

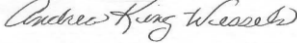



**HOWARD COUNTY DEPARTMENT OF CORRECTIONS
POLICY & PROCEDURE**

	SUBJECT:	Sanitation and Maintenance
	P & P #:	F-504
	TITLE:	Issue and Control, of Inmate/Detainee Clothing, Linen, Personal Hygiene and Dress Code
	EFFECTIVE DATE:	October 18, 2019
	REVIEWED BY:	 Prince Asempa, Administrative Captain
	REVIEWED BY:	 Andrea King-Wessels, Deputy Director
	AUTHORITY:	 Jack Kavanagh, Director

POLICY: The Howard County Detention Center shall provide inmates/detainees sufficient showers, toilets, laundry facilities, clean linen, clothing and hygiene items. This shall establish a satisfactory level and allow inmates/detainees to maintain good hygiene practices. Detention Center staff shall further require that inmates/detainees maintain an acceptable level and manner of wearing adequate clothing to ensure respect and decency for themselves and others.

REFERENCES: Maryland Annotated Code, Correctional Services Article Sections 4-214 and 9-616, Maryland Commission on Correctional Standards(MCCS) - Adult Detention Center Standards .01 J, N, .05C, E, F, J, Performance Based National Detention Standards (PBNS) 2011 Sections 1.2, 4.5., **HCDC Policies C-200 Intake Processing and C-203 Release Procedures.**

DEFINITIONS:

Indigent Inmates/Detainees: Those individuals who at admission have less than \$15.00 in their possession and/or inmates/detainees who, at any time during incarceration, exhaust funds in their account to less than \$15.00 and are unable to acquire any additional funds for a period of one (1) week.

Shorts: Refers to athletic-wear type shorts. It does not include underwear identified as “boxer shorts”.

Undergarments: Clothing worn next to the skin under outer clothing.

PROCEDURES:

I. **Clothing Issue**

A. The Intake Officer shall exchange inmate’s/detainee’s personal clothing for a clean institutional jumpsuit and underclothing and linens during the intake process to maintain good hygiene, items are as follows:

1. Two (2) jumpsuits;

2. Three (3) underwear (Men);
3. Five (5) underwear (Women);
4. Five (5) underwear (ICE detainees);
5. Three (3) pair of socks;
6. One (1) pair of HCDC shoes (no cost).

Note: Staff shall ensure the above issued items are in good condition before issuing them. Badly worn or damaged items shall be properly disposed of.

- B. The issuance of these items shall be documented on the Admission Record, HCDC Form C-200e.
- C. Departmental Issued Inmate/Detainee Jumpsuit shall be issued according to his/her security status.

- Orange Non-classified, Administrative/Disciplinary Status;
- Grey General Population (Male);
- Yellow General Population (Female);
- Lime Green Minimum Security (Female);
- Burgundy Special Management (Male);
- Dark Blue Immigration Detainees;
- White Kitchen Assignment (Male);
- Dark Green Weekenders/Hendricks Hall Male Population (except ICE);
- Grey/Dark Blue/White Outside Detail (sweat pant “grey”), (t-shirt/sweat shirt “white or grey”) (shorts “dark blue”).

II. Linen Issue

- A. Each inmate/detainee shall receive the below listed items during the intake process, this information shall be documented on the C-200e Admission Record.
 1. One (1) towel;
 2. One (1) washcloth;
 3. Two (2) sheets; and
 4. One (1) blanket (except November 1st – April 1st when two (2) blankets are issued).
- B. Inmates/detainees are responsible for all issued clothing and bedding and shall be held accountable for their care. Appropriate disciplinary action shall be taken, and restitution initiated, if inmates/detainees abuse or destroy issued clothing, bedding or county property.

III. Issue of Hygiene Items

- A. At the time of intake/admission, all inmates/detainees shall be provided a hygiene kit containing the following items;

One (1) bar of soap
 One (1) toothbrush
 One (1) tube of toothpaste
 One (1) plastic comb
 Supply of feminine hygiene articles (tampons and/or sanitary napkins) as needed for female inmates/detainees.

Note: Issuance of these items shall be documented on HCDC Form C-200e Admission Record.

- B. At no time shall a razor be issued to a newly received inmate who has not been classified into general population.
- C. Inmates/detainees who are designated as "indigent" may receive replacement items every thirty (30) days upon request. The Administrative Captain shall ensure hygiene items/kits are stocked on housing unit posts. Officers who issue these items shall record this in the **SallyPort electronic system**. The officer shall also instruct the inmate/detainee to document receipt of the hygiene kit on the kiosk in mail box "Indigent Hygiene Kit". The inmate need only enter "received".
- D. Inmates/detainees who are not designated as "indigent" may purchase additional items, except razors, from the commissary provider.
- E. Soap shall be made available to any and/or all inmates/detainees upon request.
- F. Toilet tissue shall be provided for all toilet areas of the detention center.

