

Inmate Hygiene

807.1 PURPOSE AND SCOPE

This policy outlines the procedures that will be taken to ensure the personal hygiene of every inmate in the Milwaukee County Jail is maintained. The Milwaukee County Sheriff's Office recognizes the importance of each inmate maintaining acceptable personal hygiene practices by providing adequate bathing facilities, hair care services and the issuance and exchange of clothing, bedding, linens, towels and other necessary personal hygiene items.

807.2 POLICY

It is the policy of Milwaukee County Sheriff's Office to maintain a high standard of hygiene in compliance with the requirements established by all state laws, ordinances and regulations (Wis. Admin. Code DOC § 350.12). Compliance with laws and regulations relating to good inmate hygiene practice is closely linked with good sanitation practices. Therefore, the need to maintain a high level of hygiene is not only for the protection of all inmates, but for the safety of the correctional staff, volunteers, contractors and visitors.

807.3 STORAGE SPACE

There should be adequate and appropriate storage space for inmates' bedding, linen or clothing. The inventory of clothing, bedding, linen and towels should exceed the maximum inmate population so that a reserve is always available (Wis. Admin. Code DOC § 350.12(5)).

The facility should have clothing, bedding, personal hygiene items, cleaning supplies and any other items required for the daily operation of the facility, including the exchange or disposal of soiled or depleted items. The assigned staff shall ensure that the storage areas are properly maintained and stocked. The Jail Commander should be notified if additional storage space is needed.

807.3.1 BEDDING ISSUE

Upon entering a living area of the Milwaukee County Jail, every inmate who is expected to remain in the facility for over eight hours shall be issued bedding and linens including, but not limited to:

- (a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered monthly and before reissue, in accordance with facility operational laundry rules (Wis. Admin. Code DOC § 350.12(2)).
- (b) One clean, firm, nontoxic fire-retardant mattress and pillow (16 CFR 1633.1 et seq.; Wis. Admin. Code DOC § 350.12(5)).
 - 1. Mattresses will be serviceable and enclosed in an easily cleanable, nonabsorbent material and conform to the size of the bunk (Wis. Admin. Code DOC § 350.12(7)). The Jail Commander shall retain documentation from the mattress supplier that the mattresses meet the required specifications (Wis. Admin. Code DOC § 350.12(6)). Mattresses will be cleaned and disinfected

Milwaukee County Sheriff's Office

Custody Manual

Inmate Hygiene

when an inmate is released or upon reissue. Mattresses shall be kept in good repair (Wis. Admin. Code DOC § 350.12(5)).

(c) Two sheets.

1. These linens shall be washed and exchanged at least weekly and before reissue (Wis. Admin. Code DOC § 350.12(3)).

(d) One clean washcloth and two towels.

1. Towels shall be issued to inmates twice a week (Wis. Admin. Code DOC § 350.12(4)).

Linen exchange, including towels, shall be documented in the daily activity log. The Jail Captain or Lieutenant shall review the daily activity log at least once per shift.

807.3.2 CLOTHING ISSUE

An inmate admitted to a facility for 72 hours or more and assigned to a living unit shall be issued a set of facility clothing. The issue of clothing appropriate to the climate for inmates shall include, but is not limited to, the following:

- Clean socks
- Suitable outer and undergarments
- Footwear

Whenever an inmate's clothing is confiscated, the inmate shall be issued appropriate facility clothing, including footwear (Wis. Admin. Code DOC § 350.12(8)).

Clothing shall be laundered and exchanged twice each week, at a minimum (Wis. Admin. Code DOC § 350.12(9)). All exchanges shall be documented on the daily activity log. The Jail Lieutenant or unit supervisor shall review the daily activity log at least once per shift.

Additional clothing may be issued as necessary for changing weather conditions or as seasonally appropriate. An inmate's personal undergarments and footwear may be substituted for the institutional undergarments and footwear, provided there is a legitimate medical necessity for the items and they are approved by the medical staff.

Each inmate assigned to a special work area, such as food services, medical, sanitation, and other specified work, shall be clothed in accordance with the requirements of the job, including any appropriate protective clothing and equipment, which shall be exchanged as frequently as the work assignment requires.

Footwear shall be cleaned and sanitized before reissue (Wis. Admin. Code DOC § 350.12(8)).

The Jail Commander or the authorized designee shall ensure that the facility maintains a sufficient inventory of extra clothing to ensure each inmate shall have neat and clean clothing appropriate to the season.

Inmate Hygiene

An inmate's excess personal clothing may be picked up by a designated family member or stored in containers designed for such purpose. All inmate personal property shall be properly identified, inventoried and secured. Inmates shall sign and receive a copy of the inventory record.

807.4 LAUNDRY SERVICES

Laundry services shall be managed so that daily clothing, linen and bedding needs are met (Wis. Admin. Code DOC § 350.12(9)).

