POLICY AND PROCEDURES

ST. LOUIS COUNTY

JUSTICE CENTER

DEPARTMENT OF JUSTICE SERVICES

ST. LOUIS COUNTY, MISSOURI

NUMBER: 835   **SUBJECT: Inmate Razors**

ACA STANDARDS: 3-ALDF-4D-12

ACTING* DIRECTOR: *Julia Childrey

EFFECTIVE DATE: 9/97   REVISION DATE: 12/99, 5/05, 1/09,
                      1/12, 11/12, 1/14, 12/15, 12/18

I.   POLICY

The St. Louis County Department of Justice Services shall provide disposable razors for inmates to maintain personal hygiene, serve as a precaution against the transmission of communicable diseases and provide a secure and organized method of issuing and disposing of razors.

II.   RESPONSIBILITIES

The St. Louis County Department of Justice Services' Commissary Clerk (i.e, private commissary vendor) and all Corrections staff are responsible for the following procedures.

III.   PROCEDURES

A.   Razor Purchase, Storage and Exchange

    1.   Disposable razors shall be available for purchase through the Inmate Commissary program.

    2.   Indigent inmates shall be given a razor pursuant to the Inmate Personal Hygiene Policy, #836.

    [3.   Razors shall be placed in plastic pouches and be sorted in individually marked containers and stored in a cabinet drawer in the Unit Control area or the Indirect Control Center.

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4. The Keefe employee shall give the inmate razors to Unit Control Officer. The Unit Control Officer will sort the razors in the individually marked razor containers.

5. When inmates purchase new razors, the Unit Control shall retrieve the used razors from the container at Unit Control and replace them with the new razors. The Unit Control Officer will then place the used razor in a bio-hazard sharps container.

6. When inmates are released from the facility, the Unit Control Officer shall dispose of the razor in the bio-hazard sharps container.

7. When the bio-hazard sharps container is full, the Corrections Officer Lead will ensure the container is removed from the floor to the clinic for disposal in bio-hazard boxes in the Bio-Hazard Room.

B. Distribution and Retrieval

1. The Housing Unit Officer shall retrieve the razors from Unit Control or Indirect Control Center for inmate use at the beginning of the 2nd shift.

2. The Housing Unit Officer shall remove the razor from the pouch and distribute the razors to inmates requesting them. The officer will retain the pouch that holds the razor.

3. Inmates shall use the razors in the allocated time (approximately 30 minutes) and return it intact to the Housing Unit Officer when requested.

4. When returning razors, inmates shall place the razor on a flat surface in the presence of the Housing Unit Officer. After the officer has inspected the razor, the officer will place the razor back into the pouch and return the razor to the container.

5. Before returning the razors to Unit Control, the Housing Unit Officer shall ensure all razors have been returned intact.

   a. If a razor has been altered, the inmate may face disciplinary action.

b. If a razor cannot be accounted for after a reasonable effort to retrieve, the Housing Unit Officer shall request a housing unit lockdown and a shakedown shall be initiated. <u>(See Policy #812 Facility Shakedowns)</u>

c. Inmates refusing to return razors will be subject to disciplinary action. <u>(See Policy #1804 Rules and Discipline)</u>

C. Special Considerations

1. Inmates under high risk or medium risk suicide precautions will not be allowed to purchase or have access to a razor. These inmates will be given access to an inmate barber for beard trimming and shaving at least (3) times a week on the second shift under the supervision of a Corrections Officer.

2. Inmates housed in the Mental Health Infirmary will not be allowed to purchase or have access to a razor. These inmates will be given access to an inmate barber for beard trimming and shaving at least (3) times a week on the second shift under the supervision of a Corrections Officer.

3. "Precautionary Risk" inmates will be allowed to purchase and use a razor when housed in general population.

*[**4.** Inmates that are active on the Behavior Management Plan will not be allowed to purchase or have access to a razor.]*