



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON
FACILITY/SPANISH MANUALS

EFFECTIVE DATE
11/6/24

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POLICY

TITLE

**HYGIENE AND GROOMING FOR
INDIVIDUALS IN WOMEN'S PRISONS**

REVIEW/REVISION HISTORY:

Effective: 11/6/24

SUMMARY OF REVISION/REVIEW:

New policy for women's Prisons. Read carefully!


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

10/14/24

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 200.000 Trust Accounts for Incarcerated Individuals; DOC 440.000 Personal Property in Prisons; DOC 690.400 Individuals with Disabilities

POLICY:

- I. Incarcerated individuals in women's Prisons will have access to supplies necessary to maintain personal hygiene that align with gender responsive and gender-affirming practices and consider an individual's unique needs and experiences.


DIRECTIVE:

I. General Requirements


- A. State-issued hygiene supplies will be used only for their intended purpose and will not be altered for any other use.
- B. Personal grooming choices must align with the facility's safety, security, identification, and hygiene requirements.

II. Hygiene Items


- A. State-issued sanitary napkins and tampons will be maintained in the living units/pods and available to individuals at any time, at no cost.
 1. The request/issuance of these items will not be monitored.
- B. Individuals processed through the Reception Diagnostic Center will receive an initial issue of the following personal hygiene items upon arrival. Individuals transferring between or from other facilities will be issued these items upon request upon verification they do not currently possess or have access to them.
 1. Two bars of bath soap
 2. One toothbrush
 3. Two tubes of toothpaste
 4. One container of dental floss
 5. One comb/pick
 6. Two hair ties
 7. Two shower caps
 8. One tube of acne cream
 9. One stick of lip balm
 10. One tube/packet of first aid ointment (e.g., Neosporin)

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11. Denture cream and adhesive, if needed
 12. Denture storage container, if needed
 13. Two bottles of shampoo specific to hair type, if available
 14. Two bottles of conditioner specific to hair type, if available
 15. Two sticks of deodorant
 16. One safety razor, as needed
 17. 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)
- C. After the initial issue, individuals will be responsible for replenishing their own personal hygiene supplies.
1. Personal hygiene supplies are available for purchase through the commissary.
 2. Indigent individuals will not be denied access to personal hygiene items. However, a debt will be established and collected per DOC 200.000 Trust Accounts for Incarcerated Individuals.
 - a. Indigent individuals 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 in Prisons.
 3. If an individual is not indigent but 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 Incarcerated Individuals.
- 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

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- 1) Individuals in maximum custody/intensive treatment units will be allowed dental floss bands only, one 30-count package in possession at a time.
 - 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) Individuals in restrictive housing will not be allowed to maintain a razor. Individuals may have access to a safety razor while in the shower. The razor will be returned immediately after use.
 - a) Transgender women who require more frequent hair removal will be allowed to checkout an electric razor, provided by a custody employee for use in their cell and checked back in after use, as needed to control facial hair.
 - 2) Individuals in Reception Diagnostic Centers will be allowed to maintain one disposable razor only.
 - a) Transgender women may trade the razor for a new one as needed to maintain a close shave.
2. Excess personal hygiene items will be considered contraband and disposed of per the disposition process in DOC 440.000 Personal Property in Prisons.
- 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 maintain clean and sufficient bathing facilities in housing areas to permit individuals to shower at least 3 times weekly.
 1. The Superintendent, in consultation with a mental health provider, may require an individual to adhere to a showering schedule.
 2. Transgender, intersex, and/or non-binary individuals may shower separately if requested by the individual or deemed necessary due to safety and security concerns.

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- a. Facilities will develop local procedures to allow transgender, intersex, and/or non-binary individuals the opportunity to shower and dress/undress separately and out of view from other individuals.
 - 1) This may include individual shower stalls, separate shower times, or other procedures based on facility design.
- b. Individuals may notify the Superintendent/designee verbally or in writing if they have showering issues or concerns.
- c. The Superintendent/designee will notify the applicable Correctional Unit Supervisor of any special shower arrangements.

G. Facilities will ensure toilet paper is readily accessible to individuals and develop processes for supplying toilet paper.


H. Medically necessary items will be made available per DOC 690.400 Individuals with Disabilities.

III. Personal Grooming

- A. Incarcerated individuals will be provided hair care services that comply with applicable health requirements.
 1. Individuals 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 hairstyles, (e.g., braids), when the hairstyle presents a security risk (e.g., suspicion of concealed contraband).

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.

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- C. Individuals should place their own used razors into the razor disposal container, when possible.
 - 1. If an individual cannot access the container, an employee/contract staff will carefully dispose of the razor.
 - 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.

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