



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 4.4.1	Subject: <b>OFFENDER HYGIENE, CLOTHING, AND LINEN SUPPLIES</b>
Chapter 4: Facility/Program Services	Page 1 of 4
Section 4: Sanitation and Hygiene	Effective Date: Oct. 1, 1997
Signature: /s/ Mike Batista, Director	Revised: 8/20/2013

**I. POLICY**

The Department of Corrections will provide offenders with the resources and facilities to maintain personal cleanliness and a supply of clothing, bedding, and linens sufficient to provide comfortable, sanitary, and environmentally suitable conditions during confinement.

**II. APPLICABILITY**

All divisions, facilities, and programs Department-owned and contracted, as specified in contract.

**III. DEFINITIONS**

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

**IV. DEPARTMENT DIRECTIVES**

**A. General Requirements**

1. Each facility will establish offender hygiene and personal care procedures in accordance with the provisions of this policy.
2. Facilities will allow offenders freedom in personal grooming as long as their appearance does not conflict with the facility's safety, security, identification, and hygiene regulations. Grooming requirements may be more restrictive in specific training programs.
3. Procedures will address the re-issue of new identification photographs whenever an offender's personal appearance substantially varies from a current photograph.
4. Facilities must ensure that no civilian clothing or staff uniforms are stored in a manner that allows offender access to them.
5. The facility's supply of clothing, bedding, and linen will exceed the amount required for the offender population to prevent any delay in replacing items.
6. The facility will provide secure storage for offender clothing, bedding, and linen and establish accountability procedures for their issue and use; offenders are responsible for all issued or permitted items.

**B. Hygiene Items**

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1. Each facility will:
  - a. provide newly admitted offenders with an initial supply of personal hygiene items that may be replenished by offenders through the facility canteen or through indigent requests in accordance with *DOC Policy 4.1.4, Indigent Status*;
  - b. provide youth offenders at a youth facility with personal hygiene products for the duration of the youth's stay;
  - c. supply the following basic items to offenders upon admission:
    - 1) toothbrush;
    - 2) toothpaste or powder;
    - 3) soap and shampoo;
    - 4) comb;
    - 5) shaving implements; and
    - 6) feminine hygiene items, when applicable.
  - d. ensure that the type and amount of personal hygiene items complies with established procedures for offender personal property; and
  - e. when necessary, restrict personal hygiene items due to security concerns in mental health, segregation, and intensive management units.

**C. Personal Hygiene**

1. Each facility will:
  - a. require offenders to trim and maintain head and facial hair in a clean and neat manner and not endanger safety or security, especially during offender searches;
  - b. ensure hair length meets safety, health, and OSHA guidelines related to specific job assignments, e.g., industries and food services;
  - c. ensure fingernails are kept at a length that does not present safety or security concerns; and
  - d. provide hair care services that:
    - 1) comply with applicable health requirements;
    - 2) employ an individual skilled in haircutting;
    - 3) ensure observation by staff; and
    - 4) require that haircutting equipment is securely stored when not in use.
2. Facility staff may require an offender to unbraid, untie, or cut the hair in order to complete an adequate security search.
3. The facility administrator may restrict individual hair length and styles if they are deemed to present a security risk.

**D. Showers**

1. Each facility will:
  - a. require offenders to shower upon admission to the facility;
  - b. afford the opportunity for offenders to shower at least three times per week;
  - c. recommend that offenders with specific job assignments, e.g., food, medical, or industrial services, adhere to a daily showering schedule; and
  - d. document when offender access to showers is curtailed for any reason.

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2. The facility administrator, or designee, may require an offender to adhere to a showering schedule.

**E. Clothing**

1. The facility will issue appropriate clothing to newly admitted offenders.
2. Facility procedures will address the disposition of offender clothing that may not be retained at the facility and provide the resources for a thorough cleaning, disinfecting, and storage of personal clothing if needed.
3. Offenders' personal clothing limits will be consistent with *DOC Policy 4.1.3, Offender Personal Property*, and facility authorized property lists.
4. Each facility will provide offenders with information regarding clothing issue, exchange, and repairs, including the opportunity to obtain three complete sets of clean clothing per week.
5. Offenders will wear clothing appropriate for the season and in the manner for which it was designed.
6. The facility will provide offenders with suitable protective clothing as required for specific job assignments and work details.
7. If the facility allows relatives, attorneys, or friends to provide civilian clothing for an offender's court appearance, staff must use appropriate search and receipt procedures.
8. Unauthorized clothing will be considered contraband and an offender's possession of unauthorized clothing may subject the offender to a disciplinary violation for possession of contraband.

**F. Bedding**

1. Standard issue bedding will include one mattress, one pillow, one pillowcase, two sheets, and two blankets with allowance for seasonal variations.
2. Facilities will provide bedding and linen exchange no less than once a week.
3. Mattresses and pillows will remain in the housing units and sanitized when assigned to another offender.
4. The facility administrator may restrict bedding supplies for individual offenders where there is evidence of a security risk.
5. Medical services may approve other bedding for medical reasons.

**G. Laundry**

1. Facility procedures will include a laundry exchange schedule that ensures all offenders have the means to obtain clean clothing and linens; procedures will address a schedule for offenders in locked housing units.
2. Facilities will ensure blankets and pillows are cleaned every three months.

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3. Facility procedures will address the replacement of worn out, lost, or stolen items. Offenders may be required to reimburse the facility for issued items that are lost, stolen, or damaged.

**V. CLOSING**

Questions concerning this policy should be directed to the facility administrator.

**VI. REFERENCES**

- A. *4-4283; 4-4334 through 4-4343; ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*
- B. *4-4336, 4-4340; ACA 2008 Standards Supplement*
- C. *3-JTS-3D-08, 3-JTS-4B-07 through 3-JTS-4B-15; Standards for Juvenile Correctional Facilities, 2003*
- D. *DOC Policies 4.1.3, Offender Personal Property; 4.1.4, Indigent Status; 4.4.2, Facility Sanitation and Pest Control*

**VII. ATTACHMENTS**

None.