



## **INMATE CLOTHING, BEDDING, AND HYGIENE**

### **POLICY.**

It is the policy of the Deschutes County Sheriff's Office – Adult Jail (AJ) to provide lodged inmates with clean, appropriately sized clothing and clean, adequate bedding to meet basic health, comfort, and welfare requirements. Additionally, DCAJ and WC must provide materials for inmates to fulfill basic personal hygiene needs.

### **PURPOSE.**

This policy sets standards and provides corrections staff with procedures for the issue and wear of clothing, the issue of bedding and linen, laundry exchange and inmate personal hygiene.

### **OREGON JAIL STANDARDS.**

- B-306 Shower and Clothing Exchange
- B-308 Jail-Issue Items
- F-301 General Requirements - Commissary
- F-401 General Requirements - Laundry
- F-403 Laundering Jail-Issued Items
- H-101 Showers: Inmates in General Population
- H-102 Showers: Inmates in Segregation
- H-103 Daily Hygiene Practices
- H-104 Hair Care Services
- H-105 Hygiene Items
- H-106 Clothing & Bedding
- H-107 Mattresses
- H-108 Vermin-Infested or Washable Bio-hazards

### **REFERENCES.**

- United States Constitution, Amendment 8, (Prohibition against cruel and usual punishment)
- ORS 169.076, Standards for Local Correction Facilities
- ORS 169.140, Furnishing Prisoners Food and Clothing
- *Oregon Administrative Rule 437, Division 2/Z, Toxic and Hazardous Substances: Bloodborne Pathogens, 29CFR 1910.1030(d)(4)(iv), Laundry (contaminated)*

### **DEFINITIONS.**

**Bedding.** Fire-retardant mattress.

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Supersedes: February 9, 2016

Review Date: January 2020

Total number of pages: 9

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**Bedroll.** A linen set consisting of one mattress cover, two blankets, and one towel.

**Clean.** Clothing, bedding and linen that: 1) are free of dirt, body oil, lice, nits, ticks, dandruff, foreign substances, or unpleasant odors; 2) have not been worn or used by anyone since the last laundering.

**Contaminated laundry.** Clothing, bedding, linen, cleaning rags, or mops that: 1) are soiled with potentially infectious bodily fluids, such as blood, urine, vomit, or feces; 2) has come in contact with an inmate infested with vermin; 3) is soiled with other potentially infectious materials; 4) contains sharps like broken glass or small pieces of wire.

**Hygiene Pack.** Inmate Manual, one tube of toothpaste, one toothbrush, one comb, one bar soap, one pen, one stamped envelope, and four sheets paper.

**Linen.** Mattress covers, blankets, and towels.

**Suicide Prevention Items.** Blankets or clothing made of a material that presents minimal risk of tearing or alteration by a suicidal inmate.

## **PROCEDURES.**

### ***SECTION A: CLOTHING***

**A-1.** Newly lodged inmates will receive one complete set of laundered clothing at dress-in. A complete set of clothing includes the following:

- a. One shirt.
- b. One pair of pants.
- c. One pair of socks.
- d. One pair of sandals.

**A-2.** Inmates will wear a full set of clothing at all times except when showering, when covered with bed linen while on their bunk, or while wearing a suicide prevention smock. Inmates must wear a clothing size that adequately fits them so the clothing is not too small or too large. Inmates may not wear their clothing in a way that resembles gang attire. For example, baggy pants pulled down below the waistline, oversized shirts, etc.

**A-3.** Inmates will wear their clothing in the following manner:

- a. Inmates may wear shirts loose over the pants or tucked in.
- b. Inmates may not roll up their shirt sleeves.
- c. If an inmate wears an optional t-shirt, the inmate must tuck the t-shirt into his pants.
- d. Inmates may not tuck or “peg” their pant legs into their socks.
- e. Inmates may roll up their pant legs only if the pant legs are too long, but not past the ankles.
- f. Inmates may not mark on or alter jail issued or personal clothing in any way.
- g. Inmates may not accessorize their clothing in any way.

