



STATE OF WASHINGTON  
DEPARTMENT OF CORRECTIONS

APPLICABILITY  
**PRISON/REENTRY**  
FACILITY/SPANISH MANUALS

REVISION DATE  
7/17/23

PAGE NUMBER  
1 of 6

NUMBER  
**DOC 440.080**

**POLICY**

TITLE  
**HYGIENE AND GROOMING FOR  
INCARCERATED INDIVIDUALS**

**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
- Revised: 12/20/21
- Revised: 7/17/23

**SUMMARY OF REVISION/REVIEW:**


Added I.B.5. that a disposable razor will be issued as a basic hygiene item  
 Added I.F.2. that transgender, intersex, and/or non-binary individuals may shower separately  
 Added II.D. that Reentry Center will develop local procedures to allow transgender, intersex, and/or non-binary individuals in a to shower and dress/undress separately and out of view from other individuals

**APPROVED:**

Signature on file

\_\_\_\_\_  
**CHERYL STRANGE**, Secretary  
Department of Corrections

5/30/23  
\_\_\_\_\_  
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 for Offenders

## POLICY:


- I. Incarcerated individuals in Department facilities will have access to supplies necessary to maintain personal hygiene. State-issued hygiene supplies will be used in a prudent manner.
- II. Incarcerated individuals will make personal grooming choices that do not conflict with the facility's requirements for safety, security, identification, and hygiene.

## DIRECTIVE:


- I. Personal Hygiene for Individuals in Prisons
  - A. Newly received individuals 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/pick - 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 and tampons for menstruating individuals, when requested
    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)
  - B. Individuals 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:

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1. 3 ounce bar of soap
  2. Toothbrush
  3. Toothpaste
  4. 4 ounce bottle of shampoo
  5. A disposable razor
- 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. State-issued sanitary napkins and tampons will be provided without charge.
  3. 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 for Offenders.
  4. 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
      - 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

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- 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 maximum custody/intensive treatment units 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.
  - 2) Individuals in Reception Diagnostic Centers will be allowed to maintain one disposable razor only.
- 2. Excess personal hygiene items will be considered contraband and disposed of per the disposition process in DOC 440.000 Personal Property for Offenders.
- 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.
    - 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.

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G. Facilities will develop processes for supplying toilet paper and medically indicated special hygiene needs.

## II. Personal Hygiene for Individuals in Reentry Centers

A. Individuals may be provided Community Service Revolving Fund loans per DOC 200.000 Trust Accounts for Incarcerated Individuals to assist in transitioning back into the community, which includes assuming responsibility for their personal care.

B. Indigent individuals 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. Sanitary napkins and tampons for menstruating individuals

C. Facilities will develop processes for supplying toilet paper.


D. Local procedures will be developed 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. Individuals may notify the Reentry Center Manager/designee verbally or in writing if they have showering issues or concerns.

## III. Personal Grooming in Prisons

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.

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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.
- 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