



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure # 4.201 Inmate Grooming, Hygiene and Sanitation

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<p>Authority: Wyoming Statute(s): 25-1-104; 25-1-105</p> <p>ACA Standard(s): 5-4A-4262; 5-3D-4283; 5-5D-4332; 5-5D-4333; 5-5D-4334; 5-5D-4335; 5-5D-4336; 5-5D-4337; 5-5D-4338; 5-5D-4339; 5-5D-4340; 5-5D-4341; 5-5D-4342; 5-5D-4343; 5-6E-4416</p>	<p>Effective Date: May 15, 2019</p> <p>Revision/Review History:</p> <table style="width: 100%; border: none;"> <tr><td style="width: 50%;">03/01/18</td><td style="width: 50%;">03/15/17</td></tr> <tr><td>09/15/13</td><td>03/15/16</td></tr> <tr><td>09/10/12</td><td>02/01/15</td></tr> <tr><td>02/01/12</td><td>02/01/14</td></tr> <tr><td>09/01/10</td><td></td></tr> <tr><td>02/01/06</td><td></td></tr> </table> <p>Summary of Revision/Review: Updates existing policy pursuant to annual review.</p>	03/01/18	03/15/17	09/15/13	03/15/16	09/10/12	02/01/15	02/01/12	02/01/14	09/01/10		02/01/06	
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<p>Cross Reference of Policy: P&P #3.006, <i>Property Control</i>; P&P #3.015, <i>Use of Force and Related Security Equipment</i>; P&P #3.101, <i>Code of Inmate Discipline</i>; P&P #3.102, <i>Inmate Disciplinary Procedure</i>; P&P # 3.301, <i>Management of Security Threat Groups</i>; P&P #5.400, <i>Inmate Visiting</i></p>	<p>Supersedes Existing Policy :</p>												
<p>Approved:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%; text-align: center; vertical-align: bottom;"> <p>R.O. Lampert</p> <hr/> <p>Robert O. Lampert, Director</p> </td> <td style="width: 40%; text-align: center; vertical-align: bottom;"> <p>5-10-19</p> <hr/> <p>Date</p> </td> </tr> </table>		<p>R.O. Lampert</p> <hr/> <p>Robert O. Lampert, Director</p>	<p>5-10-19</p> <hr/> <p>Date</p>										
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APPROVED FOR INMATE DISTRIBUTION



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REFERENCE

1. **ATTACHMENTS – None Noted**
2. **OTHER – None Noted**



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I. PURPOSE

- A. **Standards for Inmate Grooming, Hygiene and Sanitation.** The purpose of this policy is to set forth standards governing the personal appearance, personal hygiene, clothing and sanitation of inmates incarcerated in Wyoming Department of Corrections (WDOC) facilities.

II. POLICY

- A. **General Policy.** It is the policy of the WDOC that each inmate shall be allowed freedom in personal grooming except when a valid interest justifies otherwise. (5-3D-4283) As such, an inmate may maintain his/her appearance within the guidelines established by this Policy and Procedure. The valid interests in identification, hygiene, safety and security, as identified in this policy, shall be given priority over individual choices.

III. DEFINITIONS

- A. **Chief Executive Officer (CEO):** A CEO is identified, but not limited to, the following positions: Director, Deputy Director, Division Administrators, Deputy Administrators, Wardens, District Supervisors, Adult Community Corrections Coordinator, and Adult Community Corrections Directors.
- B. **Inmate Identification Tag:** (*For this policy only.*) A computer-generated label or ink stamp placed on inmate clothing, which lists, at the minimum, the inmate's last name, first initial and WDOC number.
- C. **Redistribution:** (*For this policy only.*) The reissue to inmates of previously worn state-issue clothing that is clean, serviceable and suitable. State-issued inmate uniforms will be redistributed by item for item exchange on an "as needed" basis as determined by staff.
- D. **Serviceable Clothing:** Clothing free of any obvious physical defects including rips, tears, holes, stains, discoloration or obvious fading, missing buttons, *etc.*

