I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in Title 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

All Departmental Juvenile Facilities

III. POLICY

It is the policy of the Department of Corrections to provide all residents with the articles necessary for maintaining proper personal hygiene.

Residents shall be provided opportunities to maintain personal standards of hygiene to the degree that their practices do not pose a threat to staff or resident safety and the need for security and orderly operations. Staff shall be trained regarding the rights and responsibilities of residents with respect to maintaining sanitation and hygiene.

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V. ATTACHMENTS

None
VI. PROCEDURES

Procedure A: Hygiene Items/Kits

1. Each facility shall implement practices for issuing basic hygiene items to each resident during intake processing. Wherever possible, each facility shall attempt to create opportunities for residents to be self-sufficient and accountable for the use of all personal hygiene items. At a minimum, initial issue hygiene items/kits shall include the following, based on resident needs and consistent with professional standards:

a. Soap
b. Toothbrush
c. Toothpaste
d. Comb
e. Shower shoes
f. Deodorant

2. When residents are transferred from other Department facilities or outside agencies (i.e., group homes, etc.) and hygiene items/kits have been brought to the facility with personal property, replacement items shall be issued by the facility to prevent the introduction of contraband or unsanitary conditions. Items confiscated shall be disposed of consistent with Departmental policies and procedures. Through purchases made from Commissary operations, residents shall receive opportunities to replace hygiene items such as toothpaste, soap, comb, shower shoes, etc.

3. Juvenile Program Specialists/Workers shall make ensure toilet paper, feminine hygiene items, shampoo and other facility-issued items are available to residents. Juvenile Program Specialists/Workers shall report depleted unit personal hygiene items by using a manual or automated system. Facility-issued hygiene supplies shall be stored in a designated location that is under staff supervision to prevent unauthorized access and misuse by residents. Information regarding the quantity limits for facility issued hygiene items shall be communicated to residents during the facility and/or unit orientation and posted on the appropriate unit bulletin board. Juvenile Program Specialists/Workers shall monitor the amount of facility-issued hygiene items retained by a resident. Possession of excessive amounts of hygiene items may subject residents and their property to search, and disciplinary actions may be administered where appropriate.

4. Each facility’s Juvenile Program Specialists/Workers shall be responsible for

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controlling inventory, ordering, restocking, and issuing sufficient personal hygiene items to each housing pod.

5. Residents at each facility shall receive an opportunity to shower daily, and shall be required to shower at least three (3) times per week. Residents shall shower in accordance with the housing pod or unit schedule and after strenuous exercise. Residents assigned to special management units shall be afforded opportunities to shower during recreation periods or other outside cell activities in accordance with the established schedule.

6. Each facility’s Maintenance Supervisor shall be responsible for ensuring that water for showers is thermostatically controlled to comply with applicable health and safety regulations and/or applicable professional standards.

**Procedure B: Razors/Nail Clippers**

1. Each facility shall implement practices for issuing, inventory control, supervision and storage of disposable razors, electric razors and depilatories. Depilatories are used by some residents for medical conditions (i.e., pseudo-folliculitis) and should be available. Wherever electric razors are used, these items shall be included on the inventory and stored with shaving implements in a secure location.

2. Disposable or electric razors shall be made available at shower times through the Housing Juvenile Program Specialists/Workers. No resident shall possess individual razors. Electric razors shall be sanitized between users shall to ensure proper decontamination after each use.

3. All razors shall be stored in a locked area that is supervised by staff whenever it is unsecured. Residents shall not be allowed access to the razor storage area without supervision.

4. Each facility shall implement practices for residents’ use of nail clippers to maintain personal hygiene. Nail clippers issued by staff shall be considered controlled items that are issued to residents by the Juvenile Program Specialists/Workers as needed. Sanitary measures such as disinfecting implements between use and replacing nail clippers when they are no longer functional shall be followed at all times. Facility-issued nail clippers shall be accounted for during shift change responsibilities.

5. Staff shall complete all duties and responsibilities associated with razors/nail clippers in accordance with training guidelines.

**Procedure C: Hair Care/Haircuts**
1. Each facility shall implement practices for providing hair care services for residents. Residents shall be permitted freedom in personal grooming, as long as their appearance does not conflict with the facility’s requirements for safety, security, identification, and hygiene. When restrictions are imposed, valid justification for reasons of safety or security shall be documented and maintained.

2. Each facility shall provide residents with information concerning all hair care services during the orientation process via the Resident Handbook. Current schedules shall be posted in all housing units. When hair care services are centralized, issues such as separations shall be addressed consistent with procedures governing movement. Passes shall be issued for residents to receive haircuts by appointment.

