

CHAPTER 14**SANITATION AND HYGIENE****Authority**

N.J.S.A. 30:1B-6 and 30:1B-10.

Source and Effective Date

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See: 27 N.J.R. 4846(a), 28 N.J.R. 1209(a).

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Chapter 14, Sanitation and Hygiene, expires on February 20, 2001.

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SUBCHAPTER 1. GENERAL PROVISIONS**10A:14-1.1 Purpose**

(a) The purpose of this chapter is to establish policies and procedures for:

1. The maintenance and practice of good health habits, sanitation and hygiene for inmates;
2. The purchase and issuing of sanitary/hygienic supplies to nonindigent and indigent inmates;
3. The provision of sufficient time for grooming;
4. The provision of an inmate personal hygiene orientation program; and
5. The establishment of correctional facility policies and procedures.

10A:14-1.2 Scope

This chapter shall be applicable to all inmates within the Division of Operations, unless the context clearly indicates otherwise.

10A:14-1.3 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise:

“General population” means the common body of inmates not assigned to special Close Custody Units such as, but not limited to, Disciplinary Detention Program, Administrative Segregation, Management Control Unit, Capital Sentence Unit or Protective Custody.

10A:14-1.4 Written policy and procedures

(a) Each correctional facility shall develop written procedures governing inmate sanitation and hygiene. These written procedures shall be incorporated into the correctional facility Inmate Handbook (see N.J.A.C. 10A:8-3).

(b) New and revised written procedures regarding inmate sanitation and hygiene shall be posted in each housing unit and incorporated into the next publication of the correctional facility Inmate Handbook.

10A:14-1.5 Detention and Close Custody Unit sanitation and hygiene

(a) Specific sanitation and hygiene regulations for inmates assigned to the Detention Program are established in N.J.A.C. 10A:4-10.

(b) Specific sanitation and hygiene regulations for inmates assigned to Close Custody Units are established in N.J.A.C. 10A:5.

SUBCHAPTER 2. INMATE PERSONAL HYGIENE**10A:14-2.1 Sanitary/hygiene kit**

(a) A sanitary/hygiene kit which includes the following items shall be provided at no charge to all general population inmates upon initial admission to the State prison system:

1. Soap;
2. Deodorant;
3. A toothbrush and toothpaste or toothpowder;
4. A comb;
5. Shaving supplies;
6. Toilet paper; and
7. Female hygiene supplies for women.

10A:14-2.2 Inmate personal hygiene orientation

(a) Correctional facility procedures regarding inmate personal hygiene shall be fully explained to all inmates as a formal part of the correctional facility orientation program in accordance with N.J.A.C. 10A:8-2.

(b) Correctional facility procedures regarding inmate personal hygiene shall be published in the correctional facility Inmate Handbook which shall be given to each inmate at, or shortly after, admission to the correctional facility.

10A:14-2.3 Procedures for purchasing and issuing supplies

(a) General population inmates shall be permitted to purchase toiletry and grooming articles from the canteen of the correctional facility at regularly scheduled times.

(b) The correctional facility shall provide the appropriate sanitary/hygiene items to all inmates who have been determined to be indigent as this term is defined in N.J.A.C. 10A:1-2.

(c) Personal sanitary/hygiene needs shall not be denied inmates for punitive reasons.

10A:14-2.4 Time for grooming

(a) Sufficient time for grooming shall be provided to general population inmates in the morning, at mealtime, and at bedtime.

(b) Sufficient time for grooming shall be provided to general population inmates at times deemed necessary by the administration such as, but not limited to, before or after an inmate's job detail (for example, food, medical, sanitation or mechanical service details.)

(c) The time for general population inmate grooming shall be coordinated with work schedules and other program activities.

(d) Inmates in general population and satellite units shall be permitted to shower and shave daily.

(e) All inmates are expected to maintain an adequate level of personal cleanliness and hygiene in accordance with the procedures established by the correctional facility.

10A:14-2.5 Hair

(a) Inmates shall be permitted to have any hair style or length, including beards and mustaches, provided they are kept clean and do not present a safety hazard, health, sanitation or security problem.

(b) When the length, style, or condition of an inmate's hair is found to present a safety hazard, health, sanitation or security problem, the inmate shall be required to trim or cut his or her hair or wear an appropriate protective head covering.

(c) Barbering and hair care services shall be provided to inmates as needed. Hair shall be cut under sanitary conditions and in an area that can easily be observed by staff. Hair care equipment shall be stored securely when not in use.

10A:14-2.6 Identification (ID) photographs

(a) New ID photographs shall be taken when:

1. An inmate intentionally changes his or her appearance such as, but not limited to, a change in hair style, the growth or removal of facial hair, or weight loss;

2. An inmate's appearance changes due to circumstances beyond the control of the inmate such as, but not limited to, hair or weight loss due to illness; and

3. An inmate voluntarily changes his or her appearance in order to comply with a program safety, health or sanitation recommendation.

(b) Inmates shall reimburse the correctional facility for the cost of the ID photograph except when:

1. The inmate is indigent as this term is defined in N.J.A.C. 10A:1-2;

2. The inmate's appearance changes due to circumstances beyond his or her control; or

3. The inmate voluntarily changes his or her appearance in order to comply with a program safety, health or sanitation recommendation.