

**CHAPTER 14**

**INMATE HYGIENE AND GROOMING; USE OF TOBACCO PRODUCTS; INMATE IDENTIFICATION PHOTOGRAPHS; HOUSEKEEPING AND SANITATION; CLOTHING, BEDDING AND LAUNDRY**

**Authority**

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**Chapter Expiration Date**

Chapter 14, Inmate Hygiene and Grooming; Use of Tobacco Products; Inmate Identification Photographs; Housekeeping and Sanitation; Clothing, Bedding and Laundry, expires on January 22, 2007.

**Chapter Historical Note**

Chapter 14, Sanitation and Hygiene, was adopted as R.1996 d.90, effective February 20, 1996. See: 27 N.J.R. 4846(a), 28 N.J.R. 1209(a). Pursuant to Executive Order No. 66(1978), Chapter 14, Sanitation and Hygiene, expired on February 20, 2001.

Chapter 14, Inmate Hygiene and Grooming; Use of Tobacco Products; Inmate Identification Photographs; Housekeeping and Sanitation; Clothing, Bedding and Laundry, was adopted as new rules by R.2002 d.30, effective January 22, 2002. See: Source and Effective Date.

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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 hygiene and grooming habits for inmates;
2. The purchase and distribution of sanitary/hygenic/grooming supplies to nonindigent and indigent inmates;
3. The provision of sufficient time for grooming;
4. Provisions for inmate identification photographs;
5. The establishment of guidelines governing housekeeping and sanitation;
6. The establishment of guidelines governing clothing, bedding and laundry;
7. An inmate orientation program that includes the provisions of this chapter; and
8. The establishment of correctional facility internal management procedures that include the provisions of this chapter.

**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 Forms**

The following form shall be reproduced by each correctional facility from an original that is available by contacting the Field Services Unit, New Jersey Department of Corrections:

360-I Remedial Action Plan Report.

**10A:14-1.4 Written correctional facility internal management procedures**

(a) Each correctional facility shall develop written internal management procedures governing inmate hygiene and grooming, inmate identification photographs, housekeeping and sanitation, clothing, bedding and laundry. 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 internal management procedures regarding inmate hygiene and grooming, inmate identification photographs, housekeeping and sanitation, clothing, bedding and laundry shall be posted in each housing unit and incorporated into the next publication of the correctional facility Inmate Handbook.

**10A:14-1.5 Inmate orientation**

Correctional facility internal management procedures regarding inmate hygiene and grooming, inmate identification photographs, housekeeping and sanitation, clothing, bedding and laundry 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.

**10A:14-1.6 Detention and Close Custody Unit provisions**

(a) The provisions established in this chapter shall apply to inmates assigned to the Detention Program unless otherwise established in N.J.A.C. 10A:4-10 or the Detention Program internal management procedures.

(b) The provisions established in this chapter shall apply to inmates assigned to Close Custody Units unless otherwise established in N.J.A.C. 10A:5 or the Close Custody Unit internal management procedures.

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

(a) A sanitary/hygiene/grooming kit which includes a minimum of the following items shall be provided at no cost to all 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. Feminine hygiene supplies for women.

**10A:14-2.2 Grooming, showering and shaving**

(a) Inmates in general population shall be permitted to shower and shave daily, unless an emergency situation or security hazard exists.

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

(c) Inmates who do not maintain an adequate level of personal cleanliness and hygiene may be subject to disciplinary action as set forth in N.J.A.C. 10A:4.

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

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

(b) The appropriate sanitary/hygiene/grooming items shall be provided 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/grooming 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 Administrator or designee 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.

**10A:14-2.5 Hair**

(a) Inmates shall be permitted to have the hair style or length of personal choice, including beards and mustaches, provided their hair is kept clean and does not present a safety hazard, health, sanitation or security problem.