

DATE:	NOVEMBER 20, 2018
NUMBER:	L.11
SUBJECT:	PERSONAL HYGIENE
RELATED SECTIONS:	P.3 , R.13
IN COMPLIANCE WITH:	TITLE 15, SEC (s). 1265, 1266, PREA

PURPOSE

To ensure hygiene items and facilities necessary to the maintenance of personal hygiene are available to all inmates.

POLICY

Any inmate to be held longer than twenty-four (24) hours shall be supplied with those items necessary for the maintenance of adequate personal hygiene. Indigent inmates will be issued a welfare pack. Any inmate, who has less than two dollars (\$2.00) on their account and has not had two dollars (\$2.00) during the previous week, is considered indigent. Non-indigent inmates may purchase needed items from Commissary. Upon assignment to a housing unit an inmate will be allowed a shower and additional showers at least every 48 hours thereafter. Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.

PROCEDURE

I. HYGIENE KIT

- A. Each inmate who is to be held beyond twenty-four (24) hours will be issued a hygiene kit at the time of transfer to a housing unit. These hygiene kits will include a comb, toothbrush, toothpaste, shampoo and 2 bars of soap. Female inmates will be provided with sanitary napkins.
- B. Hygiene kit items are paid for out of the departmental budget, not from Inmate Welfare funds. They are inventoried and maintained as part of the Sheriff's Commissary inventory.

II. WELFARE PACKS

- A. Welfare packs will be supplied to indigent inmates as defined above. Inmate welfare packs will be delivered on Commissary day.
- B. On the scheduled Commissary delivery day, Commissary staff will run the "Inmate Welfare Pack" report on JIMS. Commissary staff will determine the indigent inmates by module. The exact amount of welfare packs needed, per module, will be delivered during normal Commissary delivery times. The list of names of inmates to receive the welfare packs will be attached to the outside of the bag. Deputies are responsible for distributing the welfare packs to inmates identified on the list.

C. A Welfare Pack consists of the following:

- Two (2) stamped envelopes
- One (1) deodorant
- One (1) pocket comb
- One (1) tube of toothpaste
- One (1) toothbrush
- One (1) bar of soap
- One (1) soft pencil
- One (1) shampoo

The cost of welfare packs is paid for out of Inmate Welfare funds.