Note: Officers shall notify the Administrative Captain by email when issued items are low in supply.

IV. Issue of Feminine Hygiene Articles

- A. Female inmates/detainees shall be provided feminine hygiene items on an as needed basis.
 - 1. These items are to be available on all female housing unit posts. The Administrative Captain shall ensure these items are on housing unit posts.
 - 2. The housing unit officer shall ensure that there is a supply of feminine hygiene items in the general population housing units.
 - 3. For female inmates/detainees who are on their menstrual cycle at the time of placement on suicide watch, the Medical Department shall be contacted. The Medical Department shall maintain special feminine hygiene items suitable for suicide watch.

V. Personal Hygiene

- A. Inmates/detainees in general population have daily access to showers in their unit and may shower, at their convenience, during hours they are normally allowed in the day-room.
- B. Inmates/detainees on segregation status, regardless of the unit assignment shall be given an opportunity to shower at the beginning of their daily (30-minute) recreation period. Inmates who do not receive recreation due to special circumstances, i.e. are on "shower-rec only", shall be provided the opportunity to shower at least three (3) times weekly which shall be recorded on **SallyPort**.

Note: Further restrictions may be imposed by the Director or Deputy Director with just cause.

- C. There shall be no restriction on inmate/detainee hair length or facial hair with the exception that it must be neatly maintained and meet hygiene and safety restrictions for certain work details. The exception to this shall be a recommendation by a Qualified Health Care Professional (QHCP) that an inmate's/detainee's hair be cut for a medically indicated purpose. Staff shall request a new inmate/detainee photograph for identification be taken and issued if an inmate's/detainee's appearance has significantly changed.
- D. Mustaches and beards will be permitted but, must be kept clean and well groomed.
- E. Inmates/detainees who are found to have lice, scabies or other similar conditions are to be referred to the Medical Section immediately for treatment.

VI. Issuance of Razors

A. Razors shall be provided as follows:

1. Initial Issue: Inmates/detainees shall receive a razor after initial classification or reclassification from a segregated unit. Inmates shall be required to return the issued razor upon release.
2. Replacement Issued: Inmates/detainees shall be issued a razor only after surrendering a used razor.
 - a. Inmates housed in maximum security units shall be issued a new razor, each Monday or Tuesday, during the 4 to 12 shift.
 - b. Inmates housed in minimum security units shall have razors replaced as needed, while subject to the same initial issue procedure outlined above.
 - c. Inmates shall NOT be issued a replacement razor if they do not produce a used one.
 - d. A log shall be maintained by the 4 to 12 shift of all razors replaced.
 - e. In the event of any discrepancies, the request shall be referred to the 4 to 12 Shift Leader and the inmate shall NOT be issued a replacement razor unless authorized to do so by the Shift Leader.
 - f. A written report shall be forwarded in situations where razors are issued to inmates who fail to surrender a used one.
3. Inmates/detainees housed in a segregation unit, or other unit subject to segregation guidelines, shall NOT be allowed razors in their possession.
 - a. Any razor(s) found in these units and/or cells shall be considered "contraband" and are to be immediately confiscated.
 - b. If the razor is in an inmate's/detainee's possession or inside the inmate's/detainee's cell, the inmate/detainee shall be issued an infraction by the employee that finds the razor.

4. Inmates/detainees on segregation or Special Management Unit (SMU) status shall be allowed to shave or to be shaved weekly. Segregation inmates who display unruly or uncontrollable behavior shall not be shaved.

VII. Religion Practice and Grooming Habits

- A. Inmates/detainees shall be allowed to practice grooming habits that conform to their established religious beliefs, unless this practice is detrimental to the security and order of the institution.
 1. Religious head-wear must be approved by the Deputy Director/designee.
 2. Religious head-wear must conform to the religion of record for the inmate/detainee.
 3. Inmates/detainees with approved religious head-wear may wear it and/or keep it in their assigned housing unit; it is subject to search at any time. Inmates may not wear religious head-wear when outside of the housing unit. The only exception to this may be female inmates of the Muslim religion or other religion where the religious tenant required such. This will be documented in SallyPort "Notes" section on those who attend congregate services with male inmates. In these cases, the inmates may be allowed to don head-wear to and from the Chapel or other location.

