

ICE/DRO DETENTION STANDARD

PERSONAL HYGIENE

I. PURPOSE AND SCOPE. This Detention Standard ensures that each detainee is able to maintain acceptable personal hygiene practices through the provision of adequate bathing facilities and the issuance and exchange of clean clothing, bedding, linens, towels, and personal hygiene items.

This Detention Standard applies to the following types of facilities housing ICE/DRO detainees:

- Service Processing Centers (SPCs);
- Contract Detention Facilities (CDFs); and
- State or local government facilities used by DRO through Intergovernmental Service Agreements (IGSAs) to hold detainees for more than 72 hours.

Procedures in italics are specifically required for SPCs and CDFs. IGSAs must conform to these procedures or adopt, adapt or establish alternatives, provided they meet or exceed the intent represented by these procedures.

Some terms used in this document may be defined in the separate **Definitions** Standard.

II. EXPECTED OUTCOMES. The expected outcomes of this Detention Standard are:

1. Each facility will maintain an inventory of clothing, bedding, linens, towels and personal hygiene items that is sufficient to meet the needs of detainees.
2. Each detainee will have suitable, clean bedding, linens, blankets, and towels.
3. Each detainee will have sufficient clean clothing that is properly fitted, climatically suitable, durable, and presentable.
4. Detainees will be held accountable for clothing, bedding, linens, and towels assigned to them.
5. Detainees, including those with disabilities, will be able to maintain acceptable personal hygiene practices.

III. DIRECTIVES AFFECTED. This Detention replaces **Issuance and Exchange of Clothing, Bedding, and Towels** dated 9/20/2000.

IV. REFERENCES

American Correctional Association 4th Edition, Standards for Adult Detention Facilities: 4-ALDF-4B-01 through 4B-09, 6A-08, 6B-05 through 6B-08.

V. EXPECTED PRACTICES

A. Supply of Clothing, Bedding, Linen, Towel, and Personal Hygiene Items

Each detention facility shall have a written policy and procedures for the regular issuance and exchange of clothing, bedding, linens, towels, and personal hygiene items. The supply of these items shall exceed the minimum required for the number of detainees to prevent delay in replacing the items.

To be prepared for unforeseen circumstances, it is good practice for a detention facility to maintain an excess clothing inventory that is at least 200 percent of the maximum funded detainee capacity.

Each SPC AND CDF shall have available, at all times, more clothing, bedding, linen and towels than needed to supply the maximum funded detainee capacity. This excess will allow for the immediate replacement of items that are lost, destroyed, or worn out.

Clothing that is worn out, indelibly stained, or bears offensive or otherwise unauthorized markings should be discarded and replaced as soon as practicable.

B. Issuance of Clothing

All new detainees shall be issued clean, indoor/outdoor temperature-appropriate, size appropriate, presentable clothing during in-processing at no cost to the detainee.

In SPCs and CDFs, the standard issue of clothing is two uniform shirts and two pairs of uniform pants or two jumpsuits; two pairs of socks; two pairs of underwear; and one pair of facility-issued footwear. The color of the uniform/jumpsuit shall depend on the detainee's classification level. Additional clothing shall be issued as necessary for changing weather conditions or as seasonally appropriate. Footwear that is worn out or damaged will be replaced at no cost to the detainee.

For both males and females, personal items of clothing, including undergarments, are not permitted.

C. Special Uniforms and Protective Equipment

Each detainee assigned to a special work area shall be clothed in accordance with the requirements of the job and, when appropriate, provided protective clothing and equipment.

In SPCs and CDFs, detainees employed as food service workers shall be issued white uniforms. Detainees working in other capacities may be issued color-coded uniforms unless they are permitted to wear their housing unit uniforms.

D. Personal Hygiene Items

Staff shall provide male and female detainees personal hygiene items appropriate for their gender and shall replenish supplies as needed. The distribution of hygiene items shall not be used as reward or punishment.

In SPCs and CDFs, each detainee shall receive, at a minimum, the following items:

- *One bar of bath soap, or equivalent;*

- *One comb;*
- *One tube of toothpaste;*
- *One toothbrush;*
- *One bottle of shampoo, or equivalent; and*
- *One container of skin lotion.*

Razors must be strictly controlled. Disposable razors will be provided to detainees on a daily basis. Razors will be issued and collected daily by staff. Detainees will not be permitted to share razors. The facility administrator may modify this list as needed. For example, a modification can be made to accommodate the use of bulk liquid soap and shampoo dispensers.

