



State of North Carolina
Department of Public Safety
Prisons

Chapter: E
Section: .2100
Title: **Clothing, Bedding, & Personal Hygiene**
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POLICY & PROCEDURES

.2101 PURPOSE

The purpose of this policy is to ensure that all North Carolina Prison facilities are able to consistently supply and maintain bedding, clothing, and hygiene items for their respective offender populations.

.2102 GENERAL

Facilities shall establish individual standard operating procedures to provide for the issue of suitable, clean bedding and linen, and services, items and facilities necessary to maintain personal hygiene within the offender population.

.2103 CLOTHING & BEDDING SUPPLIES

Each facility will maintain a store of clothing, linen, and bedding that exceeds the amount required for their offender population. Maintaining excess amounts will ensure that there is no delay in replacing items when needed. Each facility's SOP should establish issuance / accountability procedures for clothing and bedding items, and the offenders to whom the items are issued shall be held accountable for their use. During economic shortfalls, Prisons management may require facilities to reduce excessive inventory quantities to address issues with departmental budget restrictions and/or reductions.

.2104 CLOTHING ISSUE

Facility policy, practice, and procedure shall provide for the issuance of suitable clothing to all offenders. Clothing will be properly fitted, climactically suitable, durable, and presentable. At the time of initial admission into the facility a standard wardrobe should be provided and should include, as appropriate, shirts, blouses, dresses, trousers, skirts, belts, undergarments, slippers, socks, shoes, coats, jackets, and headwear. In addition to the standard issue of offender clothing, civilian attire should be available in limited quantities (based on the needs of the facility) for work release, furloughs, court appearances, etc. Special and protective clothing and equipment must be issued to offenders assigned to special work areas, based on the requirements of their work assignment. Offenders assigned to the institution's food service areas, hospital, farm, garage, physical plant, and other special work details may need to be issued equipment such as disposable face masks and gloves, protective helmets, goggles, and so forth. The facility shall ensure that offenders are provided the opportunity to have 2.5 complete sets of clean clothing per week, the cleaning to be accomplished through central clothing exchange and appropriate laundry services. The facility shall provide for the thorough cleaning and disinfecting of offender

personal clothing before storage to prevent odors and pests.

.2105 BEDDING & LINEN ISSUE

Each facility shall provide for the issue of suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, and sufficient blankets to provide comfort under existing temperature controls. There must be provision for linen exchange, including towels, at least weekly, and this may be handled in conjunction with clothing exchange if desired.

.2106 BATHING AND PERSONAL HYGIENE

Articles for maintaining proper personal hygiene shall be made available to all offenders and provided to those who are indigent, and to each offender upon new admission. Each offender must be provided, at minimum, soap, toilet paper, a tooth brush, and toothpaste, denture cleaner and adhesives as needed. The special hygiene needs of all offenders should be met. Refer to NCDPS Fiscal Policy and Procedure, Section C, .1100, for more detail.

.2107 HAIR CARE SERVICES

Each facility shall provide hair care services to the offenders in their homes, and offenders will be required to maintain their hair in a state of cleanliness. In all cases, hair should be cut under sanitary conditions and in an area that permits observation by staff. Barbering and hair care equipment should be stored securely when not in use.

.2108 MEDIUM & CLOSE CUSTODY FACILITY SHAVING SYSTEMS & BATTERY OPERATED RAZORS

It is the policy of Prisons to provide all offenders with a safe and sanitary shaving process. The offender electric clipper and battery operated shaving systems are to be used to shave facial hair and is currently available at all male Medium and Close custody facilities.

- (a) Electric Clipper Shaver System
 - (1) Procedures
 - (A) Electric clipper shaves are available to indigent offenders and offenders who choose not to purchase their own battery operated razor.
 - (B) Electric clipper shaves are limited to a minimum of three times per week or a maximum of five times per week per offender, depending upon job assignment, visitation or court appearances; the Facility Head or his/her designee will determine the days the shaving program will take place at their facility.