IV. PROCEDURES

- A. **Inmate Identification Photograph and Identification Card**



1. A new identification photograph will be taken upon intake of an inmate into the WDOC.
 - i. Inmates will be told upon intake that they will be expected to maintain an appearance similar to that on their identification photograph or will be required to pay for a new identification photograph and identification card if they voluntarily change their appearance during their incarceration.
 - ii. Printed copies of the inmate's identification picture shall be made part of the inmate's base file and institutional working file. Additional copies may be used for identification purposes at key security control points of the institution.
 - iii. Electronic copies of the inmate's identification picture shall be made part of the WDOC's WCIS Offender Database.
2. Male inmates will be given the opportunity upon intake to receive a standard military style haircut prior to being photographed.
 - i. Should the inmate opt not to receive a haircut for religious or other reasons, he will be photographed with his existing hairstyle, as long as that hairstyle otherwise complies with this policy.
 - ii. If the inmate opts to not receive an intake haircut and his hairstyle is in violation of this policy, his presence in general population or intake housing shall be deemed to create a threat to security and good order of the facility or the safety of any person and he shall be placed into an appropriate segregation status pending review and hearing.
3. Each inmate shall be issued an Inmate Identification Card, containing, at the minimum, the inmate's full committed name, current assigned WDOC inmate identification number and a picture of that inmate, which accurately reflects his or her current appearance. The initial identification card shall be issued at no charge to the inmate.
 - i. Inmates shall be required to have their Inmate Identification Card on their person at all times whenever they are outside of their assigned living quarters (cell or room), unless otherwise stated by written institution operational guidelines.



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- ii. Identification cards shall be required for such activities as commissary purchases, state issue, medication distribution and count verification.
 - iii. Inmates shall normally be required to surrender their old Inmate Identification Card prior to receiving a replacement card.
 - iv. An inmate shall be required to update his/her identification photograph and Inmate Identification Card, whenever his/her appearance substantially varies from the photograph on his/her current Inmate Identification Card.
 - v. An inmate who alters his/her appearance by adding or removing facial hair or altering the length and style of his/her hair in a way that causes his/her appearance to substantially vary from the image contained on his/her current Inmate Identification Card shall be required to request a new Inmate Identification Card and shall be charged five dollars (\$5.00) for the costs of such replacement. This cost also includes the costs for copies of the updated photograph for the inmate's base file, working file or that are used for identification purposes at key security control points of the institution.

 - a. An inmate who loses his/her Inmate Identification Card shall be required to report the loss in writing, request a new Inmate Identification Card and shall be charged five dollars (\$5.00) for the costs of such replacement.
 - b. An inmate whose appearance changes as a result of natural processes, such as aging, shall be issued a new Inmate Identification Card at no expense to the inmate, whenever his/her appearance substantially varies from the photograph on his/her current Inmate Identification Card.
 - c. Change of hair color by one shade or less or other minor alteration of hair style, which does not significantly alter the inmate's appearance from that contained on his/her current Inmate Identification Card, will not normally require the request or issuance of a new Inmate Identification Card.
4. A new identification photograph will be taken and a new Inmate Identification Card shall be issued at no cost to the inmate by the receiving facility upon permanent reassignment to another correctional facility if the



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inmate's appearance substantially varies from the current photograph at the time of such reassignment.

- i. Anytime that an inmate is issued a new Inmate Identification Card, the image shall also be updated on the WDOC's WCIS Offender Database, as well as within the inmate's base file, working file and at any key security control points of the institution where a copy of the photograph is maintained for identification purposes.

B. Fingernails and Toenails

1. Fingernails and toenails will be neatly trimmed and clean. Fingernails and toenails will not be of a length that presents a hazard to safety and security and fingernails will not be permitted to extend beyond the end of the fingertip.
2. Inmates in general population may purchase and possess up to one fingernail clipper for their own use when authorized by the property matrix. Loaning, dismantling or alteration of fingernail clippers in any manner will not be tolerated.
3. Inmates in segregation status shall not be authorized to purchase or possess fingernail clippers. A set of nail clippers shall be available for supervised inmate use in each of those areas and will be subject to tool control procedures.
4. Nail clippers will be made available within the medical area for the supervised use by inmates otherwise scheduled for medical who do not have access to personal nail clippers.

C. Tattoos and Body Piercings

1. Inmates will not tattoo themselves or others.
 - i. Marks, scars and tattoos will be noted, photographed and documented during the initial intake process and/or upon facility reassignment as a baseline record. Documentation may include diagrams and photographs, as well as written descriptors.
 - ii. Inmates who have tattoos on their person that were not noted during initial intake into WDOC shall be charged with a disciplinary violation at the time that the tattoo(s) is discovered by staff.



