



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure # 4.201

Inmate Grooming, Hygiene and Sanitation

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Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 4-4329 to 4-4343	Effective Date: February 1, 2006 Revision/Review History:
	Summary of Revision/Review: Revises previous WDOC regulations and establishes a uniform WDOC policy and procedure.
Cross Reference of Policy: P&P #1.205, <i>Workplace Harassment and Discrimination</i> ; P&P #3.006, <i>Property Control</i> ; P&P #3.007, <i>Facility Access</i> ; P&P #3.013, <i>Searches</i> ; P&P # 3.301, <i>Management of Security Threat Groups</i> ; P&P #5.400, <i>Inmate Visiting</i>	Supersedes Existing Policy :
Approved:	
/s/ R.O. Lampert	12-14-05
Robert O. Lampert, Director	Date

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 confined in a Wyoming Department of Corrections (WDOC) correctional facility.

II. POLICY

- A. General Policy.** It is the policy of the WDOC that each inmate be allowed to maintain his/her appearance within the guidelines established by this Policy and Procedure. It is also the policy of WDOC that safety and security considerations 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. Correctional Facility:** Any adult correctional facility operated by the Wyoming Department of Corrections or correctional facilities and county jails under contract with the Wyoming Department of Corrections.
- C. Department of Corrections' Employee:** Any person employed full-time, part-time, or under temporary appointment by the Wyoming Department of Corrections; any person under contractual arrangement to provide services to the Wyoming Department of Corrections; any person employed by private or public sector agencies who is serving under department-sanctioned special assignment to provide services or support to Wyoming Department of Corrections' programs.
- D. Inmate:** Any person under the supervision of the Wyoming Department of Corrections who is not on parole or probation status. An inmate is a person who is incarcerated in any Wyoming Department of Correction's correctional facility, county jail, municipal jail or in-state/out-of-state contract facilities, to include adult community corrections centers, who is committed to the custody and supervision of the Wyoming Department of Corrections.



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- E. **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.
- F. **Redistribution:** *(For this policy only.)* The reissue to inmates of previously worn state-issue that is serviceable and suitable clothing, which is cleaned and in good repair prior to reissue. State-issued clothing will be redistributed by item for item exchange on an "as needed" basis.
- G. **Serviceable Clothing:** Clothing free of any obvious physical defects including rips, tears, holes, stains, discoloration or obvious fading, missing buttons, etc.
- H. **Staff:** Wyoming Department of Corrections' employees (temporary and permanent), contractors, volunteers, on-site vendors, and persons from other agencies, organizations and businesses whose work is performed primarily on or within Wyoming Department of Corrections' correctional institutions or facilities.

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.



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- 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 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.



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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.
 - iii. The discovering staff shall document the inmate's change in body marking, photograph that change for review by designated staff for possible security threat group affiliation in accordance with WDOC Policy & Procedure # 3.301, *Management of Security Threat Groups*, and forward that documentation to the institution's inmate records office so that the inmate's personal history and base file can be updated to reflect the change in the inmate's body markings.
2. Inmates shall not be permitted to pierce theirs or others' ears, noses, or other body parts.
3. Inmates shall not be permitted to wear any unauthorized ear, nose or other body jewelry, or use any unauthorized item or material to maintain an opening created by piercing.
 - i. Inmates may be permitted to wear a single stud-style earring in each ear, but only if authorized by institution operational guidelines, classification and the appropriate inmate property matrix and it is determined by the facility CEO that the presence of such earrings does not present a security related threat.



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- ii. Hoop-style earrings and earrings that dangle shall not be permitted.
- iii. Other forms of body jewelry are not authorized.

D. Hair, Facial Hair and Barber/Cosmetology Guidelines

1. Male inmates shall be provided with the opportunity to receive a haircut during the initial intake process.
2. Inmates may receive haircut or cosmetology services on a regularly scheduled basis, up to once per month, depending upon the availability of trained inmate barbers/cosmetologists, scheduling and resources, and individual classification of the person requesting services.
3. Haircuts and styles which draw undue attention to an individual inmate or group will not be allowed.
 - i. Inmates will not be permitted to cut designs, patterns, letters or numbers into their hair.
 - ii. Inmates will not be permitted to wear hairstyles that have been demonstrated to be an indicator of membership in any security threat group.
 - iii. Inmate barbers may not cut hair any closer to the head than the length created by use of a 00 clipper blade. Shaving of heads is not authorized.
 - iv. Eyebrows will not be removed or their appearance altered in a manner that draws undue attention to an individual.
4. Hairstyles that are religiously indicated by the mandatory tenets of the inmate's professed religion, as verified by an approved religious representative of that faith and/or as outlined in WDOC's Handbook of Religious Beliefs, will be authorized as long as the hair is capable of being searched and does not present a health or safety hazard. (i.e., Orthodox Judaism, Native American, Rastafarian, Sikh)
5. 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.