- A-4.** Inmates will not wear personal clothing except under the following conditions:
- Unless an approved inmate purchased clothing item from the commissary (i.e. underwear, t-shirts).
  - Inmates attending their jury trial.
  - Unless item is deemed medically necessary and does not pose a security risk (i.e. orthopedic shoes).
- A-5.** Inmates may keep underwear provided it does not resemble gym shorts or swim trunks. Female inmates may also keep bras provided wires are removed. Inmates may have one (1) pair of underwear in possession with extras purchased through commissary.
- A-6.** Inmates may wash their personal items bought from commissary using their personal soap in the sink available in their housing unit. Inmates will not wash personal items in facility laundry equipment. Exceptions will be made by a shift supervisor.

***SECTION B: BEDDING AND TOWEL***

- B-1.** Newly lodged inmates will receive one laundered bedroll. Inmates that are re-assigned to another dorm will take their bedroll with them unless there is a medical, safety, or security reason not to do so.
- B-2.** Newly lodged inmates will receive two laundered blankets as part of their bedroll. Corrections staff may issue additional blankets if temperatures warrant.
- B-3.** Newly lodged inmates will receive one mattress. Inmates may be given sanitizing towelette to disinfect mattresses prior to use. Towelettes may be provided at initial lodging and upon each subsequent housing move. Medical staff may prescribe the issue of an additional mattress for medical reasons.
- B-4.** All bunks and mattresses will be cleaned and sanitized after each inmate, before reissue. Deputies may use inmate workers for the cleaning. Deputies will log which bunks were cleaned and sanitized in JMS when complete.
- B-5.** Heavily soiled or contaminated mattresses will be removed from use until properly disinfected and cleaned posing no further risk of biohazard. After the mattress is sanitized it may be reissued for use. Heavily soiled or contaminated mattresses that are unsalvageable will be bagged in a clearly marked bag warning of contamination, preferably a biohazard bag if large enough, and disposed of properly. In the event of disposal, an incident report will be submitted detailing the reasons why such actions were necessary.
- B-6.** Inmates may not take bedding or linen out of their cell or bunk area unless they are in the process of moving to another assigned dorm. Inmates may not place bedding or linen on the floor or use it for anything but its intended purpose. Inmates may not alter bedding or linen in any way.

**SECTION C: LAUNDRY SERVICES AND EXCHANGE**

- C-1.** The AJ and WC provide laundry service as a regular operational function.
- C-2.** Mattress covers will be laundered by a vendor under contract.
- C-3.** Corrections deputies will follow the laundry exchange schedule below:
- a. Inmates must exchange their clothing and towels for clean replacements twice a week.
  - b. Inmates must exchange their mattress cover for a clean replacement once per week.
  - c. Upon request, inmate blankets may be exchanged every 30 days on the first of the month.
  - d. Corrections staff will exchange an inmate's sandals when they are unserviceable or present a safety or health risk. Laundry workers normally launder and sanitize these items only after release.
  - e. Medical staff may require a more frequent laundry exchange of items for an ill inmate or for medical reasons. A deputy will coordinate any unscheduled laundry exchange needs.
  - f. Inmate workers may have daily laundry exchange of their shirts and pants if the nature of their work unduly soils their clothing. Inmate workers normally receive this clothing at the end of their work shift.
  - g. Deputies will have an inmate immediately exchange any item which is excessively soiled, or serviceability or odor presents a safety or health risk or hygiene problem.
  - h. Inmates must exchange suicide prevention items once a week.
- C-4.** Deputies will directly supervise the inmate workers while they hand out and collect the laundry of other inmates.
- C-5.** Inmates will exchange laundry on a one-for-one basis, such as one dirty shirt for one clean shirt.
- C-6.** Inmates receiving clean laundry will inspect each item at the point of exchange. Inmates must immediately report torn or damaged items to the deputy. Deputies will make sure only items in good repair are issued.
- C-7.** An inmate may ask the deputy for different clothing size. The deputy has the discretion to decline the request if the size is unreasonable.
- C-8.** Deputies and inmate workers will inspect returned laundry for any signs of damage or unauthorized markings or alterations. Inmate workers will notify the deputy if they find damage or unauthorized marking or alterations and the deputy will take appropriate disciplinary action if warranted.
- C-9.** For contaminated laundry that is washable, deputies will wear protective gloves and place the laundry in a clear, water-soluble laundry bag. The deputy will have the inmate workers wear protective gloves and wash the contaminated laundry separately from other laundry items.