- ii. Inmates will not be permitted to cut designs, patterns, letters or numbers into their hair.
 - a. Mohawks and other similar styles are acceptable as long as they do not draw undue attention to the inmate or create an undue security risk.
 - b. Any hairstyle which draws undue attention shall be documented in writing on WDOC form #102, *Staff Report* and provided to the security manager and facility religious coordinator.
 - 1. Determination that the hairstyle causes security concerns will be made by the security manager and chaplain. The inmate shall be notified in writing if the hairstyle is deemed to cause undue attention.
 - 2. The inmate may be subject to a conduct violation report if he/she fails to comply with grooming standards.
 - 3. Inmates will not be physically required to cut hair without expressed approval of the Prison Division Administrator or designee.
- iii. Inmates will not be permitted to wear hairstyles that have been demonstrated to be an indicator of membership in any security threat group.
- iv. Inmate barbers may not cut hair any closer to the scalp than the length created by use of a 00 clipper blade (or approximately 1/16” of an inch). Shaving of heads is not authorized.
- v. Eyebrows will not be removed or their appearance altered in a manner that draws undue attention to an individual.
- 4. Head and facial hair may be kept at any natural length provided that it is kept clean and neat in appearance at all times, does not present an undue risk to health, and is able to be searched.
- 5. If a hair search needs to be conducted by staff, it may be necessary to require that the inmate unbraids, loosens, or cut the hair to complete the search.



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6. Medically necessary haircuts or shaves will require a physician's order in writing as part of a treatment plan for a particular condition or disease, unless the haircut or shaving is a result of direct urgent treatment.
 - i. The inmate will be requested to voluntarily comply with the physician's order for a medically necessary haircut.
 - ii. If the inmate refuses to comply with a physician's written order for a medically necessary haircut as part of specific treatment, a refusal of treatment form will be completed.
 - iii. If necessary for infection control or facility disease management the inmate shall be housed in an isolation cell or in administrative segregation until he/she agrees to comply with the physician's order for a medically necessary haircut.
 - a. If, in the opinion of the ordering physician, the inmate's medical condition is such that deterioration of the inmate's health would result from isolation and failure to complete the medically necessary haircut the inmate may receive a forced haircut.
 - b. Upon approval of the facility CEO and in adherence with a physician's order for a medically necessary haircut where isolation could create a further deterioration in the inmate's medical condition, the minimal force necessary to gain compliance may be used.
 - c. Any forced haircut in compliance with a physician's order will be videotaped and reported as a planned use of force, subject to a use of force review.
7. Inmates who work with machinery and whose hair length, in the judgment of staff, poses a safety or health problem must wear protective hair covering when performing their job assignment in conformance with OSHA guidelines.
8. Inmates assigned to jobs in areas of medical, food preparation and distribution, or any other job where the supervising staff member requires restriction to hair length and/or protective hair covering for hygienic reasons, must comply with all restrictions or face job loss.
9. The only hair styling items permitted shall be those purchased through the commissary or issued by the supervisor of the Barber/Cosmetology



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Program. Hair styling items will only be used in the inmate's assigned cell/bunk housing area or the Barber/Cosmetology area.

E. Showers, Bathing and Personal Hygiene

1. Inmates assigned to general population housing will be encouraged to shower or bathe daily and to brush their teeth or dentures a minimum of once per day.
2. Facility standards may require more frequent showering for inmates on specific program or work assignments.
3. Inmates with medical conditions may require more or less frequent bathing than the rest of the population based upon documented medical need and directive.
4. Inmates assigned to work in areas where sanitation is a priority, such as medical, food preparation and distribution, or any other job where the supervising staff member requires frequent bathing for hygienic reasons, shall be required to shower or bathe, at a minimum, once a day. (5-5D-4341)
5. All inmates, regardless of housing assignment or status including inmates in segregation, will be afforded the opportunity to brush their teeth or dentures on a daily basis and to shower and shave at least three times weekly unless security staff availability, space limitations, or safety considerations dictate otherwise as authorized by the CEO or designee. (ACA 5-4A-4262; 5-5D-4341;) Generally, inmates will be expected to shower at least one time per week in order to maintain a minimally acceptable level of personal hygiene and to protect the health and safety of the inmate, other inmates, and staff.
 - i. Opportunities to shower and shave may be restricted for longer periods of time during periods of housing unit or facility lock down as authorized by the CEO or designee, but in all cases showers shall be offered at least weekly to all inmates on lock down status.
6. Shower schedules and instructions for use will be posted at each institution where group showers or out-of-cell showers are utilized and individual escort to and from the showers is not required by operational guidelines.



