

## PERSONAL HYGIENE GUIDELINES

- AUTHORITY:** Administrative Directive,  
California Code of Regulations, Title 15 – Minimum Standards for Juvenile  
Facilities, Sections 1485, 1486, 1487 and 1488
- RESCINDS:** Procedure Manual Item 3-14-003, dated 08/18/23
- FORMS:** N/A
- PURPOSE:** To establish guidelines and procedures for implementing and supervising  
hygiene and shaving for youth housed in juvenile facilities.

### I. GENERAL INFORMATION ACROSS JUVENILE FACILITIES

- A. Each youth who is held over 24 hours will be issued a toothbrush, toothpaste, soap, comb, deodorant, lotion, shaving implements, shampoo, and post-shower conditioning hair products.
- B. Showers will be conducted on a daily basis. All youth will be given the opportunity to shower consistent with the daily schedule of their assigned unit.
- C. Youth will be given an opportunity to wash their face and comb their hair before breakfast and brush their teeth after each meal.
- D. For youth who desire **extra personal care products beyond those provided upon entry**, individual hygiene items can be purchased during visiting from vending machines. All hygiene items will be placed in individually assigned hygiene boxes, stored in one location within each unit. Youth will access their hygiene boxes only with staff permission at designated times, i.e.: after each meal.
- E. Personal hygiene items, including those purchased at visiting, may not be taken away from a youth as part of a disciplinary process. If a youth is misusing personal hygiene items, the matter shall be referred to the Unit Supervising **Probation** Correctional Officer (SPCO).
- F. No hygiene items are permitted in a youth's room.
- G. Youth will not share personal care items listed in I. A. Liquid soap provided through a common dispenser is permitted.

### II. HYGIENE PROCEDURE

- A. One staff member should directly supervise hygiene. Whenever there is more than one youth in the bathroom, direct supervision is **required**.
- B. All youth need to be structured on behavior expectations and time limits before hygiene begins.

- C. Youth will be called from the meal tables or carpet area, a few at a time, to brush their teeth and use the bathroom. There should be no more than five (5) youth in the bathroom without SPCO approval.
- D. Each youth is allowed to get their toothbrush and toothpaste from their hygiene box before going into the bathroom.

### III. SHAVING

- A. Youth, except those who may not shave for reasons of identification in court, with special medical conditions, or because of suicide precaution status (**Observation Status (OS) or Suicide Observation Status (SOS)**), shall be allowed to shave face and body hair daily permitting there is time available.
  - 1. Male Youth

Shaving is done during free time and not during hygiene or showers. Only one razor at a time is given out and only one youth is to be at the sink shaving. When the youth has finished and returns the razor to staff, another one may be given out.
  - 2. Female Youth

Shaving is to be done during a time prescribed in the unit daily schedule. Only one razor at a time is given out and only one youth is to be using the showers when a razor is being used. When the youth has finished and returns the razor to staff, another one may be given out. Female youth are only allowed to shave their armpits and legs.
- B. Youth shall not share disposable razors. Razors will only be used once.
- C. Double edged safety razors, electric razors, and other shaving instruments capable of breaking the skin, when shared among youth, shall be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology in Sections 979 and 980, **Division 9**, Title 16, California Code of Regulations.
- D. All used razors must be disposed of in a "Sharps" container. Prior to disposal, ensure that the blade is still in the razor before placing the razor in the "Sharps" container.
- E. The facility administrator may suspend a youth's razor access if they are considered to be a danger to themselves or others.

### IV. HAIRCUTS

- A. All youth will be permitted one haircut per month by staff or volunteers in Probation (VIP).
- B. No youth is allowed to cut another youth's hair or their own hair.
- C. Probation staff may cut a youth's hair provided supervision of the group is not compromised.

- D. Shaved heads or fade haircuts using a blade clip less than number two clip are not permitted.
- E. All combs and clipper blades used to cut hair shall be disinfected between uses with an approved disinfectant. All combs, clippers and blades should be cleaned, disinfected and stored appropriately after use.

V. FEMALE HYGIENE

- A. All female youth shall be provided with appropriate feminine hygiene products including sanitary napkins, pantliners, and tampons. **All feminine hygiene products are to be stored in the unit restroom and readily available when needed.**
- B. Soiled feminine hygiene products shall be disposed of in accordance with established bloodborne pathogen precautions and procedures.

VI. ADDITIONAL HYGIENE GUIDELINE FOR YOUTH AT YOUTH LEADERSHIP ACADEMY (YLA) AND YOUTH GUIDANCE CENTER (YGC)

All previous information governing personal hygiene, shaving, and haircuts apply unless changed or approved by the administration of YLA/YGC.

- A. All the youth at YLA/YGC are expected to keep their hair neat and clean, regardless of style. Hair care services are to be available on a monthly basis.
- B. Male youths who wish to have their hair cut will receive a short, basic haircut using a number 2 or higher (clipper) blade. Male youths may have a gradual fade cut (with a number 2 blade) from the sides or back of their hair. No other types of cuts given at YLA/YGC will be permitted. Shaved heads are not permitted.
- C. Female youths' hair may be trimmed up to 4". Corrective coloring and cutting of hair may be allowed with the approval of the youth's assigned DPO and unit SPCO.
- D. Each unit is to maintain a supply of hair clippers and implements.
- E. Hair clippers and implements must be washed with soap and water and then disinfected after each individual use.
  - 1. Oster brand disinfectant or other disinfectant approved by the State Board of Barbering (Title 16, **Division** 9, Sections 979 and 980, California Code of Regulations) shall be used for this purpose.
  - 2. Clippers and instruments are to be stored in a clear container separated from other items.
  - 3. Lubricate clipper as needed with Oster brand lubricating oil.
- F. While on a furlough, youth may have their hair cut with the approval of their assigned Deputy **Probation** Correctional Officer (DPCO), their assigned DPO and the unit SPCO. However, the same guidelines apply for haircuts received on furloughs.

- G. The youth will be allowed to maintain a beard/mustache if present upon admission to YGC. Once cleanly shaven, male youths at YGC are expected to maintain a cleanly shaven appearance on a daily basis. Youth will be allowed an opportunity, on a daily basis to take care of their shaving needs as time and schedule permits.

**REFERENCES:**

Procedures:	1-3-308	Bloodborne Pathogens: Preventative Measures and Exposure Guidelines
	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
	3-2-009	Supervising Youth of the Opposite <b>Gender</b>
	3-5-004	Youth's Rights/ Orientation
	3-8-004	Daily Schedule- Juvenile Hall

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**APPROVED BY:**