

	State of Alaska Department of Corrections Policies and Procedures	Index #: 806.02	Page 1 of 3	
		Effective: 2/15/2013	Reviewed: 2/2013	
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Chapter:	Sanitation and Hygiene			
Subject:	Prisoner Hygiene, Grooming, and Sanitation			

I. Authority

In accordance with 22 AAC 05.155, the Department will maintain a manual comprised of policies and procedures established by the Commissioner to interpret and implement relevant sections of the Alaska Statutes and 22 AAC.

II. References

Alaska Statutes:
AS 33.30.030
Alaska Administrative Code:
22 AAC 05.125
22 AAC 05.180

III. Purpose

To establish standards for a prisoner's personal hygiene, grooming and sanitation.

IV. Application

All staff and prisoner population

V. Policy

- A. Prisoners' grooming and dress must not conflict with an institution's requirements for safety, security, identification, and hygiene.
- B. The Department shall refer to medical staff, prisoners whose grooming and personal hygiene habits threaten their health or the health of others.

VI. Procedures

- A. Hair Care:
 - 1. Prisoners must have clean and properly groomed hair.
 - 2. The superintendent shall ensure that prisoners wear hair nets or head covering if they work in the kitchen, dining room, or near machinery. The superintendent also may designate other areas where prisoners must use a hair net or head covering.
 - 3. Staff shall routinely search prisoners' hair for contraband.
 - 4. If a prisoner drastically changes his or her appearance, e.g., changing hair length, shaving, or growing a beard or mustache, the individual shall be re-photographed for purposes of identification.
 - 5. Superintendents of larger institutions shall designate a specific room as a hair care facility. Prisoners may use a multipurpose room for hair care in smaller institutions.
 - a. Prisoners shall cut hair under sanitary conditions and in an area where institutional staff may supervise.
 - b. Hair care services shall be restricted to haircuts; this may include wash, cut and dry.
 - c. Staff shall store hair care services equipment in a secure area when not in use.
 - 6. Prisoners need not wear a particular hair style unless the superintendent requires a certain hair style for program, security, safety, or hygiene requirements in the institution.

- B. Bathing:
Showers and bathing facilities must be made available at least three times per week unless ordered otherwise by security staff or facility health care personnel. Prisoners assigned to special jobs such as food service, health care services, sanitation, or maintenance must shower daily.
- C. Bedding and Linen
1. Each institution shall keep more linen and bedding in stock than necessary for the maximum prisoner capacity so that lost, destroyed, or worn out items can be replaced.
 2. Correctional personnel shall issue to prisoners, at a minimum, the items below, with the exception of prisoners who have a certain status or are assigned to a specific area because of extraordinary circumstances such as involuntary commitment (Title 47), suicide watch, medical isolation, etc.:
 - a. one clean and intact mattress;
 - b. two blankets; the Department shall provide additional blankets if necessary for comfort under cold temperature conditions;
 - c. two sheets;
 - d. one pillow, unless a pillow is integral to the mattress in use;
 - e. one pillow case;
 - f. one towel; and
 - g. one wash cloth.
 3. Each facility shall maintain or have access to a means of cleaning mattresses and pillows.
 4. Prisoners may exchange their linen on a one-for-one basis at least one time per week, or more frequently as resources allow. Prisoners shall be held accountable for the linen they are issued.
- D. Personal Hygiene Items:
1. When admitted to the institution, the Department shall give each prisoner, at a minimum, soap, a toothbrush, toothpaste, a comb, and feminine hygiene items for women.
 2. The Department shall provide soap and toilet paper within the housing unit.
 3. If a prisoner is transferred after admission and the Department does not transfer the items listed under section C(2) above within twelve hours of the prisoner's arrival at the new facility, the Department immediately shall provide these items to the prisoner at the receiving facility's expense.
 4. Each superintendent shall establish procedures for prisoners to purchase or, in the case of indigent prisoners, to obtain hygiene items through the commissary.
 5. The Department shall provide prisoners a daily opportunity to use an individual razor, except those restricted under individual determination.
- E. Plumbing Fixtures. The Department shall provide and maintain toilets, sinks, and showers in numbers which will reasonably provide for the prisoner population within the housing unit. The Department shall repair these facilities promptly when necessary.
1. Each cell, room, or housing unit in use must have a sink with hot and cold running water unless the cell is specifically designed for short-term housing of prisoners who are considered a danger to themselves or others. In such a case, the Department shall ensure that each prisoner in
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- a security or holding cell is given reasonable access to running water and toilet facilities upon request.
2. Showers must be located near the housing units.
 3. The Department shall maintain water temperatures at 100-120 degrees Fahrenheit.
 4. Each cell, room or housing unit must have an adequate working toilet.
 5. The Department shall use privacy screens to separate the toilet facilities from the living area in all dormitories.
- F. Housing Unit Cleanliness. Prisoners are responsible for the cleanliness and order of their living areas. Each superintendent shall establish and post SOPs on housing unit bulletin boards or otherwise notify each prisoner of sanitation and security standards.

VII. Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each manager shall incorporate the contents of this document into local policy and procedure within 14 days. All local policies and procedures must conform to the contents of this document and any deviation from the contents of this document must be approved in writing by the Commissioner or designee.

2/15/2013

SIGNATURE ON FILE

Date

Joseph D. Schmidt, Commissioner
Department of Corrections

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