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7. Inmates shall be responsible for the cleanliness and sanitation of the shower area and will be required to clean the shower area following their use of it.
8. Unless otherwise prohibited, inmates shall be authorized to carry soap, a soap dish, shampoo, towel, wash cloth, a change of undergarments, and a change of clothing, a disposable razor and shaving cream to and from the shower area. Other hygiene items will be reserved for in cell/bunk area use.
9. Inmates shall be appropriately dressed as required by institution operational guidelines when moving to or from the shower.
10. A towel will be made available for each inmate who is showering. Towels may be issued to the inmates weekly on a one-for-one exchange or during each shower period or per other written correctional facility operational procedure.
11. Towels and shower caps will be worn only in the shower area or assigned cell/bunk area.

F. Enforcement of Inmate Hygiene and Sanitation

1. **Minimum Level of Hygiene and Sanitation.** Inmates are expected to maintain a minimum level of hygiene and sanitation. Inmates shall normally be given the opportunity to shower at least three (3) times per week and are required to shower at least once per week in order to maintain a minimally acceptable level of personal hygiene and to protect the health and safety of the inmate, other inmates and staff. This expectation applies to all inmates incarcerated within a WDOC correctional facility.
 - i. Inmates must practice basic hygiene on a routine basis including the taking of a shower with the use of soap or other cleaning agent.
 - ii. Inmates must keep their individual living areas and common areas clean as required by policy. Sanitation practices shall avoid nuisances and hazards to protect the health and safety of inmates and staff.
 - iii. Any inmate who displays poor hygiene habits by consistently not showering at least once each week shall be referred to mental health staff for an evaluation to ensure that his/her actions are not an indicator of serious and persistent mental illness, or potential



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self-harm. Upon complaint by others, or staff observation of such lack of personal hygiene, the inmate shall also be physically examined by licensed medical staff to see if a forced hygiene intervention is medically indicated due to medical concerns regarding the safety and well-being of the inmate or others if he/she is not bathed or showered.

- iv. Failing to bathe or shower regularly, failing to keep one's person or area neat and clean, and committing acts which create a hazard to hygienic conditions are violations of the Code of Inmate Discipline and are subject to disciplinary sanctions in accordance with department policy. (See WDOC Policy and Procedure #3.101, *Code of Inmate Discipline*, and WDOC Policy and Procedure #3.102, *Inmate Disciplinary Procedures*).

2. **Authorizing a Forced Hygiene Intervention.** An inmate who fails to meet minimum hygiene requirements over an extended period of time, *e.g.* more than two (2) consecutive weeks, and who is provided the process described herein, or for who licensed medical staff has issued a forced hygiene intervention medical order, may be subject to a forced hygiene intervention. A forced hygiene intervention is the involuntary exercise of personal hygienic care and may include the inmate receiving a staff-assisted shower with the use of soap and/or shampoo products.

- i. A forced hygiene intervention may only be authorized when the inmate is provided with the process described herein, or there is a valid medical order for a forced hygiene intervention issued by a licensed medical care provider. The criteria for considering a forced hygiene intervention may include:
 - a. Communicable diseases;
 - b. Medical conditions, including but not limited to body sores or skin conditions, as directed by qualified medical personnel;
 - c. Health hazards;
 - d. Mental health status that creates risk to the inmate without hygiene intervention; and
 - e. Offensive, unsafe, or otherwise poor hygiene practices which could cause undue risk to the inmate or others, if the inmate was not required to bathe or shower.



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with procedures outlined in WDOC Policy and Procedure #3.015, *Use of Force and Related Security Equipment*.

- i.** Forced hygiene interventions will be limited to the least amount of force necessary to effect the intervention and only be done following planning of the intervention and notification to mental health staff.
- ii.** Prior to engaging in a forced hygiene intervention, non-force alternative, such as talking the inmate into compliance, giving a warning, verbal command, or demonstrating a show of force, should be used before actual physical force is employed. At a minimum, the inmate shall be given the opportunity to voluntarily shower and shall be warned that failure to comply will result in a forced hygiene intervention. Video taping of the forced hygiene intervention shall include these attempted non-force alternatives.
- iii.** If the inmate still fails to comply, staff shall proceed with a forced hygiene intervention.
- iv.** Medical staff will be present throughout the hygiene intervention. Medical evaluation shall be performed both before and after any use of forced hygiene intervention to document the status of the inmate's health condition.
- v.** Prior to conducting the forced hygiene intervention, staff will ensure that washrags with soap and/or shampoo are immediately available to affect inmate cleanliness during the forced hygiene intervention. Use of brushes and other bristled products is prohibited for use on the inmate's body during a forced hygiene intervention. A hair brush may be used on the inmate's hair only should it be required for cleanliness purposes.
- vi.** All forced hygiene interventions shall be video recorded and the tape shall be preserved in accordance with current retention schedules.
- vii.** Medical personnel shall assess the inmate involved following all forced hygiene interventions and shall provide any necessary medical care.
- viii.** Following the application of a forced hygiene intervention and return of the inmate to his/her designated housing, the inmate shall be kept under continuous sight and sound supervision by staff for



the first hour with notations made in the watch log every ten (10) minutes indicting the inmate's behavior and actions during the constant watch period.

