

<b>San Diego County Probation Department</b>  <b>San Diego County Institutional Services</b>  <b>Policies</b>	<b><u>SUBJECT:</u> Clothing and Personal Hygiene</b>  <b><u>SECTION:</u> 10</b>  <b><u>AUTHORITY:</u> Article 10, Sections 1480-1488, Title 15; Title 16, Division 9, Article 12, Sections 979-980</b>
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## 10.0 Clothing and Personal Hygiene

### OVERVIEW

This section sets forth the mandated requirements for distribution and cleaning of clothing items, and the personal hygiene of youth.

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<p><b>San Diego County Probation Department</b></p> <p><b>San Diego County Juvenile Facilities</b></p> <p><b>Policies and Procedures</b></p>	<p><b><u>SUBJECT:</u> Clothing Issue Policy</b></p> <p><b><u>SECTION:</u> 10.1</b></p> <p><b><u>AUTHORITY:</u> Article 10, Sections 1480-1488, Title 15; Title 16, Division 9, Article 12, Sections 979-980</b></p>
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## 10.1 Clothing Issue Policy

### 10.1.1 STANDARDS

Sections 1480-1488 of the California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities, set forth the institutional guidelines for clothing issue and laundry services for youth detained in Juvenile Facilities. All staff must adhere to the following policies.

### 10.1.2 CLOTHING ISSUE

Upon admission to San Diego County Juvenile Facilities (SDCJDF), all youth must be issued suitable clothing by intake staff, or other staff as designated by each facility. Clothing issued to the youth is intended exclusively for youth use and must not be used or worn for any other purposes. Except in extreme cases, all clothing issues should take place prior to arrival in the youth's housing unit/cottage.

This initial issue of clothing must include the following:

- Socks and serviceable footwear
- Outer garments, including pants, t-shirts, and sweatshirts (weather permitting)
- Undergarments that are freshly laundered and free of stains, including underwear for males and bra and panties for females

See procedural [attachment 10.1.2](#):

### 10.1.3 CLOTHING REPLACEMENTS

Intake staff and unit/cottage officers must exchange youth clothing which falls into a state of disrepair due to normal usage. Unit/Cottage officers, in conjunction with appropriate disciplinary action, must replace intentionally destroyed, mutilated or lost clothing.

### 10.1.4 CLOTHING INVENTORY AND SUPPLY

The facilities must retain an ample supply of clothing at all times. The individual facilities must appoint Officer(s) to be responsible for maintaining the clothing inventory and for dispensing clothing items to new entries.

Staff in the female units must maintain a supply of new panties and bras for subsequent use by female youth.

There must be a quantity of clothing available for actual and replacement needs of the facility's population. (Title 15, Section 1483)

The ordering of new clothing items and supplies must be the responsibility of the facility's Storekeeper.

10.1.5 SPECIAL CLOTHING

Intake, Main Control, or other staff as directed by the facility must maintain a supply of additional clothing suitable for youth to perform special work assignments (e.g. gloves, hats, boots, jump suits, etc.), where the use of regular clothing would be unsanitary or inappropriate. The Watch Commander, or a unit/cottage Supervisor, must determine when special clothing is needed, if a dispute arises. (Title 15, Section 1481)

10.1.6 CLOTHING FROM TRANSFERS

When receiving youth from other facilities, the receiving facility must collect the clothing from the youth and give the clothing to the next transportation officer from that facility for return. The clothing must not be laundered or mixed with the other facility clothing prior to its return to the originating facility.

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## 10.2 Laundry Procedures for Clothing

### 10.2.1 INTRODUCTION

Clean clothing exchanges must be provided to youth whenever work, illness or climatic conditions necessitate.

### 10.2.2 WASHING LAUNDRY IN THE HOUSING UNITS

Some housing units/dorms have washing machines and dryers for small loads of laundry, which may be required during the day. Clothing items that should be routinely washed in the units/dorms are outer garments such as sweatshirts and shorts.

Care should be taken not to wash undergarments (i.e., underwear or bras) in the unit/cottage washers. The water temperature in the unit/cottage washers may not get high enough to properly sanitize these items. Therefore, all undergarments must be sent with the unit laundry to be washed by the large industrial machines in the laundry room.

See procedural [attachment 10.2.2.](#)

### 10.2.3 CLOTHING STORAGE IN HOUSING UNIT/ COTTAGE

Each housing unit has a storage area for daily use items (i.e., clothing and linen.) All clothing must be stored in a safe and sanitary area, free of rodent and vermin infestation (Title 15, Section 1484). This area must be inspected daily by unit officers and at least monthly by the unit/cottage Supervisor, or their designee, to ensure sanitary conditions have not been compromised. The Shift Leader must be responsible for ensuring all contaminated and soiled laundry is placed in Med-Iso bags and sent to Main Control/Central Control/Admin Office. Med-Iso bags must be completely segregated from the clean and sanitary clothing, linen, and bedding supplies. (See Section 11.5.)

