

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	4	Facility Services	4.3.1
SECTION:	3	Hygiene	EFFECTIVE DATE: 7 / 21 / 2020
SUBJECT:	1	Inmate Personal Hygiene and Grooming	
STANDARDS: ACA – 4 – ALDF: 2A-57, 4B-06, 07 4B-09			
APPROVED:			REVIEW DATE: 7 / 21 / 20
Dale Glass COMMISSIONER OF CORRECTIONS			REVISION DATE: 7 / 30 / 20
Rescind: 4.3.1: dated 4/18/13 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to require inmates to maintain high standard of personal hygiene and allow them the opportunity for personal grooming provided such opportunity does not conflict with facility requirements for safety and security.

II. RESPONSIBILITIES

All Division of Corrections staff, contracted staff and inmates are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

1. The Unit Manager and the Chief of Security in each facility will develop and revise as necessary the Post Order to implement the provisions of this procedure and work rule.
2. All inmates are given access to shower at least three (3) times a week with operable showers with temperature-controlled hot and cold running water that are thermostatically controlled to temperatures ranging from 100 degrees to 120

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- degrees Fahrenheit. Details for inmate shower and bathing facilities design is found in Divisional policy #2.2.2: Inmate Housing and Facility Design and #4.2.26: Medical Housing Unit.
3. All inmates are given the opportunity to shave, at least three (3) times a week. Any exception to the above minimum Standards requirement must be approved by the Shift/Area Supervisor and recorded in JMS/Daily Event Log.
 4. Inmates are issued personal hygiene kit consisting of the following: toothbrush, soap, and deodorant upon initial admission. Additional personal hygiene items and other approved products may be purchased from commissary.
 5. Inmates that are eligible to receive indigent hygiene items may order hygiene items by completing the Indigent Commissary Order Form. All indigent requests are reviewed for eligibility.
 6. All inmates are to receive barbering and hair care services in accordance with facility schedules. Barbering equipment and products must be accounted for, at all times by custody staff. (See policy #3.1.14: Tools and Equipment Control).
 7. Razors are prohibited in the facility.
 8. Inmates may request and use nail clippers:
 - a. General population inmates may use nail clipper when housing unit hair cut are scheduled or as authorized, and will be supervised by custody staff.
 - b. Inmates with certain chronic health condition or on suicide/close observation watch and inmates housed in the infirmary may use nail clippers only with the approval of the medical/Mental Health staff and the use is done under the direct and continuous supervision of the medical staff.
 - c. Inmates that present threat or exhibits non-cooperative behavior will not be permitted to use nail clippers or receive hair cut.
 9. Inmates with finger nails that may pose health, safety and security concern may be ordered to trim it.

B. Hair Grooming

1. The Unit Manager will prepare a facility hair grooming schedule that is posted in each housing units to facilitate compliance with facility hair grooming requirements.
2. Inmates' hair and facial grooming style will be neat and clean. No lines, designs, patterns, or symbols will be permitted.

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C. Provision for Hygiene Items and Personal Cleanliness

1. Various approved hygiene items will be made available through the contracted commissary provider. (See policy #5.2.1: Commissary).
2. All facilities will provide a controlled adequate issuance of toilet paper and feminine hygiene supplies (Sanitary Napkins) without charge to inmates. The issuing of Tampon to female inmates is prohibited except as provided in item #3 below. Other basic hygiene items may be provided to indigent inmates as appropriate.
3. Female inmates on suicide watch may be issued Tampon in place of sanitary napkin.
4. Inmates will be required to be neat and clean at all times. Inmates will be required to shower and may be forced to do so if in the determination of the custody staff the inmate's personal hygiene habit is as poor as to threaten the safety, security and sanitation of the inmate or other persons. Inmate will be fully restrained before being placed in the shower. (See policy # 3.1.21: Use of Force).
5. In the event inmate refuses to shower and force has to be used to shower the inmate the Area Supervisor will obtain verbal authorization from the Shift Supervisor to use force to shower the inmate. Staff will submit Incident Report accordingly.
6. To enforce an order for an inmate to bath or shower, a supervisor of the same gender must be present to supervise the detail and will ensure that:
 - a. Only employees of the same gender assist in bathing the inmate and only the amount of force necessary to accomplish the task will be used.
 - b. Employees will demonstrate reasonable respect for the dignity of the individual in the process of accomplishing the task.