- C-10.** For contaminated laundry that is not salvageable, deputies will wear protective gloves and place the item in a clearly marked red biohazard bag and/or marked biohazard container.
- C-11.** Biohazard bags containing contaminated, non-salvageable articles will be disposed of through the contracted collector.
- C-12.** All clothing, linen and blanket exchanges will be recorded in the daily log in the Jail Management System (JMS).
- C-13.** Inmates will be provided sanitizing solution and cleaning rags to clean their mattresses daily, as part of their regular cleaning gear. Deputies will supervise inmate workers as they perform these same duties in the 300 Unit.

***SECTION D: HYGIENE***

- D-1.** Corrections staff will encourage inmates to perform personal hygiene and grooming each day.
- D-2.** Newly lodged inmates will receive one complete hygiene pack. The jail will charge a reasonable amount for the pack. The inmate's account will be debited for later collection if the inmate does not have enough funds at the time of booking. Corrections staff will not deny an inmate a hygiene pack because of lack of funds. The hygiene pack will include the following:
  - a) One roll of toilet paper.
  - b) One bar of soap.
  - c) One toothbrush.
  - d) One tube of toothpaste.
  - e) One comb.
  - f) One pen.
  - g) One stamped envelope.
  - h) Four sheets of paper.
  - i) One Inmate Manual.
- D-3.** Inmates may purchase additional hygiene items from a selection offered through commissary. Limited hygiene items may be purchased by indigent inmates. Bar soap is provided at no cost to inmates.
- D-4.** Toilet paper is provided for each inmate at no cost to the inmate. Inmates may not have more than one roll of toilet paper at any one time. Inmates will exchange an empty toilet paper roll for a full roll.
- D-5.** Feminine hygiene products are provided for each female inmate at no cost to the inmate.
- D-6.** Inmate Manuals are provided for each inmate at no cost. Manuals will be returned to corrections staff at release.

***SECTION E: SHOWERS***

- E-1.** Inmates may shower anytime during out-of-cell time, except during meals or head counts. Inmates in cells may wash their bodies at any time using the cell sink. Inmates must shower or wash their bodies at least twice a week.
- E-2.** Inmates in segregation are permitted to shower daily during their out-of-cell time. Inmates whose movement would result in risk to staff or others will have to use the cell sink and water supply to take “sponge” baths. Deputies must make sure the inmate takes at least two sponge baths a week. The shift supervisor will make the final determination. If shaving privileges are restricted, reasons for the restriction will be documented in the inmate’s JMS booking record.
- E-3.** Inmates housed in 100 or 300 will be offered showers daily when offered dayroom access. Floor deputies will assist with the inmate movement in and out of the secured shower in these units. Exceptions may be made to the showering schedule for segregated inmates depending on the inmate’s custody management plan as determined by a shift supervisor and the inmate’s behavior. Inmates with specific custody management plans will shower, or wash their bodies, twice a week.