<b>San Diego County Probation Department</b>  <b>San Diego County Juvenile Facilities</b>  <b>Policies and Procedures</b>	<b><u>SUBJECT:</u> Dress Code, Personal Care Items and Hygiene</b>  <b><u>SECTION:</u> 10.3</b>  <b><u>AUTHORITY:</u> Article 10, Sections 1480-1488, Title 15; Title 16, Division 9, Article 12, Sections 979-980</b>
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### 10.3 Dress Code, Personal Care Items and Hygiene

#### 10.3.1 INTRODUCTION

Youth in SDCJDF must be provided reasonable access to use of personal care items, and the opportunity for personal hygiene.

#### 10.3.2 STANDARDS

Sections 1485 through 1488 of the California Code of Regulations, Title 15, Minimum Standards for Juvenile Facilities, set forth the guidelines regarding the issue of personal care items and personal hygiene of youth held over 24 hours.

#### 10.3.3 DRESS CODE

The following dress code rules must apply to all youth in San Diego County Juvenile Facilities (SDCJDF):

- Youth must only wear facility issued clothing.
- Clothing in a state of disrepair (i.e., rips, holes, etc.) must not be given to, or worn by youth. When such clothing is discovered, the officer who discovers it must remove it from circulation, and provide the youth with serviceable clothing.
- Long pants must be worn in a "normal" fashion. Pegging, slinging or any other fashion associated with gang activity is not permitted. Officers must replace pants that "sag" on a youth for a smaller pair that fit.
- Headbands, hairnets, towels or clothing wrapped around the head are prohibited.
- Using staples, paper clips or any other objects to make or maintain a youth's piercing is prohibited.
- All officers are responsible for enforcing that youth adhere to the dress code by keeping their pants pulled up and their shirts tucked in.

#### 10.3.4 PERSONAL HYGIENE STANDARDS

The following personal hygiene rules must apply to all youth in SDCJDF:

- Youth must be provided an opportunity to brush their teeth after each meal. Title 15, Section 1486
- Youth must be permitted a shower on a daily basis (or more often if necessary).
- Youth who repeatedly refuse to brush their teeth or shower, must be referred to the medical/dental clinic for examination/education/counseling.

### 10.3.5 TOILETRY ITEMS PROVIDED

All youth in SDCJDF must be supplied with toiletry articles that are necessary to maintain daily personal hygiene. Youth must not share these items with another youth. Additionally, access to these articles must be limited, and must always be supervised by a unit officer. Any youth which misuses toilet paper/seat covers must be provided toilet paper/seat covers in single use quantities.

Basic toiletry items provided in each housing unit must include:

- An individual toothbrush
- Toothpaste
- Soap
- Combs (Note: Large combs could be used as weapons, therefore, access must be limited. Youth who must use large combs must put them in an envelope and store them behind the staff deck, or in a locked cabinet, when not in use.)
- Hand lotion (See Section 10.4.1 below regarding dispensing during shower program.)
- Hair products (See Section 10.4.1 below regarding dispensing during shower program.)
- Shampoo
- Sanitary napkins (females only)
  
- Deodorant/antiperspirant (Pump-spray bottles only, absent an exception from the Facility Division Chief.)

### 10.3.6

#### DISTRIBUTION

The youth's assigned unit/cottage provides distribution of toiletry items. Each unit/cottage must be responsible for ordering a sufficient supply of toiletry articles from the Facility Storekeeper, to meet the weekly needs of their respective unit/cottage. Each unit/cottage Supervisor must designate an officer to be responsible for ordering supplies on a weekly basis. In addition to toilet paper and seat covers, items which are required to be available on a daily basis include:

- Toothpaste
- Hand soap
- Shampoo
- Deodorant/antiperspirant
- Sanitary napkins (females only)

### 10.3.7 STORAGE

Toiletry items must be stored in a safe and secure location that is not readily accessible to youth (i.e., not in youth rooms or lockers, absent authorization from the Facility Division Chief). Distribution of all such items must be under the direct supervision of a unit/cottage officer. Storage areas for individual youth must be separated from each other, and personal items not allowed contact with items of another youth. Storage areas must be cleaned and disinfected as necessary.

10.3.8 SHAVING

Except for court identification purposes, male youth are to be provided a daily opportunity to shave. All shaving must be done with an electric shaver. For security reasons, razor blades are not permitted in the facilities, with the exception of GRF, which may use razor blades with permission from the Division Chief (See procedural [attachment 10.3.8](#)). Each unit/cottage Supervisor must be responsible for developing written guidelines on the use of shavers, that must include an accountability system designed to prevent misuse (e.g., parts from electric razor used to make a tattoo kit, etc.).

All shaving equipment shared by youth must be disinfected before each individual use (Title 15, Section 1485). Concerns about transmitting HIV or other blood-borne pathogens is germane for any equipment capable of drawing blood. Therefore, all electric razors must be disinfected prior to use as follows:

Step	Action (for electric razors)
1	Remove the razor head.
2	Remove all debris.
3	Disinfect with an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity used according to manufacturer's instructions.
4	All disinfected electrical instruments must be stored in a clean covered container that is in a secure area not accessible to youth.