VIII. Inmate/Detainee Dress Code

- A. Inmates/detainees may not be totally nude except while taking a shower or during a lawful strip search by authorized staff. **Female inmates/detainees MUST wear a bra at all times except while taking a shower and/or sleeping.**
- B. Minimum appropriate wear when an inmate/detainee is **inside their assigned cell, out of bed** shall be shorts and a tee shirt or sweat shirt and pants.
- C. Minimum appropriate wear **when an inmate/detainee is sleeping** shall be shorts and tee shirt, or pajamas.
- D. **When in the day-room area** of their housing unit, minimum outer clothing for all inmates/detainees shall be pants, sweatpants or athletic shorts and tee shirt or sweatshirt. All inmates/detainees must wear footwear when outside their cell.
- E. Inmates/detainees may wear approved athletic wear (sweat clothing or shorts and tee shirt) when in a recreation yard and/or traveling between their housing unit and the yard. **Athletic wear may not be worn outside an inmate's/detainee's housing unit other than in a recreation yard or in an emergency such as; fire, bomb threat, and only when directed by security staff to do so or at any other time except for minimum security inmates on work details where such appearance is allowed.**
- F. Inmates/detainees allowed out of their housing unit for any reason other than going to a recreation yard **MUST** wear shoes and a complete set of detention center clothing.
 1. Inmates/detainees must wear the jumpsuit properly. The jumpsuit **MUST** be worn on the upper and lower body with the pants legs fully pulled downward

2. The jumpsuit **MUST NOT** be covered by any other article of clothing except by department jacket provided to an inmate/detainee for the yard, court or medical transportation. The only exception is for minimum security inmates who work outside in cold weather. These inmates may wear authorized jackets.

G. The only articles allowed to be worn on the head shall be legitimate religious headwear as noted in section II.F. The exception is in cold weather, when minimum security inmates who work outside in cold weather may be authorized to wear hats.

IX. Work Release Inmates / Outside Detail Inmates

A. Inmates on work release/outside detail/weekender status must adhere to the above dress code noted in section III. while in the detention center. Any time a work release/outside detail inmate leaves his or her housing unit and enters the secure side of the detention center, the inmate must be dressed in a minimum-security jumpsuit unless approved by the Administrative Captain or higher authority.

B. Inmates on work release may wear authorized personal clothing suitable to their employment when leaving the detention center for work.

C. Inmates approved for outside detail shall wear authorized clothing as specified in Section VI. below.

X. Laundering – Shall be in accordance with Policy and Procedure F-500, Laundry Services.

XI. Return of Detention Center Property (reference policy C-203)

A. All departmental items issued to inmates/detainees must be accounted for and returned prior to the inmate's/detainee's release. This will include, but not be limited to:

1. Clothing (Jumpsuits, Shoes, etc.);
2. Bed linens (Blankets, Sheets, etc.);
3. **Razors (to be accounted for and discarded)**;
4. Towels;
5. Washcloths;
6. Library books; and
7. Combination locks.

B. The officer/employee removing the inmate from their housing unit for release shall instruct the inmate/detainee to bring all items to include a razor that were issued out of the unit with them. Failure to return all issued items shall result in the notification of the Shift Leader.

1. The officer/employee shall inspect the inmate's/detainee cell to ensure no items were left behind.
2. The inmate/detainee shall **NOT** be allowed to give items to other inmates/detainees.
3. If the inmate/detainee is unable to produce a complete set of issued items (as identified in policy) the officer escorting that inmate/detainee to Intake shall advise the intake personnel of same.

- C. The intake personnel releasing the inmate/detainee must inventory and account for all departmental items issued to the inmate prior to releasing the inmate/detainee.
1. If all items are accounted for, the proper forms are to be signed by the Intake personnel effecting the release.
 2. If all items are not accounted for, the Shift Leader is to be notified prior to the inmate/detainee being released.
 3. Inmates/detainees are responsible to reimburse the County for items not returned upon release.
 - a. Funds necessary for replacement shall be deducted from the inmate's/detainee's commissary account prior to release.
 - b. An inmate lacking available funds shall be "flagged" for reimbursement upon any future incarceration.

XII. Directors Prerogative

The Director has the authority to revise/change a policy or post order as needed to meet the operational demands of the Department. As the changes are initiated, they may be communicated by an email, memoranda or in rare circumstances verbal due to unforeseen situations.

ATTACHMENTS: None

RESCISSIONS: HCDC Policy H-702 Inmate/Detainee Hygiene, Grooming and Dress Code was combined with this policy. Current title updated to reflect both policies. F-504 Issue and Control of Inmate/Detainee Clothing/Linen effective **October 18, 2018.**