ix. A mental health assessment will be completed as soon as possible, and within no more than twenty-four (24) hours following the application of a forced hygiene intervention, by a qualified healthcare professional.

4. Use of Force Review Required. A formal Use of Force review shall be conducted on all forced hygiene interventions and shall include a report on the efforts taken to gain the inmate's compliance prior to initiation of the intervention.

G. Personal Hygiene Supplies

1. Articles necessary for maintaining proper personal hygiene shall be available to all inmates and provided to those who are indigent. Each inmate should be provided with soap, toilet paper, and a tooth brush, and toothpaste, denture cleaner and adhesives, if needed. Shaving equipment should be made available upon request, and the special hygiene needs of all offenders should be met. (5-5D-4342 ,)

2. An initial issue of personal hygiene supplies including soap, shampoo, toothbrush, tooth powder or tooth paste, toilet paper, and deodorant, will be provided to each inmate upon intake. Initial issue may include cleaning solution for contact lens when available and appropriate, if not otherwise immediately available for purchase or issue. Thereafter, hygiene items will be available for purchase through the commissary based upon the appropriate inmate property matrix, gender, and availability.

3. Inmates will be permitted to possess personal hygiene items authorized for purchase from the commissary in the amounts appropriate to the applicable inmate property matrix.

4. Upon request, those inmates who do not have the privilege to use the commissary due to restriction of that privilege by disciplinary action or assignment, or who have been determined to be indigent, will be issued basic toiletry items for bathing and other personal hygiene requirements, including soap, shampoo, toothbrush, tooth powder or tooth paste, toilet paper and deodorant.

i. Disposable razors, if made available as part of a basic toiletry program at any correctional facility, shall be issued only on a one-



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for-one exchange basis and no more often than once on a weekly basis.

- ii. Access to and the unsupervised possession and use of razors, including those purchased through the commissary by the inmate, may be restricted by individual or housing unit based upon safety or security concerns.

- 5. Information regarding provision of supplies will be provided to inmates at each institution.

H. Inmate Clothing

- 1. The store of clothing at each facility shall exceed that required for the facility's inmate population. (5-5E-4334,) More clothing, linen, and bedding should be available than needed at any one time, so there is no delay in replacing items.
- 2. State-issued inmate clothing will be uniform and standardized to the greatest extent possible. Changes to the design, material content or color of any state-issued clothing article must be approved by the Prison Division Administrator and authorized by the WDOC Purchasing Manager or designee prior to placing an order for the revised product.
- 3. When standard issued clothing presents a security or medical risk (for example, suicide observation), provisions shall be made to supply the offender with a security garment that will promote offender safety in a way that is designed to prevent humiliation and degradation. (5-6E-4416)
 - i. Placement of an inmate in alternative clothing shall be approved by the on duty supervisor.
 - ii. Only inmates who present a danger to themselves or others will be required to wear alternative clothing such as Ferguson gown, paper gown, or suicide garments.
- 4. Information regarding issue, exchange, repairs, and proper wearing of clothing will be provided to inmates at each institution. Inmates may receive an annual exchange of up to five (5) personal garments (*i.e.*, five (5) t-shirts (male facilities only), five (5) underwear or panties (WWC only), five (5) pairs of socks, and five (5) bras (WWC only) provided they present excessively worn garments to staff during the exchange period.



the inmates own expense, destroyed upon the inmate's authorization, or donated to charity.

