

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 15.03	<b>PAGES:</b> 1 of 4
	<b>RELATED ORDERS:</b> ACA 4-ALDF-4B-06, 4B-07, 6A-08, 6B-07 MJS 1265, 1266, 1267 P&P <a href="#">18.06</a> P.C. 6030	
	<b>ISSUED DATE:</b> April 1, 1992	
	<b>REVIEW DATE:</b> August 5, 2016	
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<b>CHAPTER:</b> Sanitation and Hygiene	<b>SUBJECT:</b> Inmate Hygiene	

I. **PURPOSE:** To describe inmate facilities for personal hygiene pursuant to 6030 PC.

II. **POLICY:** The following shall govern inmate personal hygiene:

- A. Articles necessary for maintaining personal hygiene will be provided to all inmates.
- B. Hair care services and facilities are available to all inmates.
- C. Inmates will be allowed freedom in personal grooming except when a valid facility interest justifies otherwise.

III. **PROCEDURE:**

- A. **NEW-BOOK BAGS:** Each inmate will receive a new-book bag from the ITR or housing floor/unit deputy. Refer to Policy and Procedure 18.06, "Commissary Procedure" for more information.
- B. **SHOWERS:** Pursuant to Minimum Jail Standard 1266, deputies will provide shower availability for inmates as follows:
  1. Upon completion of the booking process and prior to dressing into facility clothing.
  2. When confined to a housing floor/unit, showers are available on a daily basis, except for inmates assigned to isolation. Inmates are required to maintain their personal hygiene.
  3. Water temperature for showers will be thermostatically controlled and set at 105 degrees Fahrenheit to ensure the safety of inmates.

C. HAIR CARE EQUIPMENT:

1. Hair care equipment is purchased from the Sheriff's Office budget.
2. Each housing floor/unit will be issued one (1) complete set of hair care equipment with an updated log listing all items.
3. Hair care equipment will be kept in the dayroom storage areas at SRJ, and inside the deputy's office at GDJ.
4. Hair care equipment will be stored in provided container. Deputies will ensure the containers remain clean.
5. Hair care equipment will be controlled by use of an inventory sheet.
  - a. The inventory shall indicate the number and type of items present in the container and will be updated each time a change occurs.
  - b. Each time the items are issued, the deputy shall check the container to ensure the items are present.
  - c. The inventory sheet shall be kept in the container until the equipment is issued. The sheet shall be kept in the deputy's office until the equipment is returned.
  - d. In the event of a discrepancy in the inventory, the deputy shall notify the area supervisor.
6. The Housing Control Sheriff's Technician will log the pod or dayroom location where the equipment is being used.
7. The deputy is responsible for ordering new equipment in the event of breakage.
8. Inmates will be monitored when using hair care equipment.
9. The housing floor/unit deputy will submit the appropriate report when county equipment is destroyed. Blatant misuse of hair care equipment will result in a disciplinary report.

D. HAIR CARE SERVICES: Hair care services will be available to inmates at least once per week in accordance with the following:

1. Hair cutting supplies are available through the housing floor/unit deputy upon

request.

2. Times when hair cutting will be allowed are posted.
3. Hair cuts for Administrative Isolation (A/I) inmates will be arranged through the Classification/ Detail Officer, as follows:
  - a. Inmates request haircuts via message request to the housing floor/unit deputy.
  - b. The housing floor/unit deputy will contact the Classification/Detail Officer.
    - 1) The Classification/Detail Deputy, upon request, will assign a “cleared” inmate barber, to the A/I housing unit to perform the haircut.
    - 2) The Commanding Officer or designee will advise the housing floor/unit deputy who the cleared inmate barber is.
    - 3) The housing floor/unit deputy will make the necessary arrangements for movement of the inmate barber to and from the A/I unit.
4. Hair cutting supplies will be sterilized with bactericide after each use.
5. Bactericide and hair care implements will be secured by the housing floor/unit deputy when not in use.

E. DISPOSABLE RAZORS AND NAIL CLIPPERS: Razors and nail clippers are available for purchase in commissary.

1. Indigent inmates may request free-line, which includes a razor. Nail clippers are available for use through the housing floor/unit deputy.
2. Administrative Isolation inmates and inmates on inmate observation logs may NOT purchase razors or nail clippers. Both are available for loan through the housing floor/unit deputy. Loaned razors will be discarded after use and nail clippers will be disinfected after use.

F. SPECIAL HYGIENE ARTICLES:

1. Special hygiene articles (i.e., special soaps, dentifrice, etc.), will be issued by and with the approval of the medical staff.
2. Sanitary napkins for female inmates will be available in ITR and housing floors/units as needed.

- 3. As soon as practical after a female inmate is admitted into the secure portion of ITR, a female deputy shall advise her that, if she is menstruating, she may request that any deputy provide her with feminine hygiene products and that all reasonable efforts will be made to comply with that request within thirty (30) minutes.*
- 4. A supply of feminine hygiene products shall be stored as close as practical to each holding cell used to house female inmates, and the supply shall be checked by an ITR deputy at least once per shift to ensure that it is adequate to meet the needs of the female inmates in ITR during that shift.*
- 5. Each holding cell in ITR regularly used to house female inmates shall be equipped with a means by which inmates can dispose of used feminine hygiene products in a hygienic manner. ITR Deputies will ensure the removal of such disposed feminine hygiene products during the regular cleaning process (defined in P&P 15.01- Sanitation and Hygiene Section III, A. 6&7),*