- (C) A list will be placed in the housing areas for offenders to sign up for a shave. The barber assistants will shave only those offenders on the list.
 - (D) Only the assigned barber assistant will be allowed to use the barber's equipment.
 - (E) No offenders will be allowed to congregate around the shaving program while in progress.
 - (F) The Electric clipper shaving program will be set up near access to running water.
 - (G) Normal rules of offender conduct and behavior will apply performing or getting a shave.
 - (H) The barber assistant and his supply box will be subject to search at any time.
 - (I) Each facility will include in its offender orientation, information on the electric clipper shave program and information about purchasing battery operated razors from the canteen.
- (2) Electric Clipper Shave Equipment
- (A) All Electric Clipper Shave supply boxes will be maintained in a secured area that can be accessed by custody staff only. The area is to remain locked at all times when not in use.
 - (B) All Electric Clipper Shave supply boxes must be inventoried by custody staff and documented on an inventory control sheet prior to the start of the barber assistant's work day.
 - (C) All Electric Clipper Shave supply boxes must be inventoried by custody staff and documented on the inventory control sheet before being placed back in the secured area.
 - (D) Prisons Administration will designate the type and model of the electric clipper shaver used based on guidelines set forth by DPS Purchasing & Logistics Office.
 - (E) The housing unit should maintain in its immediate inventory, three (3) blades for each shaver. These blades should be rotated between the three specific assignments: One (1) blade is for current cut, one (1) blade in appropriate disinfectant after last cut, and one (1) blade as a reserve. This

rotation process will continue throughout the shaving schedule to ensure proper use and sanitation of equipment.

- (3) Barber Assistant Duties and Requirements
 - (A) It shall be the responsibility of the facility programs staff to assign a qualified barber assistant to an electric clipper shaving position according to the needs of the program and ability of the offender.
 - (B) An offender assigned as a barber assistant shall receive Level 3 gain time and \$0.70 per day incentive wage.
 - (C) It will be the responsibility of the custody staff to supervise the barber assistants and the operation of the system in its entirety.
 - (D) The barber assistants must be trained on the proper methods of cleaning clipper shaving equipment, washing of hands, and bloodborne pathogens. The training must be completed prior to barber assistant beginning his assignment.
 - (E) The barber assistant must maintain a clean working environment at all times. All equipment must be maintained in good working order.
 - (F) The barber assistant will be responsible for cleaning the clipper shaving equipment after every facial shave with appropriate disinfectant.
 - (G) All clipper shaving equipment must be thoroughly cleaned at least once a week or as often as determined by custody staff.
 - (H) All broken or malfunctioning equipment must be reported to custody staff on duty for appropriate corrective action.
 - (I) Barber equipment that is damaged due to negligence by a barber assistant will be subject to disciplinary action.
 - (J) The barber assistant must never leave the barber equipment unattended at any time.

- (b) Battery Operated Razors Purchased by Offenders
 - (1) Medium and Close custody male offenders will be allowed to purchase a battery operated razor from the canteen.

- (2) Offenders will only be allowed to purchase a battery operated razor from the canteen every six (6) months or at the discretion of the Facility Head or his/her designee.
 - (3) Prior to the purchase of another battery operated razor, the offender must return the current battery operated razor for inspection and proper disposal by facility staff.
 - (4) Each facility must establish procedures to collect and dispose of each battery operated razor. Each facility must establish procedures for offenders to request and purchase a battery operated razor. The purchase will be handled through Cashless Canteen.
 - (5) Indigent offenders in regular population will be provided shaves through the Electric Clipper Shaving Program.
- (c) Control/Segregation Offenders
- (1) Each facility must establish procedures for how offenders assigned to control or segregation may have access to the facility's shaving program or to the offender's battery operated razor.
 - (2) The facility shaver used in the confined housing areas will be a battery shaver instead of an electric clipper shaver.
 - (3) Each facility must develop procedures on how the battery shaver is passed through the confined population to include:
 - (A) number of shaves per week,
 - (B) length of shave time,
 - (C) steps for sanitizing and cleaning of the shaver by custody staff between cuts,
 - (D) all battery shaver equipment must be thoroughly cleaned at least once a week or as often as determined by custody staff. Thorough cleanings may be completed by facility barber assistants,
 - (E) additional shavers to be used as replacement or backup equipment.
 - (4) Offenders assigned to control or segregation are allowed to maintain their individual battery operated razor purchased through the canteen. The facility will determine where the offender's battery operated razor will be stored for

control/segregation offenders when not in use.

- (5) Each facility must establish procedures for how a control/segregation offender may have access to his battery operated razor to include procedures for disposal of and purchase of a new battery operated razor as outlined in E.2108 (b).
- (6) Indigent offenders assigned to control or segregation will be provided shaves through the use of the facility's battery shaver.

George Solomon 6/30/14
Director of Prisons Date

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