- e. At minimum security facilities where non-uniform civilian clothing is not authorized by the Warden, inmates shall wear neatly pressed uniforms to outside activities.
- iii. When authorized to do so by institution operational guidelines and the appropriate inmate property matrix, inmates may purchase for their own personal use and wear, approved undergarments, socks, gym clothes, gloves, suspenders and/or headgear. These items may only be purchased from approved catalogs, local vendors under contract or upon approval by the Warden, or as available through the inmate commissary system.
- a. The correctional facility shall provide for the thorough cleaning and, when necessary, disinfecting of inmate personal clothing before storage or before allowing the inmate to keep and wear personal clothing. (5-5D-4335)
 - b. Authorized personal items may be personally laundered where individual machines are available for inmate use or where other reasonable alternative means are immediately available.
 - c. Such items shall not normally be laundered in or by the centralized institutional laundry, unless individually labeled laundry bags are available for containment.
 - d. Inmates may be charged a standard fee of fifty cents (\$0.50) per bag for this laundry service, if that service is offered. The charging of this fee shall be at the discretion of the correctional institution CEO based on projected costs and benefits to the institution of providing the service and charging for it.
6. Inmates will be provided with state-issued uniform clothing which is stamped, tagged or otherwise identified by name and number, properly fitted, climatically suitable, durable, presentable, and suitable for the activity in which the inmate may be involved (5-5D-4336) and in the style and quantities outlined in the WDOC Offender Property Matrix. (See WDOC Policy & Procedure #3.006, *Property Control*)



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- i.** The type, amount or numbers of sets of clothing may vary from institution to institution, and custody to custody, but will be enough to ensure that the inmate has, in his/her own possession, or has available for issue to him/her at the time of showering, a full set of clean and laundered state-issued uniform clothing to wear from the shower each shower day.
 - ii.** Inmates shall be provided the opportunity to have five (5) complete sets of clean clothing per week. The facility may provide this clothing in several ways, including access to self-serve washer facilities, central clothing exchange, or a combination of the two. Wash basins in cells or rooms are not compliant. (5-5D-4338)
 - iii.** No inmate shall be entitled to have more than five (5) full sets of state-issued clothing assigned or in his/her possession at any time. Recommended general population issue includes: five (5) sets of outer garments; five (5) sets of undergarments; five (5) pairs of socks; one (1) pair of work boots or shoes; and one (1) jacket or coat.
 - iv.** A cleaned and freshly pressed set of state-issued uniform clothing may be reserved and stored for visitation purposes, if otherwise authorized by institution operational guidelines. Unless otherwise permitted by institution operational guidelines, state-issued clothing will be laundered, but not starched nor pressed, by the institution laundry prior to issue.
- 7.** Inmates may be required to wear clothing of a specific style, material or color based upon their housing assignment, work assignment, custody classification and/or restriction status.
- 8.** Inmates must be properly attired outside their cell/bunk area as stated in the institution's operating guidelines or inmate handbook.
- 9.** The receiving inmate shall assume responsibility for the basic care and maintenance of his/her state-issued clothing. Correctional facilities shall establish accountability procedures for inmate clothing and bedding. (5-5D-4335)

 - i.** State-issued uniform clothing will not be damaged or modified in any way by the recipient inmate.
 - ii.** State-issued clothing will not be altered or modified by the recipient inmate in any way. Tailoring, hemming or other



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alterations or modifications of clothing items will be done in the laundry or designated sewing room only and only by inmates assigned to perform that work with the permission of the supervising staff member assigned thereto, to the minimum extent necessary to insure proper fit.

- iii. Words, pictures, or symbols of any kind will not be allowed on state-issued clothing, with the exception of the WDOC inmate identification tag.
 - iv. Inmates may not personally dispose of any clothing items, including those which have been rendered non-wearable by normal wear and tear or by non-repairable damage.
 - a. Non-serviceable and non-repairable state-issued clothing will be disposed of by the laundry or converted to rags by them.
 - b. Approved personal clothing items that are non-serviceable and non-repairable will be routed through the property officer prior to disposal so applicable inmate property item inventories can be adjusted accordingly.
 - v. The recipient inmate will be charged for the loss or damage of state-issued clothing in his/her possession.
- 10. Clothing must be worn in a manner for which it was designed. All inmates when leaving their assigned housing area for any reason will wear their full complete clothing.**
- i. Undergarments**
 - a. Undergarments must be worn at all times, except when showering.
 - b. Long thermal underwear will not be worn as an outer garment and shall not be worn under short sleeved shirts where the sleeves of the long thermal underwear will be exposed, unless only short-sleeved uniform shirts are provided, or unless the Warden has otherwise authorized such wear in writing through written institution operational guidelines.
 - ii. Pants**



- a. Pants will be properly sized and worn at waist level only.
- b. Pants will be fully buttoned/snapped and zipped up, without the waist band rolled and with the legs unrolled and un-pegged.
- c. Pant legs shall be worn outside the work boots or shoes at all times, but may be worn inside rubber boots when working in wet conditions.
- d. Inmates assigned to the boot camp operation may be authorized to blouse or peg their pant legs as an indication of progression through the program or for ceremonial purposes.

