

POLICY AND PROCEDURES

NUMBER: 836

SUBJECT: Inmate Personal Hygiene

ACA STANDARDS: 4-ALDF-4B-03, 06, 07, 09; 6B-07

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 5/05, 1/09,
3/11, 11/14, 2/16



I. POLICY

The St. Louis County Department of Justice Services shall ensure all inmates practice good personal hygiene to facilitate a safe and healthy environment for staff and inmates.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services' staff and all inmates are responsible for the following procedures.

III. DEFINITIONS

Indigent Inmate: An inmate with a zero balance on the commissary log for a period of at least two (2) weeks.

Basic Hygiene Package: Items issued to all new inmates, consisting of: one (1) bar of soap, one (1) toothbrush, one (1) tube of toothpaste, one (1) pair of underwear for inmates without underwear.

Indigent Package: Items issued to indigent inmates which consists of: one (1) toothbrush, one (1) tube of toothpaste, one (1) deodorant container and one (1) shampoo.

Special Indigent Items: Items issued to indigent inmates on a case by case (as needed) basis, consisting of: two (2) postage stamps, one (1) safety razor (for shaving), two (2) envelopes, one (1) comb and two (2) sheets of writing paper.

IV. PROCEDURES

A. Personal Hygiene Items

- 1.** A basic hygiene package shall be issued to all new inmates processed into the jail or confinement facility.
- 2.** Soap, toilet tissue and feminine hygiene items will be available in the housing units.
- 3.** Additional personal hygiene items shall be available for purchase from the inmate commissary.
- 4.** Indigent inmates must submit a request to their Corrections Case Manager for available personal hygiene items when needed. The Corrections Case Managers maintain a supply of indigent items in their offices.
- 5.** The Corrections Case Manager shall process requests for indigent items pursuant to the criteria stated herein.

B. Personal Hygiene Requirements

- 1.** All inmates shall be required to maintain good personal hygiene practices.
- 2.** Inmates shall be encouraged to shower daily.
- 3.** Inmates shall be encouraged to brush their teeth daily.
- 4.** Inmates shall be encouraged to shower after heavy recreational activities.
- 5.** Inmates suspected of head or body lice shall be immediately referred to Corrections Medicine for medical attention.
- 6.** Inmates repeatedly refusing to maintain good personal hygiene practices shall be subject to disciplinary action.

C. Cosmetology Equipment

- 1.** Hair cutting equipment shall be stored at the Unit Control area.

2. Curling irons and blow dryers shall be available for female inmates in the housing units.
3. Hair cutting equipment, curling irons and blow dryers shall not be allowed in the housing cells.
4. Male inmates must submit requests for haircuts to their Housing Unit Officer and sign the scheduled haircut list.
5. Female inmates must submit requests to their Housing Unit Officer to use curling irons and blow dryers.
- [6. *Each housing unit floor shall maintain an inmate haircut schedule that supports good hygiene.*]
7. Inmate barbers shall give haircuts in a designated area of the housing pod dayroom.
8. All chemical hair treatment kits shall be purchased through the inmate commissary.
9. Chemical hair treatment kits shall not be used in the housing cells.
10. Inmate workers shall thoroughly clean the area used for cosmetology care after the services are completed.
11. Unit Control Officers shall ensure all haircutting equipment is thoroughly cleaned after each use and prior to storage.