

Inmate Clothing, Bedding, Hygiene Articles, and Linen Supplies

2408.1 NEW INMATES

All inmates will be provided clothing that meets sanitation and safety requirements and is properly fitted, climatically suitable, and appropriate to meet the needs of the situation. All inmates will be supplied with bedding and linens sufficient to provide comfortable, sanitary and safe conditions during their period of confinement.

- (a) New inmates will initially be provided with basic hygiene articles including toothbrush, toothpaste, bar of soap, comb and a disposable razor. Two times per week, inmates can order additional basic hygiene articles and purchase a variety of commissary items (e.g., deodorant, shampoo, etc.). Exceptions regarding the possession and use of razors apply for the following inmates:
 - 1. Inmates classified as High Security (HS) and Administrative Housing (AH1, AH2, AH3, PC-AH) are not permitted to possess razors. These inmates may receive one (1) razor for temporary use upon request and will return the razor once they are finished. Transgender and Intersex inmates in these classifications may request one (1) additional razor, for a total of two (2) razors, for use and will return the razor(s) once they are finished.
 - 2. Chronic mental health inmates may access hair care services in accordance with CCOM Section 1204.4 - Mental Health Inmates.
 - 3. For additional information on the possession and use of razors, refer to CCOM Section 1202 – Classification Descriptions and Identification, and CCOM Section 1204.4 – Mental Health Inmates.
 - 4. Inmates housed in acute mental health housing, including inmates in a safety gown on acute observation, shall be provided a finger toothbrush and a toothpaste packet by CHS for use inside their cell. If circumstances exist where CHS has determine a finger toothbrush and toothpaste packet are prohibited, CHS will document "No Finger Toothbrush/toothpaste" on the "Mental Health Notification Form" [REDACTED]
 - i. CHS will maintain supplies and distribute to the inmate upon arrival to the Acute Housing area and on an as needed basis.
- (b) All new inmates who will be remaining in custody will be required to shower and exchange their personal clothing for jail issue clothing.
 - 1. Water temperatures for showers are thermostatically controlled to ensure the safety of inmates.
 - 2. The inmate's personal clothing will be stored.
 - i. Badly soiled or bug infested (crabs/lice/bed bugs) clothing will be properly disposed of to prevent the spread of infestation. The CSA will document any disposed of property on the clothing receipt. Upon release or transfer to another facility, the inmate will be given a paper jumpsuit.

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3. Upon the inmate's arrival at their assigned housing location, the inmate will be issued the following bedding and linen items:
 - i. Sanitized mattress
 - ii. One clean blanket
 - iii. Two clean sheets
 - iv. One clean towel
 4. Mattresses shall be free of holes and tears. Mattresses with holes, tears, or lack of sufficient padding shall be replaced upon request. (Title 15, Section 1271)
 5. All clothing and bedding supplies issued to inmates shall be the inmate's responsibility. The inmate will be held accountable for their jail issue clothing and linen items. If any items are altered, Deputies shall enforce any applicable jail rule violation.
 6. Exchanges of clothing and linen will take place on a regular schedule as follows (Title 15, Sections 1262 & 1271):
 - i. Undergarments including socks - Twice weekly
 - ii. Outer garments including sweatshirts - at least once per week
 - iii. Sheets and Towel - at least once per week
 - iv. Blankets - every three months
 - v. Clothing and bedding with blood or infectious contaminants shall be exchanged for clean items upon request as per Title 15, Section 1263 and C.P.C. 4023.5. For handling of contaminated items, refer to [CCOM Section 2404.6 – Blood Borne Pathogens or Other Infectious Materials](#).
 7. Each Guard Station is responsible for maintaining and posting the weekly clothing exchange schedule.
 8. A Deputy will escort and provide security for the Correctional Services Assistant during the entire clothing exchange process. Observation from the Guard Station is not sufficient.
- (c) All inmates shall keep their fingernails clean and neatly trimmed, not extending beyond the tips of the fingers.
1. Staff will follow hygiene procedures outlined in the below CCOM Section 2408.2 – Hygiene Equipment and provide the inmate with fingernail clippers.
 2. An inmate may request assistance from others with cutting their fingernails, or staff may assist as needed. At no time will staff direct an inmate to cut another inmate's fingernails.