807.5 INMATE ACCOUNTABILITY

To ensure inmate accountability, inmates are required to exchange item for item when clean clothing, bedding and linen exchange occurs.

Prior to being placed in a housing unit, inmates shall be provided with an inmate handbook listing this requirement.

807.6 PERSONAL HYGIENE OF INMATES

Personal hygiene items, hair care services and facilities for showers will be provided in accordance with applicable laws and regulations. This is to maintain a standard of hygiene among inmates in compliance with the requirements established by state laws as part of a healthy living environment.

Each inmate held more than 24 hours shall be issued, at a minimum, the following items (Wis. Admin. Code DOC § 350.12(11)):

- One bar of bath soap or equivalent
- One unbreakable comb or brush
- Toothpaste or powder
- Toothbrush
- Shaving equipment, upon request
- Toilet paper
- Materials as appropriate to the special hygiene needs of women
- Deodorant

The Jail Commander or the authorized designee may modify this list to accommodate the use of liquid soap and shampoo dispensers. Personal hygiene items should be appropriate for the inmate's sex. Additional hygiene items shall be provided to inmates upon request, as needed.

Inmates shall not be required to share personal care items or disposable razors (Wis. Admin. Code DOC § 350.12(11)). Used razors are to be disposed into approved sharps containers.

Inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily. The Jail Commander or the authorized designee may suspend this requirement for any inmate who is considered a danger to him/herself or others.

Milwaukee County Sheriff's Office

Custody Manual

Inmate Hygiene

807.6.1 PROVIDING FEMALE HYGIENE ITEMS AND TOILET PAPER

Basic female hygiene items and toilet paper shall be provided upon the inmate's request (Wis. Admin. Code DOC § 350.12(11)). Female hygiene items shall only be distributed to female inmates.

807.7 BARBER AND COSMETOLOGY SERVICES

The Jail Commander or the authorized designee shall be responsible for developing and maintaining a schedule for hair care services provided to the inmate population and will have written policies and procedures for accessing these services (see the Grooming Policy). The Jail Commander shall ensure that the rules are included in the inmate handbook.

807.7.1 SCHEDULE FOR HAIR CARE SERVICES

Records of hair care services shall be documented in the daily activity log.

Prior to being placed in a housing unit, inmates will be given an inmate handbook, which details how to request hair care services.

807.7.2 HAIR CARE SPACE

Due to sanitation concerns, the hair care services should be located in a room that is designated for that purpose. The floors, walls, cabinets, countertops and ceilings should be smooth, nonabsorbent and easily cleanable. The room should be supplied with a hand washing sink with hot and cold water under pressure. The minimum hot water temperature must comply with local building and health department standards.

The contracted barbering provider should have all the equipment necessary for maintaining sanitary procedures for hair care, including disinfectants, laundered towels and a means of separating sanitized equipment from soiled equipment. A waste container shall be provided by the facility.

After each haircut, all tools that came into contact with the inmate shall be thoroughly cleaned and sanitized according to established guidelines and regulations. Single-use items, such as cotton pads and neck strips, shall be properly disposed of immediately after use.

Barbers or beauticians shall not provide hair care service to any inmate when the skin of the face, neck or scalp is inflamed, or when there is scaling, pus or other evidence of skin eruptions, unless it is performed in accordance with the specific written authorization of the Responsible Physician. Any person infested with head lice shall not be given hair care service until cleared by the medical staff.

The hair care services area shall be maintained and kept clean according to the requirements of the state or local board of barbering and cosmetology and the health department standards.

807.8 AVAILABILITY OF PLUMBING FIXTURES

Inmates confined to cells or sleeping areas shall have access to toilets and washbasins with hot and cold running water that is temperature controlled. Access shall be available at all hours of the day and night without staff assistance.

Inmate Hygiene

The minimum number of plumbing fixtures provided for inmates in housing units is:

- One sink/washbasin for every 12 inmates.
- One toilet to every 12 male inmates (urinals may be provided for up to half the toilets).
- One toilet to every eight female inmates.

807.9 INMATE SHOWERS

Inmates will be allowed to shower upon assignment to a housing unit and every other day thereafter or more often if possible. There should be one shower for every 20 inmates unless federal, state or local building or health codes differ. Showering facilities for inmates housed at this facility shall be clean and properly maintained. Water temperature shall be periodically checked to ensure it is safe for inmates and staff.

Inmates shall be permitted to shower, perform bodily functions and change clothing without non-medical staff of the opposite sex viewing their breasts, buttocks or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Staff of the opposite sex shall announce their presence when entering an inmate housing unit (28 CFR 115.15).

Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates (28 CFR 115.42).

807.10 DELOUSING MATERIALS

Delousing materials and procedures shall be approved through consultation with the Responsible Physician or qualified health care professionals.

807.11 RESPONSIBILITIES

The Jail Commander or the authorized designee shall ensure the basic necessities related to personal care are provided to each inmate upon entry into the general population. Appropriate additional personal care items may be available for purchase from the inmate commissary.