Female detainees shall be issued and may retain feminine hygiene items as needed and may be permitted unbreakable brushes with soft, synthetic bristles to replace combs. Cosmetics are prohibited, as are electric rollers, curling irons, hair dryers, and similar appliances. Male detainees shall be issued and may retain necessary hygiene items consistent with this Standard and facility security.

The responsible housing unit officer shall replenish personal hygiene items on an as-needed basis, in accordance with written facility procedures. The facility administrator may establish an empty container exchange system.

If the facility has no detainee commissary, personal hygiene items from sources other than the issuing officer(s) may be permitted into the housing units only with the approval of the health services staff and the chief of security.

E. Bathing and Toilet Facilities

Detainees shall be provided:

- An adequate number of toilets 24 hours per day that can be used without staff assistance when detainees are confined to their cells or sleeping areas.
 - ACA Expected Practice 4-ALDF-4B-08 requires that toilets be provided at a minimum ratio of one for every 12 male detainees or one for every 8 female detainees. For males, urinals may be substituted for up to one-half of the toilets. All housing units with three or more detainees must have at least two toilets.
- An adequate number of washbasins with temperature controlled hot and cold running water 24 hours per day.
 - ACA Expected Practice 4-ALDF-4B-08 requires one washbasin for every 12 detainees.
- Operable showers that are thermostatically controlled to temperatures between 100 and 120 degrees Fahrenheit, to ensure safety and promote hygienic practices.
 - ACA Expected Practice 4-ALDF-4B-09 requires a minimum ratio of one shower for every 12 detainees.

It is good practice for inspections of housing units to periodically measure and

document water temperature.

Detainees should be provided with a reasonably private environment in accordance with safety and security needs.

Detainees with disabilities shall be provided the facilities and support needed for self-care and personal hygiene in a reasonably private environment in which the individual can maintain dignity. When necessary, assistance to disabled detainees who cannot perform basic life functions shall be provided by individuals who are trained and qualified to understand problems and challenges faced by persons with physical and/or mental impairments. Such training may be provided by the health authority and may involve the expertise of relevant community organizations and government agencies. Discrimination on the basis of disability is prohibited.

F. Hair Care

Detainees are allowed freedom in personal grooming unless a valid safety, security, or medical concern requires an exception that is fully justified and documented.

Detainees shall be provided hair care services in a manner and environment that promotes sanitation and safety, in accordance with the requirements for Barber Operations in the Detention Standard on **Environmental Health and Safety**.

G. Issuance of Bedding, Linen and Towels

All detainees shall be issued clean bedding, linens, and a towel and be held accountable for those items.

In SPCs and CDFs the standard issues are:

- *Bedding: one mattress, one blanket and one pillow. Additional blankets shall be issued, based on local indoor-outdoor temperatures.*
- *Linens: two sheets and one pillowcase.*
- *Towel: one towel.*

H. Exchange Requirements

Detainees shall be provided with clean clothing, linen and towels on the following basis:

- A daily change of socks and undergarments. An additional exchange of undergarments shall be made available to detainees if necessary for health or sanitation reasons.
- At least twice weekly exchange of outer garments (with a maximum of 72 hours between changes). An additional exchange of outer garments shall be made available to detainees if necessary for health or sanitation reasons.
- At least weekly exchange of sheets, towels, and pillowcases.

More frequent exchanges of outer garments may be appropriate, especially in hot and humid climates.

In addition to the foregoing exchange requirements, in SPCs and CDFs:

- *Volunteer detainee workers may require exchanges of outer garments more*

frequently than every 72 hours.

- *Volunteer food service workers shall exchange outer garments daily.*

Clothing exchanges shall generally be on a one-for-one basis to prevent hoarding and otherwise ensure an adequate supply.

Detainees are not permitted to wash clothing, bedding, linens, tennis shoes, or other items in the living units, unless proper washing and drying equipment is available and the facility has written policy and procedures for their use. Any washing and drying policies and procedures shall be posted in the washing area and be included in the detainee handbook.

Standard Approved:

James T. Hayes, Jr. /s/

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Date