

**SAN JOAQUIN COUNTY PROBATION DEPARTMENT
JUVENILE DETENTION POLICY AND PROCEDURE MANUAL**

TO: ALL STAFF BULLETIN #: D-502

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SUBJECT: CLOTHING, PERSONAL HYGIENE, AND BEDDING

POLICY

The Probation Department will provide all of the youth in Juvenile Detention and the Camp with appropriate clothing, personal care items, and bedding. There shall be a quantity of clothing, bedding, and linen available for actual and replacement needs of the facility population. Youth will be allowed ample time for personal hygiene.

PROCEDURES

A. General Guidelines

1. [REDACTED] provides laundering services to Juvenile Hall and Camp Peterson.
2. Clothing is laundered at the temperature required by local ordinances for commercial laundries and dried completely in a mechanical dryer or other laundry method approved by the local health officer.
3. Clean laundry is delivered daily [REDACTED].
4. Unit staff picks up the laundry for their respective housing unit.
5. Once upon the housing unit, staff prepare shower rolls, which include freshly laundered undergarments, shirts, socks, bra, towel, and washcloth.
6. Soiled clothing is placed in the laundry cart and taken back out for hospital staff to pick up.
7. Extra clothing, bedding, and linens is stored in Intake and in the Supply Room with a small amount kept on each housing unit.

B. Clothing

1. All youth shall be issued clothing that is freshly laundered and free of stains.

2. Clothing shall be clean, reasonably fitted, durable, easily laundered, and in good repair and free of holes and tears.
3. At no time shall a youth be in obviously soiled or damaged clothing.
4. Suitable clothing shall be issued to pregnant youth.
5. Each youth shall be issued:
 - a. One sweatshirt
 - b. One canvas shirt
 - c. One undershirt and/or t-shirt
 - d. One pair of socks
 - e. One pair of pants
 - f. One pair of shoes
 - g. One pair of pajamas
 - h. One pair of shower shoes
6. Each youth will be issued new non-disposable underwear by Intake staff upon the youth's admittance into the facility.
7. Female youth will also be issued one bra.
8. Unit staff will issue clean shirts, socks, and bras daily at shower time. Pants will be issued on Wednesdays and Sundays. Sweatshirts shall be exchanged a minimum of once per week.
9. Each youth shall be issued an ample supply of new underwear that will be kept on the living unit to allow for a daily exchange. Youth shall receive his/her own underwear back at exchange.
10. A youth's clothing may be exchanged more frequently if work, climatic conditions or illness necessitates. A youth's clothing will also be exchanged if it is torn, soiled, or is not fitting properly.
11. Unit staff shall issue suitable additional clothing essential for youth to perform special work assignments where the issue of regular clothing would be unsanitary or inappropriate.
12. Damaged Clothing
 - a. Damaged clothing shall be removed and placed in a separate bag marked "Discards." The damaged clothing shall be placed in the unit soiled laundry bin.
 - b. Unit 5 youth will pick up the "Discards" during clean-up and will take them to Unit 5 for processing.

- c. Once on Unit 5, the damaged clothing will be counted and identified and Supply will be notified via email by Unit 5 JDUS once a week.
- d. Once received, Supply will acknowledge receipt of the order and complete an order for replacements.
- e. The replacement items will be sent to Unit 5 for distribution.

C. Personal Care Items

- 1. Unit staff shall provide each youth with a hygiene pack that he/she is not required to share:
 - a. Toothbrush
 - b. Toothpaste
 - c. Soap
 - d. Comb
- 2. The personal care items shall be placed in a zip-lock baggie and labeled with the youth's name. The hygiene pack shall be issued to the youth after each meal and at shower time. The hygiene pack shall be retrieved after each use and maintained at the unit staff booth.
- 3. Additional personal care items will be provided to the youth during shower time:
 - a. Deodorant
 - b. Lotion
 - c. Shampoo
 - d. Post-Shower Conditioning Hair Products
- 4. Youth will be allowed to keep hand soap in his/her room unless there is a safety or security reason.
- 5. Female youth shall be provided with sanitary napkins, panty liners and/or tampons as requested.
- 4. All youth shall shower at Intake before being assigned to a housing unit.
- 5. Youth shall be allowed to shower daily and will be provided with a clean towel and washcloth each day.
- 6. Youth shall be given an opportunity to brush his/her teeth after each meal.
- 7. Youth shall be allowed to keep retainer cases in his/her room.
- 8. Youth shall be allowed to keep contact lenses and a contact lens case in his/her room. Extra contact lenses shall be maintained at the unit staff booth.

D. Shaving

1. Youth shall be provided with his/her own disposable razor; double edged safety razors or electric razors are not provided.
2. All youth shall be allowed to shave face and body hair daily, unless their appearance must be maintained for reasons of identification in court.
3. Unit staff shall maintain control of the disposable razors, which shall be issued to the youth and then retrieved and placed in a zip-lock baggie and labeled with the youth's name.
4. Youth shall not share disposable razors.
5. The Duty Officer may suspend shaving privileges if a youth is considered to be a danger to themselves or others.

E. Haircuts

1. Youth shall receive hair care services on a monthly basis as long as parent and/or guardian written authorization has been received or it has been ordered by the Court. Parents and/or guardians are to be advised that staff will try to provide the haircut upon request, but staff are not licensed barbers.
2. Hair care equipment shall be cleaned and disinfected after each haircut. It should be stored in an alcohol-based solution (70% alcohol/30% water) to maintain a germ-free state. The solution shall be changed weekly.
3. The Programming Unit and the Camp will both maintain hair care equipment and will be responsible for storage and disinfecting.

F. Bedding and Linens

1. Clean, laundered, suitable bedding and linens in good repair shall be provided for each youth who is entering a living areas and is expected to remain overnight.
2. Each youth will be issued the following standard bedding and linens:
 - a. One mattress/pillow combination
 - b. One mattress cover and a sheet or two sheets
 - c. One blanket
 - d. One towel (issued at shower time)
3. Consideration shall be given to pregnant youth or youth with other medical-related needs.

4. A youth may be issued a second blanket upon request.
5. Schedule for Linen Exchange

UNITS	SUN	MON	TUE	WED	THU	FRI	SAT
1						X	
2				X			
3					X		
4			X				
5	X						
6		X					
CAMP							X

6. Youth shall be issued clean sheets once each week.
7. Youth will be issued a clean blanket once a month.
8. A youth's mattress is to be disinfected upon his/her release and replaced when damaged.

G. Contaminated Clothing/Linens

1. In cases where clothing and/or linens become soiled, due to accident or illness, they shall be changed immediately with minimum embarrassment to the youth.
2. Clothing and/or bedding that has been contaminated with bodily fluids shall be placed in a "red biohazard bag and the bag shall be disposed.

H. Control of Vermin

1. If vermin or ecto-parasites are located in a youth's clothing and/or bedding, the items will be placed in a closed container or bag and the type of vermin will be identified (i.e. lice, scabies).
2. Appropriate items will be placed in the bed bug cooker at Intake and then laundered.
3. Staff will contact the Medical Clinic and will follow all directives of clinic personnel.
4. If necessary, the clothing and/or bedding will be discarded.
5. Staff shall ensure the youth's room and belongings have been disinfected.