



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE
OFFENDER/SPANISH MANUALS

REVISION DATE
5/18/15

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

SUMMARY OF REVISION/REVIEW:

I.A.3. & C.1.c. - Removed tooth powder from authorized items
 I.C.1. - Removed maximum order amounts and items repeated from other policy throughout
 I.C.1.d.1) - Adjusted dental floss type for offenders in maximum custody/Intensive Treatment Units
 I.C.1.f. - Added conditioner to authorized items
 I.C.1.i. - Adjusted razor style and allowable amount
 Added I.C.1.i.1) & 2) on razors for offenders in maximum custody/Intensive Treatment Units and the Reception Diagnostic Centers
 Removed III.C. as unnecessary
 Added Section IV. on disposal of used razors

APPROVED:

Signature on file

BERNARD WARNER, Secretary
 Department of Corrections

4/17/15

 Date Signed

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|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | APPLICABILITY PRISON/WORK RELEASE OFFENDER/SPANISH MANUALS | | |
| | REVISION DATE 5/18/15 | PAGE NUMBER 2 of 6 | NUMBER DOC 440.080 |
| | TITLE HYGIENE AND GROOMING FOR OFFENDERS | | |

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](#); DOC 650.055 Needles, Sharps, and Hazardous Medical and Dental Instruments

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. Department 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, and
 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, and
 - e. Bismuth (e.g., Pepto-Bismol chewable tablets).

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|---|---|------------------------------|-------------------------------------|
|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | APPLICABILITY PRISON/WORK RELEASE OFFENDER/SPANISH MANUALS | | |
| | REVISION DATE 5/18/15 | PAGE NUMBER 3 of 6 | NUMBER DOC 440.080 |
| | TITLE HYGIENE AND GROOMING FOR OFFENDERS | | |

- B. After the initial issue, offenders will be responsible for replenishing their own personal hygiene supplies. [4-4342]
1. Personal hygiene supplies will be made available for purchase through the offender commissary.
 2. State issued sanitary napkins will be provided for female offenders without charge, as needed.
 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.
- C. 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 U-Flossers 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/bump 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

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|---|--|------------------------------|-------------------------------------|
|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | APPLICABILITY PRISON/WORK RELEASE OFFENDER/SPANISH MANUALS | | |
| | REVISION DATE 5/18/15 | PAGE NUMBER 4 of 6 | NUMBER DOC 440.080 |
| | TITLE HYGIENE AND GROOMING FOR OFFENDERS | | |

access to a Department safety razor while in the shower.
The razor will be returned immediately after use.

2) Offenders in Reception Diagnostic Centers will be allowed a Department safety razor only, one in possession at a time.

2. Excess personal hygiene items will be considered contraband.

D. 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.

E. 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/powder,
4. Dental floss,
5. Comb,
6. Shampoo,
7. Deodorant,
8. Disposable razor,
9. Denture cleaner and adhesive, if needed, and
10. Special hygiene items for female offenders.

C. Facilities will develop processes for supplying toilet paper to offenders. [4B-01]

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

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|---|--|------------------------------|-------------------------------------|
|  <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p> | APPLICABILITY PRISON/WORK RELEASE OFFENDER/SPANISH MANUALS | | |
| | REVISION DATE 5/18/15 | PAGE NUMBER 5 of 6 | NUMBER DOC 440.080 |
| | TITLE HYGIENE AND GROOMING FOR OFFENDERS | | |

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 an approved sharps container located at key locations in the facility, including at least one per living unit.

1. Sharps 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 trash cans or any other receptacle except an approved sharps container.

- C. Offenders should place their own used razors into a sharps container, when possible.

1. If circumstances prevent the offender from having access to a sharps container:

- a. The employee/contract staff will require the offender to put the razor down and step away.

- b. The employee/contract staff will then pick up the razor and place it into the sharps 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, or remove the blades).

- D. Used/full sharps containers will be handled as biohazardous medical waste per DOC 650.055 Needles, Sharps, and Hazardous Medical and Dental Instruments.



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OFFENDER/SPANISH MANUALS

REVISION DATE
5/18/15

PAGE NUMBER
6 of 6

NUMBER
DOC 440.080

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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