10.3.9 HAIRCUTS

Unit/Cottage officers may provide haircutting services only when the Unit Supervisor approves them. An approved list of officers that may cut youth hair is maintained in the Watch Commander's Office and in each unit/cottage. All haircuts must conform to facility standards, not less than ½ inch in length and must not be unconventional in style. The unit/cottage Supervisor or Watch Commander must determine unconventional styling if a dispute arises.

All youth haircuts are voluntary. However, prior to officers providing haircutting services, a youth must first receive written permission from the Court or their Probation Officer if they have not yet received a disposition in their case. Youth must fill out a haircut request form, and sign it, prior to getting their haircut.

Except when engaging in a career education program focused on learning barber skills, including practical application, youth are not permitted to cut the hair of another youth and all haircutting tools must be handled by officers only. Within the context of a barber training program led by a licensed barber, youths may cut hair under direct supervision of officers. Youths in the Youth Development Academy (YDA) may also trim their own hair using electric clippers under the direct supervision of officers during scheduled timeframes Youth are not to remove parts from electric instruments ( hair trimmers) to clean or disinfect and must follow the disinfecting guidelines learned in the Locker Room Hygiene and Safe Handling course.

All haircutting tools shared by youth must be disinfected before each individual use (Title 15, Section 1488). Therefore, all equipment must be disinfected prior to use as follows:

Step	Action
1	For electrical instruments, follow the steps listed above for electric razors.
2	For non-electrical instruments: clean with soap or detergent and water;
3	Totally immerse in an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity used according to manufacturer's instructions.

4	The disinfectant solution specified above must remain covered at all times and must be changed at least once per week or whenever visibly cloudy or dirty.
5	All disinfected instruments must be stored in a clean, covered container that is labeled as such, and stored in a secure area that is not accessible to youth.

<b>San Diego County Probation Department  San Diego County Juvenile Facilities  Policies and Procedures</b>	<b><u>SUBJECT:</u> Shower Program</b>  <b><u>SECTION:</u> 10.4</b>  <b><u>AUTHORITY:</u> Article 10, Sections 1480-1488, Title 15; Title 16, Division 9, Article 12, Sections 979-980</b>
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## 10.4 Shower Program

### 10.4.1 STANDARDS

Each youth newly booked into a juvenile facility must be afforded the opportunity to shower or bathe. They will then be afforded the opportunity to shower or bathe on a daily basis thereafter at all San Diego County Juvenile Facilities. Each housing unit/cottage must therefore provide youth with the opportunity for daily showering. During the daily shower program, unit/cottage officers must provide youth with soap, shampoo, deodorant and toothpaste.

### 10.4.1 TOILETRY ITEMS

Items such as hand lotion and miscellaneous hair products must be dispensed in small quantities during the shower program, according to the schedule as developed in each individual unit/cottage. During distribution of these items, officers should be aware of the potential for product misuse (i.e., greasing down the body, hair, etc.) and therefore, supervision over the dispensing of these items is required. All such products must be applied to the youth's bodies under the direct supervision of a unit officer. Youth must not be allowed to retain any excess, or take these products to their rooms.

### 10.4.2 TOILETRY PROVISIONS

All toiletry articles must be provided solely by the facility. These items are not to be supplied to youth by their parents or other visitors. The only exception to this policy must be for medically necessary specialty products, cleared by the medical clinic (see Manual Section 8.5).

The Girls Rehabilitation Facility (GRF) permits a youth's parent(s)/guardian(s) to provide additional personal hygiene products such as: toiletry baskets, shampoo and conditioner, toothbrush and body puff, body wash and body lotion, deodorant, hair gel/grease, brush/comb, and Chapstick, once they reach the Journey Phase. These items cannot contain alcohol, glass, metal, breakable containers or pump/aerosol sprays. In addition, medicated items are prohibited.

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## 10.5 Access to Restroom Facilities

### 10.5.1 REASONABLE ACCESS TO RESTROOMS

To unreasonably deny a youth permission to use the restroom is unacceptable. Therefore, youth must not be denied reasonable access to the restroom facilities. "Reasonable Access" requires providing use of the restroom facilities, with no more than a five (5) minute delay, except in the case of an emergency. If, and when, such an emergency arises, and access to the restroom is delayed, the circumstances must

all be documented in an Incident Report.

When youth are scheduled to attend recreation periods, school, or special activities/events which are outside the unit, they must be allowed to use the restroom either before leaving the unit/cottage or after they get back to the unit but before returning to their rooms.

If a youth uses the restroom, then needs to use the restroom again a short time later (within a half hour), they may be counseled regarding "poor head call planning." However, the youth must be given the opportunity to use the restroom upon request. Additionally, a youth must not be denied the use of the restroom simply because it is during shift-change.

Officers must control access to the restroom as needed to maintain safety and security, but must not use denial of restroom use as a form of punishment, and must not discipline youth for requesting to use the restroom while secured in their rooms or engaged in unit activities.