iii. Shirts

- a. Shirts and tee-shirts shall be worn with the shirt tails tucked inside the waist line of the pants, unless written institutional guidelines dictate otherwise due to uniform design (*e.g.*, smock tops worn by female inmates).
- b. Shirts with buttons shall be worn fully buttoned except for the collar button.
- c. Shirts with sleeves shall be worn with the sleeves rolled completely down and buttoned.
- d. Shirts or tee-shirts must have partial or full sleeves. Shirts or tee-shirts without sleeves will not be authorized for purchase, issue or possession by inmates and shirts or tee-shirts with holes shall not be authorized for outer wear.

iv. Head Coverings, Hats and Caps

- a. Head coverings, including hats and caps, are authorized for wear outside the buildings only, unless required to be worn by job description (*i.e.*, head covering for food service workers or for inmates working with machinery), or approved as a head covering for religious purposes under WDOC Form #355, *Unified Matrix for Authorized Personal Religious Property* (*i.e.*, a kufi or yarmulke (skull



cap) made from a single layer of single-colored black or white cloth).

- (1) Head coverings approved for religious purposes may be worn throughout the facility, indoors and outdoors.
 - (2) Headbands are considered ceremonial headwear, rather than religious head covering, and may be worn in cell or in service only.
 - (3) Staff may require an inmate to remove and may search head coverings, religious head coverings and ceremonial headwear at any time for security reasons.
 - (4) All authorized head coverings will be searched upon entering and exiting the visiting room and as part of any search of the person.
 - (5) If the warden of the facility identifies specific articulable circumstances and determines that the wearing or use of head coverings would threaten public or facility security, safety, or operations, the wearing and use of head coverings may be temporarily restricted in writing to wear and use in cell or in service only.
- b.** Only ball caps and hats issued by the correctional facility and required for a specific work assignment or purchased through the correctional facility's commissary are authorized for inmate possession or wear.
- c.** Hats and ball caps with any form symbol, advertisement, insignia, or product name or identifier are not authorized.
- d.** Inmates who are required to wear a head covering due to their work assignment may be required to wear a specific style, material or color based upon their housing assignment, work assignment, custody classification and/or restriction status.
- e.** Inmates assigned to work in outdoor agricultural assignments at the Wyoming Honor Farm may be allowed



to wear broad-brimmed felt or straw hats issued by the correctional facility or purchased through the commissary or other approved vendor.

v. Jackets and Coats

- a.** Coats are authorized for wear outside the buildings only, unless required to be worn by job description (*e.g.*, coats for inmates working in the walk-in freezers or those assigned to maintenance, who are regularly moving inside and outside the buildings).
- b.** Coats may be authorized for wear inside by a Warden's memorandum due to temperature variations, or where access to and from the recreation area is directly from the housing unit and recreation is in session, or by individual inmates where medically authorized in writing due to the inmate's age or medical condition.
- c.** When coats are authorized for wear inside any building by Warden's memorandum, they shall remain unbuttoned at all times for security reasons.
- d.** Coats shall either be fully unbuttoned when worn or fully buttoned except for the collar button. During periods of extreme weather collar buttons may also be buttoned.

vi. Footwear

- a.** Inmates shall normally be issued one (1) pair of work boots, or state-issued shoes, or tennis shoes for general and work wear.
- b.** Footwear must be worn at all times.
- c.** Work assignments requiring specialized footwear shall be provided by the facility. Facilities may restrict personal shoes such as athletic shoes.
- d.** Footwear requiring shoestrings will have shoestrings in place. Laces shall be laced right over left and tied in a bow so as not to serve as a security threat group identifier.



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- e. Shower shoes or slippers may not be worn outside inmate housing quarters unless specific medical authorization in writing is provided by a licensed medical professional for doing so.

vii. Special Assignment Clothing

- a. Inmates assigned to special work areas should be clothed in accordance with the requirements of their work assignment and, where appropriate, be furnished with suitable protective equipment. Where appropriate, WDOC will provide for the issue of special and/or protective clothing and equipment to inmates assigned to such work areas as food service, laundry, infirmary, farm, garages, physical plant maintenance shops, and other special work details (5-5D-4337,).
- b. Such items may be restricted for wear in the work area only and a clothing change out area provided.
- c. Clothing issued for special assignment and permitted to remain in the possession of the assigned inmates, such as a designated color of uniform for food service workers, chaps for farm workers, or leather gloves for outside work crews, can only be worn while going to and from that assignment and while working.
- d. Special assignment clothing will not be allowed for wear off-duty or during recreation periods.

viii. Medical Clothing and Footwear

- a. Clothing items and/or footwear prescribed for medical reasons must be authorized in writing by medical personnel and approved by security for unrestricted use.
- b. Clothing items and/or footwear prescribed for medical reasons, which present an undue security hazard, may be approved for restricted use only (*i.e.*, infirmary setting or medical housing.)

