

5-27/000.00 Inmate Personal Care Items and Hygiene

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the distribution of admission kits and the maintenance of personal hygiene by inmates being processed within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC.

ORDER:

Every inmate has the right to be able to maintain their personal hygiene. Additionally, cleanliness is important in maintaining order and personal discipline within a custodial setting. Personnel assigned to Module 231 shall adhere to the following procedures.

Each newly-processed inmate is given the opportunity to shower before proceeding to temporary or permanent housing.

Inmates continuing medical triage in Module 231, considered to be temporary housing, shall at the minimum, be permitted to shower/bathe at least every other day or more if possible. The module officer shall log all showers given on each shift in the electronic Uniform Daily Activity Log (e-UDAL).

Inmates assigned to Module 231 shall receive an admissions kit along with a mattress, clean undergarments, and linen. The module officer shall log the distribution of admissions kits in the e-UDAL. .

Hygiene / Admissions Kits:

As outline in the Custody Division Manual (*CDM*) *Section 5-13/090.00*, all inmates, at the time of housing into a custody facility, shall receive an admissions kit.

All inmates assigned to Module 231 will be supplied with an admissions kit, which includes the following:

Hygiene Kit:

- Toothbrush
- Toothpaste
- Soap
- Comb
- Deodorant
- Shampoo

Obtaining Admissions Kits:

Admissions kits are supplied by the Inmate Services warehouse and shall be picked up, maintained and distributed by IRC supply to Module 231. The lead deputy assigned to Module 231 or their designee, will be responsible for picking up admissions kits from the Inmate Services warehouse and/or the IRC warehouse and shall maintain a regular supply for inmate distribution in the module. All razors shall be collected out of the hygiene kits and placed in a secured area.

Razor Blades:

Due to the potential danger of razor blades, inmates awaiting medical and mental health clearances shall not receive a razor.

Inmates going to court may receive a razor, upon request. The razor shall be collected after its use by custody personnel and properly disposed of.

Any changes and/or deviations to this policy shall be approved by the watch commander.