3. Sufficient supplies for accomplishing hair care services for residents shall be available at each facility. Barbering tools, supplies and equipment shall be inventoried and subject to control at all times when not in use. Facilities shall maintain control over hair care supplies that can cause injuries. Lye based products shall not be ordered and made available for resident use. A licensed professional contracted by the facility must provide hair care services under sanitary conditions.

4. Each facility shall provide residents an opportunity to receive a facility-paid (free) haircut at least once during each two-month period of their incarceration at the facility where they are currently assigned. Residents shall be provided with additional opportunities to practice personal grooming habits related to hair care by purchasing haircuts through canteen operations.

5. Each facility shall make provisions for residents to receive additional haircuts at the resident’s expense. Residents shall complete a written request to the Deputy Superintendent of Support Services for the purchase of the additional haircuts. Residents in Detention status may request a haircut before a court appearance or purchase additional haircuts at their expense.

6. With the exception of residents assigned to disciplinary segregation, all other special management populations shall be afforded an opportunity to receive haircuts once in every two-month period. Residents assigned to the Special Management Unit shall not receive haircuts except when requested for court appearances. All special management residents shall be escorted for haircut appointments in accordance with the facility’s movement plan.

7. Residents shall receive haircuts when medically prescribed by the facility’s Medical Director, or designee, or by qualified medical personnel at an off-site
Residents shall only be afforded opportunities to receive haircuts to comply with certain recognized religious practices when authorized by the chaplain and approved by the Deputy Superintendent of Support Services.

**Procedure D: Ectoparasite Decontamination (Delousing) Procedures**

1. Each facility shall implement practices to reduce the risk of lice infestation. Procedures for decontaminating residents and locations shall be coordinated with the facility’s health care services provider. Laundry contaminated with parasites shall be appropriately handled with protective clothing (e.g., gloves), bagged, labeled, and processed to prevent recontamination of residents, clothing and/or other materials.

2. Residents shall be responsible for participating in staff efforts to eradicate ectoparasite infestation by properly cleaning areas and collecting and turning in property for laundering. Residents failing to participate in such activities shall be subject to discipline or other appropriate actions. Staff shall supervise residents in all ectoparasite decontamination (delousing) efforts. Staff shall provide protective clothing as required to residents assisting in the decontamination efforts.

3. Facilities shall implement practices for the replacement of resident personal property on a case-by-case basis when it is destroyed or discarded as a result of ectoparasite decontamination procedures. Residents shall submit a written request or use the established informal grievance process when seeking remedies for such matters. Residents should be encouraged to provide evidence of lice or other ectoparasite problems (i.e., specimen) to assist medical staff in determining the need for personal or area decontamination.

4. When an identified infestation problem makes it necessary to decontaminate a housing pod, all program activities for residents in the pod shall be suspended until the decontamination procedures are completed.

**VII. PROFESSIONAL STANDARDS**

**ACA:**

4-JCF-4B-01 Articles necessary for maintaining proper personal hygiene are available to all juveniles and provided to those who are indigent. Each juvenile should be provided soap, toilet paper, a toothbrush, toothpaste, comb and/or hairbrush and special hygiene items for females. Shaving equipment and supplies should be made available as needed.

4-JCF-4B-02 Hair care services that are culturally appropriate and comply with applicable regulatory requirements are available to juveniles. Equipment
used to provide hair care services should be inventoried, sanitized, and stored securely when not in use.

4-JCF-4B-10 juveniles are permitted to shower or bathe daily and after strenuous exercise.

3-JTS-4B-14 written policy, procedure, and practice require that articles necessary for maintaining proper personal hygiene are provided to all juveniles.

4-JCF-5A-01 upon entry into the system the admission process includes, but is not limited to, the following:

1. Determination that the juvenile is legally committed to the facility
2. A thorough and complete search of the juvenile and of possessions
3. Inventory, storage, and/or disposition of personal property
4. Shower and hair care, if necessary
5. Issuance of clean, laundered, properly fitted clothing, as needed
6. Issuance of personal hygiene articles
7. Medical, dental, and mental health screenings
8. Assignment to and brief tour of the housing unit
9. Recording of basic personal data and information to be used for mail and visiting lists
10. Assistance to juveniles in notifying their families of their admission and procedures for mail and visiting
11. Assignment of a registered number to the juvenile
12. Provision of written orientation materials to the juvenile and verbal/multi-media orientation to facility and program