

DATE:	NOVEMBER 7, 2023
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 incarcerated persons.

POLICY

Any incarcerated person to be held longer than 24 hours shall be supplied with those items necessary for the maintenance of adequate personal hygiene. Indigent persons will be issued a welfare pack. Any person who has less than \$2.00 on their account and has not had \$2.00 during the previous week is considered indigent. Non-indigent individuals may purchase needed items from Sheriff's Commissary.

Upon assignment to a housing unit an incarcerated person will be allowed a shower and additional showers at least every 48 hours thereafter. If showering is prohibited, it must be approved by the Facility Commander or designee, and the reason(s) for prohibition shall be documented in the Watch Commanders Log. Transgender and intersex persons shall be given the opportunity to shower separately from other individuals.

In accordance with California Penal Code 4023.5, any person confined in the detention facility shall, have access to personal hygiene materials with regard to their menstrual cycle and reproductive system, including but not limited to, sanitary pads, panty liners and tampons. These items shall be available upon request and at no cost to the incarcerated person. These items will be distributed to incarcerated persons free of charge and regardless of indigency status.

PROCEDURE

I. HYGIENE KIT

- A. Each person who is to be held beyond 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 incarcerated persons will be provided with sanitary products.
- B. Hygiene kit items are paid for out of the departmental budget, not from Incarcerated Person 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 incarcerated persons as defined above. Welfare packs will be delivered on commissary day.
- B. On the scheduled commissary delivery day, Sheriff's Commissary staff will run the "Incarcerated Person Welfare Pack" report on the Jail Information Management System (JIMS). Sheriff's Commissary staff will determine the indigent persons by module. The exact amount of welfare packs needed will be delivered during normal commissary delivery times. The list of names of individuals to receive the welfare packs will be attached to the outside of the bag. Deputies are responsible for distributing the welfare packs to individuals identified on the list.
- C. A welfare pack consists of one each of the following (unless otherwise noted):
 - 1. Stamped envelopes (4)
 - 2. Deodorant
 - 3. Pocket comb
 - 4. Tube of toothpaste
 - 5. Toothbrush
 - 6. Bar of soap
 - 7. Golf pencil
 - 8. Shampoo
- D. The cost of welfare packs is paid for out of Incarcerated Person Welfare Funds.