



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE
OFFENDER/SPANISH MANUALS

REVISION DATE
10/12/17

PAGE NUMBER
1 of 6

NUMBER
DOC 440.080

POLICY

TITLE
HYGIENE AND GROOMING FOR OFFENDERS

REVIEW/REVISION HISTORY:

- Effective: 12/31/96
- Revised: 8/18/99
- Revised: 10/30/03
- Revised: 4/10/06
- Revised: 8/10/06 AB 06-008
- Revised: 4/26/07
- Revised: 6/27/08
- Revised: 4/17/09
- Revised: 2/20/12
- Revised: 5/18/15
- Revised: 10/12/17

SUMMARY OF REVISION/REVIEW:

I.A.8., I.C.2., I.D.1.i., I.D.1.i.1), and II.B.3. - Removed unnecessary language
 Added I.B. that offenders transferring from one facility to another or received at a facility will be issued basic hygiene items upon request and verification they do not currently possess or have access to them
 I.C.1., I.D.1.d.1) & 2), and IV.A.-D. - Adjusted language for clarification


APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
 Department of Corrections

10/4/17

 Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [ACA 4-4283](#); [ACA 4-4341](#); [ACA 4-4342](#); [ACA 4-4343](#); [ACA 4B-01](#); [DOC 200.000 Trust Accounts for Offenders](#); [DOC 440.000 Personal Property for Offenders](#)

POLICY:

- I. Offenders in Department facilities will have access to supplies necessary to maintain personal hygiene. [4-4342] [4B-01] State issued hygiene supplies will be used in a prudent manner.
- II. Offenders will 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. [4-4283]

DIRECTIVE:

- I. Personal Hygiene for Prisons
 - A. [4-4342] Newly received offenders processed through Reception Diagnostic Centers will receive an initial issue of the following personal hygiene items:
 - 1. Bath soap - one 3 ounce bar
 - 2. Toothbrush - one
 - 3. Toothpaste - one
 - 4. Dental floss - one 5 meter roll container
 - 5. Comb - one
 - 6. Shampoo - one 4 ounce bottle
 - 7. Deodorant - one ½ ounce stick
 - 8. Safety razor - one, as needed
 - 9. Denture cream and adhesive, if needed
 - 10. Denture storage container, if needed
 - 11. State issued sanitary napkins for female offenders, as needed
 - 12. An Over the Counter (OTC) starter kit containing small quantities of:
 - a. Ibuprofen
 - b. Acetaminophen
 - c. Clotrimazole (i.e., antifungal cream)
 - d. Hydrocortisone cream
 - e. Bismuth (e.g., Pepto-Bismol chewable tablets)



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- B. Offenders transferring from one facility to another or received at a facility (e.g., violator, boarder) will be issued one of each of the following basic hygiene items upon request and verification they do not currently possess or have access to:
1. 3 ounce bar of soap
 2. Toothbrush
 3. Toothpaste
 4. 4 ounce bottle of shampoo
- C. After the initial issue, offenders will be responsible for replenishing their own personal hygiene supplies. [4-4342]
1. Personal hygiene supplies are available for purchase through the offender commissary.
 2. State issued sanitary napkins will be provided for female offenders without charge.
 3. [4-4342] Indigent offenders will not be denied access to personal hygiene items. However, a debt will be established and collected per DOC 200.000 Trust Accounts for Offenders.
 - a. Indigent offenders may incur a debt to purchase nail clippers in an amount that does not exceed the personal property limit per DOC 440.000 Personal Property for Offenders.
 4. If a non-indigent offender lacks sufficient funds for a single item issue, any money available will be deducted and a debt for the balance will be established and collected per DOC 200.000 Trust Accounts for Offenders.
- D. Replenishment guidelines will be observed and a uniform issuance procedure developed by quantity per item.
1. The guideline for each of the following personal hygiene items will be:
 - a. Bath soap - one in use and one in retention
 - b. Toothbrush - one in use and one in retention
 - c. Toothpaste - one in use and one in retention
 - d. Dental floss - one in possession at a time
 - 1) Offenders in maximum custody/intensive treatment units will be allowed dental floss bands only, one 30-count package in possession at a time.



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- e. Shampoo - one in use and one in retention
 - f. Conditioner - one in use and one in retention
 - g. Deodorant - one in use and one in retention
 - h. Denture cream or adhesive - one in use and one in retention
 - i. Disposable razor - one in use and 3 in retention
- 1) Offenders in maximum custody/intensive treatment units will not be allowed to maintain a razor. Offenders may have access to a safety razor while in the shower. The razor will be returned immediately after use.
 - 2) Offenders in Reception Diagnostic Centers will be allowed to maintain one disposable razor only.

2. Excess personal hygiene items will be considered contraband.

- E. Superintendents may further restrict personal hygiene items due to security concerns in mental health, Segregation, and intensive management units and may develop processes to issue hygiene items.
- F. Facilities will develop processes for supplying toilet paper and medically indicated special hygiene needs to offenders. [4-4342]

II. Personal Hygiene for Work Release

- A. [4B-01] Offenders may be provided Community Service Revolving Fund loans per DOC 200.000 Trust Accounts for Offenders to assist in transitioning back into the community, which includes assuming responsibility for their personal care.
- B. [4B-01] Indigent offenders will be provided an initial supply of items necessary to maintain proper personal hygiene including, at a minimum:
 - 1. Bath soap
 - 2. Toothbrush
 - 3. Toothpaste
 - 4. Dental floss
 - 5. Comb
 - 6. Shampoo
 - 7. Deodorant
 - 8. Disposable razor
 - 9. Denture cleaner and adhesive, if needed
 - 10. Special hygiene items for female offenders
- C. Facilities will develop processes for supplying toilet paper to offenders. [4B-01]

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III. Personal Grooming in Prisons

- A. Offenders will be provided hair care services that comply with applicable health requirements. [4-4343]
 - 1. Offenders will use the facility barbershop/beauty shop for haircuts, except when the Superintendent allows the use of another area. Hair will only be cut under sanitary conditions and in an area that permits an appropriate level of observation by employees.
 - 2. The Superintendent may restrict hair styles, including braids, when the style and/or the act of braiding presents a security risk.
- B. Facilities will maintain sufficient bathing facilities in housing areas to permit offenders to shower at least 3 times weekly. [4-4341]
 - 1. The Superintendent may require an offender to adhere to a showering schedule.

IV. Razor Disposal

- A. Used disposable razors will only be placed in a secure container located at key locations in the facility, including at least one per living unit.
 - 1. Razor disposal containers must be closable, puncture resistant, leak proof, labeled or color coded, and maintained in an upright position.
- B. Razors will not be disposed of in trashcans or any other receptacle except an approved razor disposal container.
- C. Offenders should place their own used razors into the razor disposal container, when possible.
 - 1. If circumstances prevent the offender from having access to the container, the employee/contract staff will require the offender to put the razor down and step away. The employee/contract staff will then pick up the razor and place it into the razor disposal container.
 - 2. Employees/contract staff will minimize contact with the used razor, and will not unnecessarily handle the used razor (e.g., attempting to cover, break the handle, remove the blades).
- D. Used/full razor disposal containers will be handled as non-regulated sharps and may be disposed of directly to the landfill.



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DEFINITIONS:

The following words/terms are important to this policy and are defined in the glossary section of the Policy Manual: Indigent. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

None