5-16-040: Distribution of Personal Care Items- Approved by CSS 4/2/2024

Los Angeles County Sheriff's Department

	Unit Order: 5-16-040
CUSTODY SERVICES DIVISION	**Effective Date:** 06/21/06
SPECIALIZED PROGRAMS	**Reviewed Date:** 01/18/24
CENTURY REGIONAL DETENTION FACILITY	
Subject: Distribution of Personal Care Items	
Reference: CDM 5-01/050.00, 5-13/080.00, 5-13/090.00; CCR Title 15, Section 1265	
Unit Commander Signature: On File	**Date: 04/04/2024**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the distribution of personal care items to prisoners and inmates housed at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

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

ORDER:

Pursuant to the California Code of Regulations (CCR) Title 15, section 1265, "Issue of Personal Care Items," and Custody Division Manual (CDM) sections 5-13/080.00, "Indigent Inmates," and 5-13/090.00, "Personal Care Items and Supplies for Inmates," the following procedures have been established for the distribution of personal care and hygiene items to inmates.

All new prisoners at the time of intake, and existing inmates (upon request) who are held over twenty-four (24) hours and unable to supply themselves with the following items (due to indigence or the absence of canteen), shall receive an "Admissions Kit," which includes the below listed items:

- Toothbrush
- Toothpaste
- Soap
- Comb
- Deodorant

- Shampoo
- Shaving implements*
- “Guide Through Custody” pamphlet
- Prison Rape Elimination Act (PREA) Comprehensive Inmate Education Form (SH-J-632)

***NOTE:** Shaving implements (disposable cartridge or razors) shall be provided to general population inmates.

All inmates, regardless of the length of time spent in a custody facility, who are unable to supply themselves with the above listed personal care items, shall be provided the needed item upon request, from the module officer. Module officers shall ensure personal care items are available for distribution upon request.

Correctional Health Services (CHS) clinicians will determine and communicate with custody personnel the allowable property recommendations and/or restrictions via an “Inmate Property Door Sign” for inmates placed on risk precaution (suicide risk) and inmates housed in High Observation Housing (HOH). Moderate Observation Housing (MOH) inmates may retain a toothbrush and toothpaste inside their cell. For additional information regarding housing and handling of risk precaution and HOH inmates, refer to CDM section 5-01/050.00, “Handling of Suicidal Inmates.”

Each menstruating inmate housed at CRDF shall be provided with sanitary napkins, panty liners, and tampons. All feminine hygiene products shall be readily available in a common space within each module or pod setting.

Indigent Inmates

Inmates who are indigent and unable to supply themselves with personal care items at the time of their commissary order, may select “Indigent Kit,” which includes the same articles as the “Admissions Kit.”

The following items are included in the “Indigent Kit” supplied by the commissary vendor:

- “Admissions Kit” items
- Stationary
- Postage stamps
- Pencil
- Envelope

If an inmate has less money than the price of the indigent kit in their trust fund account at the time of ordering, the indigent kit will be provided to the inmate and the total cost of any indigent kits provided to the inmate will be deducted from the inmate’s trust fund account at any time that funds become available.

Revised 01/18/2024

Revised 05/04/21 (DOJ 51)

Revised 08/14/20

Revised 08/03/17