- 11. Inmates shall be responsible for maintaining their clothing in good repair and neat appearance.



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2. Each inmate is responsible for cleanliness of his/her living area, cell and cell fixtures.
3. Each inmate is responsible for the cleanliness of any common area that he or she uses or that he/she is assigned to clean by supervising staff.
4. Inmates who litter or observe litter or debris in any area of the institution will be required to clean it up, unless doing so would present a security risk.
5. All areas will be inspected daily by those staff responsible to ensure that the work performed is consistent, proper and thorough, and the equipment and supplies are not wasted.
6. Any condition conducive to harboring or breeding insects, rodents, or other vermin will be referred immediately to the safety manager or designee for immediate corrective action. (5-5D-4332)
 - i. Opened food items shall be covered or placed into a sealed container when not in use.
 - ii. Prescribed limitations on the amount of property authorized to be kept in each cell or room shall be strictly enforced.
 - iii. All authorized property items must be stored within the approved property container only, or as authorized by institution operational guidelines on shelves, hooks, and/or table tops within the cell/room.
7. Each inmate shall be responsible for ensuring his/her cell is clean and in good repair and free of contraband, when he or she first moves into the cell and prior to moving out.
 - i. Cells shall be inspected by staff for damage on a regular and recurring basis and prior to assignment of the cell to another inmate.
 - ii. Inmates may receive a disciplinary report and be held responsible for the reimbursement costs of unreported damage to the cell, cell windows, cell bars, cell walls and/or any cell fixtures.

J. Bedding, Mattresses, and Pillows



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1. The store of bedding and linen at each facility shall exceed that required for the facility's inmate population. (5-5D-4334,)
2. Inmates shall be issued suitable, clean bedding and linen, including two (2) sheets, pillow and pillow case, one mattress, not to exclude a mattress with integrated pillow, and sufficient blankets to provide comfort under existing temperature controls. Provisions shall be made for at least weekly exchange of linens, including towels and for an exchange of the inmate's blanket(s) on at least a quarterly basis. (5-5D-4340,)
 - i. A cleaning or exchange schedule for linens and bedding shall be established for each institution.
 - ii. A cleaning schedule for linen and bedding shall be published and posted on inmate bulletin boards and/or in inmate newsletters as appropriate.
 - iii. Each facility shall ensure the issue of bedding and linen is sufficient to provide comfort under existing temperature conditions. Additional blanket(s) may be issued when medically indicated or when temperature variations within housing areas require.
 - iv. Cotton or cotton blend blankets shall only be issued when medically authorized in writing or when fire code permits general issue of cotton blankets.
3. Each inmate shall be issued a mattress and pillow or mattress-pillow combination that has an intact, unbroken/uncracked and serviceable cover, which is capable of being sanitized with liquid sanitizing solution.
4. Each mattress and pillow returned to storage shall be sanitized with liquid sanitizing solution in accordance with institution operational guidelines prior to reissue and use by any subsequent inmate.
5. Mattresses and pillows are to remain on the bed to which they are assigned and are not to be removed from the assigned cell or room to another cell or room without the expressed permission of assigned security staff.



V. TRAINING POINTS

- A.** When is an identification photograph taken of an inmate? When is an inmate required to update the identification photograph? Is the inmate to be charge for a new identification photograph and Inmate Identification Card?
- B.** Are inmates allowed to obtain new tattoos or body piercings while in a WDOC correctional facility? What happens if new tattoos are discovered by staff after the initial intake?
- C.** When are inmate haircuts required? When are inmate haircuts permissible?
- D.** How frequently will inmates in general population housing be encouraged to shower or bathe? When might an inmate be required to do so more or less frequently?
- E.** Under what circumstances would an inmate be given a forced hygiene intervention?
- F.** Where will inmates get hygiene supplies and clothing from? What, if any, clothing will inmates be allowed to wear that is not state issued?
- G.** When might an inmate be allowed to wear a head covering?
- H.** What may result if inmate clothing is damaged by other than normal wear?
- I.** Who is responsible for the cleanliness of inmate cells and living areas?