

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject INMATE HYGIENE	Policy Number DL-3
		Effective Date 09-29-22
Related Information DD-1, <i>Authorized Inmate Possessions</i> DJ-4, <i>Pod Restrictions and Security Overrides</i> DJ-8, <i>Alternative Meal Disciplinary Sanction</i> DL-1, <i>Inmate Laundry</i> DM-1, <i>Inmate Work Program Rules and Regulations for Inmates</i>	Supersedes DL-3 (08-20-15)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures regarding inmate hygiene standards, and for various services, equipment, and facilities made available to inmates by detention personnel for maintaining their personal hygiene and living environment. Proper inmate hygiene contributes to the security of the Office jail facilities and prevents the spread of disease.

POLICY

It is the policy of the Office to maintain inmate personal hygiene and appearance standards in Office jail facilities, as it affects the health, safety, and welfare of both inmates and Office employees. Inmates shall be given an opportunity to maintain their personal hygiene and living environment. Each Office jail facility commander shall establish specific hygiene standards consistent with the sanitation, safety, and health requirements of their respective jail facility.

DEFINITIONS

Full-Custody: Continuous custody until the inmate is judicially released on all charges, holds, or sentences. Inmates who have been temporarily released into the community and return, such as in the Work Furlough Program, or are serving a work release or weekender sentence, are not considered full-custody.

Indigent Inmate: An inmate who has one dollar or less in their inmate funds account for at least seven consecutive days.

Inmate Tablet: A handheld computerized electronic device which uses a touch screen interface. The inmate tablet is provided and maintained by a contracted vendor. Inmate tablets are battery operated and must be returned to the charging station on a regular basis in order to be charged.

Parasite: A parasite is an organism that lives on or in a host organism and gets its food from or at the expense of its host.

Restrictive Housing: Any type of detention that involves: removal from the general inmate population, whether voluntary or involuntary; placement in a locked room or cell, whether alone or with another inmate; and the inability to leave the room or cell for the vast majority of the day, typically 22 hours or more.

Security Override: An authorized and temporary action used to deny, restrict, or withhold certain privileges, or delay the availability of individual rights from a group of inmates due to existence of unusual circumstances affecting the institutional safety, order, or security.

Sheriff's Inmate Electronic Data (SHIELD): An Office jail management system containing information about individuals who are, or have been, incarcerated or booked into an MCSO jail facility. Information is entered in this database when an individual is booked and updated throughout the term of incarceration. This includes but is not limited to: inmate's charges; holds; court dispositions; bond and fine amounts; inmate listed booked in personal property; locker assignments; housing locations; restrictions; emergency medical information; scheduled inmate appointments; and the day to day operations of jail facility housing unit shift logs.

PROCEDURES

1. **Inmate Hygiene Standards:** Inmate Hygiene Standards are outlined in the *Rules and Regulations for Inmates*, and as specified by the Office jail facility commander.
2. **Inmate Shower Opportunities:** There are sufficient facilities in the housing areas and booking areas to permit inmates to shower upon admission to the Office jail facility and daily thereafter. The water temperature for showers shall be thermostatically controlled.
 - A. Under normal circumstances, inmates shall be given the opportunity to shower upon arrival at their housing unit. Newly booked inmates may be given an opportunity to shower prior to being transferred to an assigned jail facility or housing unit, with the approval of a shift supervisor.
 - B. General population inmates shall have access to showers daily.
 - C. Working inmates shall be required to maintain personal hygiene, as specified in Office Policy DM-1, *Inmate Work Program*.
 - D. Inmates in restrictive housing will normally be allowed to leave their cell one hour each day to complete their hygienic needs.
 - E. Hygienic needs for inmates housed in the Inmate Medical Services Division are in accordance to the procedures applied by Correctional Health Services (CHS) and the Inmate Medical Services Division Commander.
 - F. The Office jail facility commander or designee may allow inmates shower access if a housing unit is placed on security override with no dayroom access, as specified in Office Policy DJ-4, *Pod Restrictions and Security Overrides*. Showers may be scheduled in a housing unit during a security override as follows:
 1. When an inmate is scheduled for a court appearance;
 2. When the security override is extended past 72 hours; the inmates may be offered access to one 15-minute shower every 72 hours thereafter; or
 3. When an inmate is on an alternative meal sanction, they shall receive shower access, as specified in Office Policy DJ-8, *Alternative Meal Disciplinary Sanction (Alternative Meal Muffins)*.
3. **Inmate Haircuts:** Inmates requesting a haircut shall submit an *Inmate Request Form* in written form or electronically through the inmate tablet to detention personnel. Barber services for inmates are provided, conditionally based upon the availability of barber equipment. The availability of barber services may be affected by an inmate's classification, housing unit, or other factors as determined by the jail facility commander or designee.

- A. Haircuts shall normally be given in chronological order based upon the date the request was received. An inmate haircut request may be given priority if the inmate is scheduled for court.
 - B. Barber equipment shall be stored in a secured area when not in use. Barber equipment shall be inventoried each day, by detention personnel, prior to distribution to the assigned barber, and re-inventoried and examined for damages upon return.
 - C. Detention personnel responsible for supervising and controlling barbering activities shall ensure the equipment is not being misused.
4. **Personal Hygiene Products:** Personal hygiene products are available to inmates through the Inmate Canteen Section.
- A. Personal hygiene packages are distributed to newly booked full-custody inmates, as specified in Office Policy DD-1, *Authorized Inmate Possessions*.
 - B. Indigent full-custody inmates may request indigent care items by submitting a canteen order in written form and/or electronically, as specified in Office Policy DD-1, *Authorized Inmate Possessions*.
 - C. Toilet paper, bar soap, and where applicable sanitary napkins, shall be made available and distributed by detention personnel on every shift. An entry shall be made in the Sheriff's Inmate Electronic Data (SHIELD) including the time when personal hygiene products were distributed. Inmates shall receive a toothbrush and toothpaste upon request.
 - D. Razors shall be distributed at the discretion of the Office jail facility commander.
5. **Inmate Housing Areas:** Detention personnel shall ensure cleaning supplies are maintained in the housing unit, and are available to the inmates, as determined by the Office jail facility commander.
- A. All newly housed inmates shall be given a cleaning towel and disinfectant to clean their cell, bunk, and mattress upon entering the housing unit.
 - B. Cleaning equipment, such as a mop head, mop bucket with wringer, broom head, broom stick, dustpan, and disinfectant spray bottles shall be inventoried and distributed into each housing unit on every shift by detention personnel. All cleaning equipment shall be re-inventoried and examined for damage upon its return at the end of each shift. Entries shall be made in SHIELD upon inventory, distribution, and return of cleaning supplies.
 - C. After each meal, inmates shall be allowed one hour to clean their cells or bunks and dayroom areas.
 - D. Trash shall be bagged and removed from the housing area at least once each shift.
6. **Mattress Maintenance:** Detention personnel are responsible to ensure all mattresses are cleaned and disinfected as follows:
- A. Mattresses in use shall be cleaned at least monthly.
 - B. Returned mattresses shall be cleaned before being placed into storage.
 - C. Unusable mattresses shall be removed.

7. **Parasites:** An inmate infested with a parasite shall be referred to Correctional Health Services (CHS) to receive appropriate treatment. Contaminated laundry shall be properly bagged and secured, as specified in Office Policy DL-1, *Inmate Laundry*.