2-06/010.01 Personal Care Items for Female Inmates

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The following shall be made available to all female inmates held in the temporary custody of court facilities:

- All female inmates shall be allowed reasonable access to toilets, washing facilities, and drinking water.
- All female inmates shall be provided with sanitary napkins, panty liners, or tampons upon request.
- All female inmates shall be allowed reasonable privacy during moments of personal care.
- All female inmates shall be provided access to disability areas and services as necessary.
- All female inmates shall be provided a snack lunch if they haven't eaten in the past four hours.
- All female inmates shall be provided professional medical treatment for any complaint of injury or illness. The Branch Supervisor shall authorize paramedics or appropriate transport to a designated medical facility.

All female inmates attending court proceedings shall be allowed to bring personal hygiene items that were issued upon their initial custody placement and housing. All female inmates, upon housing, received an "Admissions Kit," which includes the below-listed items:

- Toothbrush
- Toothpaste
- Soap
- Comb
- Shaving implements
- Deodorant
- Shampoo

These items are to remain with inmates during judicial proceedings unless it has been reasonably decided to confiscate or remove any personal care items. The Branch Sergeant or Area Lieutenant shall be responsible for the control, storage, and inventory of all inmate care items. A sufficient supply of care items shall always be available, and staff shall be prepared to meet unforeseen demands. All other standards of personal care (clothing, bedding, showering) shall be the responsibility of the inmate's housing facility.

The Branch Sergeant or Area Lieutenant shall conduct weekly checks to ensure adequate inventory of menstrual products are available. The weekly checks shall be documented in the electronic Uniform Daily Activity Log (e-UDAL). If additional supplies are needed the Branch Sergeant or Area Lieutenant shall make a request to the appropriate bureau personnel.

9/11/2024