

## DONATION OF SURPLUS CLOTHING

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 3-1-033, date 02/14/12
- FORMS:** Request for Donation of Surplus Clothing (Attachment)
- PURPOSE:** To provide a uniform method for the donation of surplus clothing.

### I. GENERAL INFORMATION

- A. The Board of Supervisors has authorized the Probation Department to dispose of County clothing that is issued to minors detained in or committed to the County Juvenile **Facilities**.
- B. Clothing and footwear that has been deemed unsafe by the Director of the facility or his/her designee, that will not be reissued due to its worn or tattered condition, may be donated to nonprofit organizations serving the homeless.
- C. The selection of the homeless shelter, which will receive the donation, shall be made from the list of nonprofit providers listed in the periodic Directory of Homeless Shelters published by the Orange County Homeless Issues Task Force or from the shelters sponsored by United Way.
- D. The Probation Division Director or designee making the donation shall complete the Request for Donation of Surplus Clothing form, identifying what was donated (i.e., pants, shirts, shoes, etc.); to whom it was donated; when it was donated; and how much was donated (expressed as number of pairs, bags, etc.). And maintain a file copy of Request for Donation of Surplus Clothing form.

### II. PROCEDURE

- A. The **Facility** Supplies Clerk will complete the Request for Donated Clothing form and submit it to the Division Director or designee for approval.
- B. Once approved, the Division Director or designee will contact a homeless shelter and arrangements will be made for pickup or delivery of the items.
- C. Upon pickup or delivery, the receiving agency will acknowledge receipt of the clothing via a signature on the Request for Donated Clothing form. The form will be retained by the donating **facility**. A copy of this form will be maintained for the CDPO of **Juvenile Intake and Detention Bureau**, and the Director of Administrative & Fiscal Division.

**REFERENCES:** None

Attachment

P. Lagunas

**APPROVED BY:**

**REQUEST FOR DONATION OF SURPLUS CLOTHING**

FACILITY: \_\_\_\_\_ DATE: \_\_\_\_\_

DESCRIPTION OF CLOTHING TO BE DONATED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ APPROXIMATE VALUE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

DIVISION DIRECTOR APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

DISTRIBUTION OF DONATED CLOTHING

DESIGNATED SHELTER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

PERSON RECEIVING DONATION: \_\_\_\_\_ DATE: \_\_\_\_\_

DISTRIBUTION: CDPO Juvenile Intake and Detention Bureau  
Director/A&FS