#### ***SECTION F: SHAVING AND NAIL CARE***

- F-1.** Deputies will provide the opportunity for inmates to shave three times a week. Deputies will pass out disposable razors to inmates who wish to shave. Razors will be provided at no cost to the inmates.
- F-2.** Inmates confined in segregation that pose or may pose a serious threat to the safety or security of the facility may be denied shaving privileges. The shift supervisor will make the final determination. If shaving privileges are restricted, reasons for the restriction will be documented in the inmate’s JMS booking record.
- F-3.** Razors will be used once. Used razors will be disposed of in a biohazard sharps container.
- F-4.** Razors are not to be shared among inmates. Strict control and accounting of all razors is maintained by corrections deputies.
- F-5.** Inmates must maintain facial hair in a neat and clean manner. There are no restrictions in length or style as long as it does not present a health, safety or security risk.
- F-6.** Inmates are not permitted to use razors to shave their head.
- F-7.** At razor pass, inmates are afforded the opportunity to use nail clippers. Nail clippers are not to be shared among inmates. Strict control and accounting of all nail clippers is maintained by corrections deputies. Fingernails and toenails must be kept clean and neatly trimmed. Nails must be kept short enough not to present a hazard to safety and security of the facility.

#### ***SECTION G: HAIR CARE***

- G-1.** It is the intent of the AJ to assist the inmate population with maintaining an acceptable, respectable and sanitary appearance by allowing the use of jail provided hair clippers. However, inmates will not be allowed to use the clippers to create haircuts that have any type of designs, (i.e., lines, shapes, letters and words) cut into their head. Hair clippers may be used only for the head, facial and neck hair. Any inmate found guilty of this rule will be banned from using the clippers during the duration of their incarceration.
- G-2.** Hair clippers will be provided for inmates to use once a month during normal recreation hours. Hair cutting areas will be facility specific, based on operational and security needs.
- G-3.** Prior to the delivery of any hair cutting materials to inmates, staff will inspect and inventory the clipper box for content, to include a laminated inventory list, laminated razor instructions, hair clippers, cleaning brush (used to clean clipper head after each use), disinfectant spray/wipes and extension cord. Similar inspection will occur at the conclusion of each hair cutting session as well.
- G-4.** Start and end time(s), inmates involved, and inventory tool count will be logged into the JMS at the conclusion of all hair cutting sessions.
- G-5.** Control Room staff will follow routine rotation of inmates to assigned rec-yards. Inmates assigned to recreation will be allowed to use hair clippers during their allotted time. Through routine rotation of inmates to rec-yards, all inmates will have the opportunity to use the hair clippers at least once a month.
- G-6.** An inmate may have another inmate give them a haircut or cut their own hair. The only inmates allowed in the designated haircut area will be the inmate cutting his own hair, or another inmate who is giving the haircut.
- G-7.** The hair clippers and related equipment will be monitored and tracked as part of the *Monthly Security Equipment Inventory Form No. 919*.
- G-8.** In addition to facility provided clippers, DCAJ and WC may contract with a hair services provider. Inmates may request to be placed on the facility haircut list. Monies for the haircut must be available on the inmate's commissary account. Jail Administration will coordinate the inmate's requested haircut with the contracted hair service provider.
- G-9.** Facility provided hair clippers and access to approved hair service providers will be granted to inmates on disciplinary segregation on a case-by-case basis determined by the on-duty supervisor.

#### ***SECTION H: VERMIN INFESTATION AND DISEASE PREVENTION***

- H-1.** To help prevent vermin infestations and the spread of disease among inmates, inmates may not share any personal or jail issued items.

**H-2.** In the event infestation occurs, follow appropriate procedures as set forth in the DCAJ medical treatment protocols.

**ATTACHMENTS:**

**Index I- Inmate Rules – Use of Hair Clippers**



## Index I

### Inmate Rules- Use of Hair Clippers

1. Before each use, you will brush the clippers to remove all foreign matter and then disinfect by wiping or spraying with a disinfectant. Prior to the end of recreation time, the clipper head will be brushed clean, disinfected and all equipment will be placed back into the hair clippers box and made ready for deputies to inspect.
2. You may not cut designs, lines, shapes, letters and/or words into your hair, facial or body hair or beard. Hair clippers are to be used only for the head, facial and neck hair.
3. Prior to exiting a hair cutting area, you must sweep up all hair and dispose of it in a trash receptacle. A deputy will furnish you with sanitation equipment to complete this task.

**Failure to follow these posted rules and maintain sanitary equipment and/or practices may be cause for you to lose access to hair cutting privileges and or disciplinary action.**