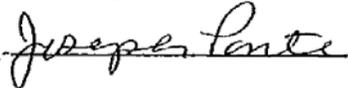


POLICY TITLE: PRISONER PERSONAL HYGIENE, GENERAL GUIDELINES		PAGE 1 OF 4
POLICY NUMBER: 17.3		
CHAPTER 17: SANITATION AND HYGIENE		
	STATE of MAINE DEPARTMENT OF CORRECTIONS	PROFESSIONAL STANDARDS: See Section VII
	Approved by Commissioner: 	
EFFECTIVE DATE: August 30, 2004	LATEST REVISION: May 9, 2013	CHECK ONLY IF APA []

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Adult Facilities

III. POLICY

It is the policy of the Department of Corrections to provide all prisoners housed in its adult facilities with the resources to maintain their personal hygiene.

IV. CONTENTS

- Procedure A: Hygiene Items/Kits
- Procedure B: Razors
- Procedure C: Hair Care
- Procedure D: Ectoparasite Decontamination (Delousing) Procedures

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Hygiene Items/Kits

1. Each facility shall issue basic hygiene items to each prisoner during intake processing. At a minimum, initial issue hygiene items/kits shall include the

following:

- a. toothbrush
 - b. toothpaste
 - c. soap
 - d. shampoo
 - e. deodorant
 - f. comb
 - g. shower shoes
2. In addition, facility Canteen/Commissary operations shall carry approved personal hygiene items for prisoner purchase.
 3. Quantity limits for hygiene items shall be outlined in the Prisoner Personal Property policy.
 4. Hygiene items are non-transferable between Department facilities.
 5. Facility issued hygiene supplies shall be stored in a designated location that is under staff supervision.
 6. Designated facility staff shall be responsible for ordering, restocking, and controlling inventory of personal hygiene items. Personal hygiene items shall be issued to prisoners in the manner established by the facility.
 7. All prisoners at each facility shall be afforded the opportunity to shower and shave at least three (3) times per week. Prisoners shall shower and shave in accordance with the housing unit schedule.

Procedure B: Razors

1. Each facility shall implement practices for issuing disposable razors. Replacement razors shall be provided on an exchange basis, according to a schedule established by the facility.

Procedure C: Hair Care

1. Each facility shall implement practices for providing hair care services for prisoners.
2. Each facility shall designate an area for hair care services to be provided which shall be maintained in a sanitary condition. Barbering tools, supplies and equipment, if maintained by the facility, shall be inventoried and controlled when not in use.

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
17.3 Prisoner Personal Hygiene, General Guidelines	17. Sanitation and Hygiene	Page 2 of 4 5/9/13R

3. Prisoners shall be permitted freedom in personal grooming as long as their appearance does not conflict with the facility's requirements for safety, security, identification, and hygiene. When restrictions are imposed, valid reasons of safety or security shall be documented in the prisoner's case management record.
4. Each facility shall develop a schedule for providing prisoner haircuts. Prisoners shall receive haircuts by appointment.
5. Each facility shall provide prisoners with information concerning hair care services during the orientation process and via the Prisoner Handbook. Current schedules shall be posted in all housing areas.
6. Prisoners on special management status shall receive haircuts as outlined in Chapter 15 of Departmental policies and procedures.
7. Facilities housing female prisoners shall allow additional supplies for purchase for female prisoners to groom and style their hair.

Procedure D: Ectoparasite Decontamination (Delousing) Procedures

1. Each facility shall implement practices to reduce the risk of lice infestation. Practices for decontaminating prisoners and locations shall be coordinated with the facility's health care services provider. Laundry contaminated with parasites shall be appropriately handled with protective equipment (e.g., gloves), bagged, labeled, and processed to prevent recontamination of prisoners, clothing and/or other materials.
2. When an identified infestation problem makes it necessary to decontaminate a housing unit, all program activities for prisoners in the unit shall be suspended until decontamination procedures are completed.

VII. PROFESSIONAL STANDARDS

ACA:

ACI - 4-4262 Written policy, procedure, and practice provide that inmates in segregation have the opportunity to shave and shower at least three times per week.

ACI - 4-4263 Written policy, procedure, and practice provide that inmates in segregation receive laundry, barbering, and hair care services and are issued and exchange clothing, bedding, and linen on the same basis as inmates in the general population. Exceptions are permitted only when found necessary by the senior officer on duty; any exception is recorded in the unit log and justified in writing.

ACI - 4-4283 Written policy, procedure, and practice allow freedom in personal grooming except when a valid interest justifies otherwise.

ACI - 4-4341 There are sufficient bathing facilities in the housing areas to permit inmates in the

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
17.3 Prisoner Personal Hygiene, General Guidelines	17. Sanitation and Hygiene	Page 3 of 4 5/9/13R

general population to shower at least three times per week.

ACI - 4-4342 Articles necessary for maintaining proper personal hygiene are available to all offenders and provided to those who are indigent. Each offender should be provided soap, toilet paper, and a tooth brush, and toothpaste, denture cleaner and adhesives, if needed. Shaving equipment should be made available upon request, and the special hygiene needs of all offenders should be met.

ACI - 4-4343 Written policy, procedure, and practice provide that hair care services that comply with applicable health requirements are available to inmates.

4-ACRS-4B-01 Articles necessary for maintaining proper personal hygiene are provided and readily available to offenders. Articles include at least the following:

- Soap
- Shampoo
- Toothbrush
- Toothpaste or powder
- Comb
- Toilet paper
- Special hygiene items for female offenders

POLICY NUMBER/TITLE	CHAPTER NUMBER/TITLE	PAGE NUMBER
17.3 Prisoner Personal Hygiene, General Guidelines	17. Sanitation and Hygiene	Page 4 of 4 5/9/13R