider what mattress type is suitable for pregnant youth or youth with other medical-related needs (15 CCR 1483).

Linen exchange shall occur at least weekly. (15 CCR 1501). Towel exchange shall occur daily.