2408.2 HYGIENE EQUIPMENT

- (a) Inmate Barber Shop Hair Care Services

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1. When requested, any inmate can obtain hair care services once per month. Inmates must be in Orange County Jail custody for a minimum of 30 days before requesting hair care services. Qualified inmate workers under sanitary conditions, supervised by a Deputy, will perform hair care services.
2. Electric clippers: Deputies will direct inmate barbers to disinfect all electric clippers in the barber shop between each individual use by: (1) removing all foreign matter; and (2) Disinfecting with a 100% solution of Barbicide or any EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal properties used according to manufacturer's instructions. The disinfectant solution used shall remain covered at all times and be changed at least once per week or whenever visibly cloudy or dirty.
3. Combs:
 - i. All combs that have been used on an inmate and not yet disinfected will be placed in a container marked "used—not disinfected."
 - ii. Deputies will direct inmate barbers to disinfect all combs in the barber shop between each individual use by: (1) Cleaning with soap or detergent and water; and (2) then totally immersing in a 100% solution of Barbicide or any EPA-registered disinfectant with demonstrated bacterial, fungicidal, and virucidal properties used according to manufacturer's instructions. The disinfectant solution used shall remain covered at all times, and be changed at least once per week or whenever visibly cloudy or dirty.
4. Deputies will ensure all hair care equipment is properly disinfected, returned, and stored in a clean, covered container marked "disinfected" within the inmate barber shop.
5. Deputies will ensure that all new barbers are briefed on this procedure.
6. Inmates will receive their haircuts within their respective Outdoor Recreation areas on Sundays, and will be supervised by the assigned prowler(s).
7. Inmates requiring leg restraints, waist restraints, and two man escorts will be properly secured. Inmates classified as Total Separation or other special needs will receive hair care services from an inmate worker selected by staff.
8. Each housing location will retain a record of all requests and completions. Inmate message slips will be signed upon completion by the supervising Deputy and forwarded to Records for placement in the inmate's record jacket.
9. Inmates selected to provide hair care services will wear a disposable apron and latex gloves during each haircut. The inmate receiving the hair care will wear a disposable bib, as well as a disposable neck towel.
10. Upon completion of each individual haircut, the electric razors, chair, and or combs will be sterilized and disinfected for proper hygiene.
11. Inmates shall not provide hair care service to another inmate whose skin of the face, neck, or scalp is inflamed, or when there is scaling, pus, or other skin eruptions. Inmates infested with head lice will not be provided hair care service.

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12. Materials Safety Data Sheets (MSDS) will be conspicuously posted for any chemicals utilized during hair care services.
 13. At the end of hair care services, the inmate worker shall properly dispose of any hair trimmings and disposable items in a designated receptacle. The inmate worker will also properly sanitize any and all equipment utilized.
- (b) Toenail and Fingernail Clippers - Inmate Barber Procedures
1. During dayroom period, inmates may request the use of toenail and fingernail clippers from the Deputies.
 2. All toenail and fingernail clippers that have been used by an inmate and not yet disinfected will be placed in container marked "used—not disinfected."
 3. The Deputies will direct inmate workers to disinfect all toenail and fingernail clippers before each individual use by: (1) Cleaning with soap or detergent and water; and (2) then totally immersing in a 100% solution of Barbicide or any EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal properties used according to manufacturer's instructions. The disinfectant solution used shall remain covered at all times, and be changed at least once per week or whenever visibly cloudy or dirty.
 4. Deputies will ensure all toenail and fingernail clippers issued are properly disinfected, returned, and stored in a clean, covered container marked "disinfected" at the designated location.

2408.3 PROTECTIVE CLOTHING

- (a) Special protective clothing shall be issued to inmates assigned to food service, laundry or other special work details as needed. These may include:
1. Plastic gloves
 2. Plastic apron
 3. Paper hats
 4. Boots
 5. Gloves

2408.4 STORAGE/SUPPLY

- (a) A supply of clothing, linen and bedding will be maintained at a level adequate to supply the facility's maximum inmate population.
- (b) Storage and re-supply of clothing, linen and bedding will be the responsibility of the assigned Correctional Services Assistant (CSA).
1. Clothing Room/Modules: The assigned CSA on each shift will be responsible for:
 - i. Re-supply of jail issue clothing.
 - ii. Taking soiled articles laundry.

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- iii. Correct sorting and clean storage of articles.