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6. If a hair search needs to be conducted by staff, it may be necessary to require that the inmate unbraided, loosen, or cut the hair to complete the search.
7. 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 use of force, subject to a use of force review.
8. 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.
9. 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.



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10. The only hair styling items permitted shall be those purchased through the commissary or issued by the supervisor of the Barber/Cosmetology 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. All inmates, regardless of housing assignment or status, 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.
 - 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.
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.



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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. Personal Hygiene Supplies

1. An initial issue of personal hygiene supplies including soap, shampoo, toothbrush, tooth powder or tooth paste, 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.
2. 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.
3. 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, 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-for-one exchange basis and no more often than once on a weekly basis.



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

G. Inmate Clothing

- 1. 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.
- 2. Information regarding issue, exchange, repairs, and proper wearing of clothing will be provided to inmates at each institution.
- 3. Inmates shall be required to wear state-issued uniform clothing while assigned to WDOC operated correctional facilities.
 - i. Inmates who were previously authorized to possess and wear personally owned clothing items that will now be in violation of this policy, and who were authorized to do so under specific written correctional facility guidelines or operational practice, will be required to adhere to this Policy and have until the effective date of this Policy to send those items home at their own expense, request in writing that they be destroyed, or donate them to charity.
 - ii. At the sole discretion of the individual facility warden, inmates in minimum security facilities may be permitted to wear non-uniform civilian type clothing, provided by the facility or approved by the Warden, to and from approved outside activities only (e.g., furloughs, funerals, etc.).
 - a. Any clothing that is associated with an unauthorized organization, that contains profanity or depicts drugs or illicit drug use will not be permitted.
 - b. Non-uniform clothing that is provided by the correctional facility will be maintained by the institution in the receiving and release area or other secure storage area.



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- 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.
8. 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 unpegged.



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- 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 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 for religious purposes (e.g., yarmulke or skull cap made from a single layer of single-colored cloth for authorized adherents of Judaism).
- 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.



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- 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.



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- b. Footwear must be worn at all times.
- c. Personal shoes, such as athletic shoes purchased through the commissary, are not authorized for work wear, but may be worn within housing areas, for recreation, and to and from dining or medical, etc.
- 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.
- 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. 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.
- 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.



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H. Cell and Area Sanitation

1. Cleaning activities outside of individual cells will be supervised at all times. Supervision may include direct, sight and sound supervision, or indirect monitoring and random routine physical checks in areas and during times where inmate traffic is limited.
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.
 - 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. Licensed pest control professionals or appropriately licensed staff will be used when necessary to clean or fumigate the facility.
8. Liquid and solid wastes will be collected, stored, and disposed of in a manner that will avoid nuisance and hazards and protect the health and safety of inmates and staff in accordance with the requirements in the appropriate institution operational guidelines and department directives.



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9. Provisions will be made for at least weekly exchange of linens, to include up to two (2) sheets and one (1) pillow case per inmate, and for an exchange of the inmate's blanket(s) on at least a quarterly basis.
 - i. A cleaning or exchange schedule for linens and bedding will be established for each institution.
 - ii. A cleaning schedule for linen and bedding will be published and posted on inmate bulletin boards and/or in inmate newsletters as appropriate.
 - iii. Each facility will 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.

10. 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.

I. Mattresses and Pillows

1. 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.

2. Each mattress and pillow returned to storage will be sanitized with liquid sanitizing solution in accordance with institution operational guidelines prior to reissue and use by any subsequent inmate.



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3. 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.

J. Sanitation and Other Inspections. Each correctional facility shall comply with applicable health codes and regulations of the governing jurisdiction.

1. Documented daily sanitation inspections shall be required by assigned staff within each work area.
2. Sanitation inspections of all facility areas by a qualified WDOC staff member shall be conducted and documented on a weekly basis.
3. Comprehensive and thorough inspections by a safety or sanitation specialist and/or members of the institutional safety committee shall be conducted at least monthly.
4. Any annual inspections required by federal, state and/or local sanitation and health officials or other qualified persons shall be conducted and documented.
5. The institution shall ensure that the institution's potable water source and supply, whether owned and operated by the public water department or the institution, is certified by an independent, outside source to be in compliance with jurisdictional laws and regulations as required.

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?



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- E.** Where will inmates get hygiene supplies and clothing from? What, if any, clothing will inmates be allowed to wear that is not state issued?
- F.** When might an inmate be allowed to wear a head covering?
- G.** What may result if inmate clothing is damaged by other than normal wear?
- H.** Who is responsible for the cleanliness of inmate cells and living areas?