

**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/hygiene/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.

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**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.

(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 and/or beard 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. A current inventory of hair cutting equipment shall be maintained.

(d) Inmates shall not be permitted to possess or wear wigs or artificial hairpieces, unless the Administrator has authorized use, such as for medical reasons.

#### **10A:14-2.6 Use of tobacco products**

(a) To enhance a clean air environment and due to the health and hygiene hazards associated with the use of certain tobacco products and the risks posed to non-smokers by passive inhalation, smoking shall not be permitted in any correctional facility building or vehicle.

(b) Except where smoking is prohibited by program or unit internal management procedures, smoking may be permitted in designated outdoor areas as determined by the Administrator.

(c) An inmate who violates rules or correctional facility or unit internal management procedures regarding the use of tobacco products shall be subject to disciplinary procedures in accordance with N.J.A.C. 10A:4.

### **SUBCHAPTER 3. INMATE IDENTIFICATION PHOTOGRAPHS**

#### **10A:14-3.1 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, weight gain 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, weight gain or weight loss due to illness; or

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.

### **SUBCHAPTER 4. HOUSEKEEPING AND SANITATION**

#### **10A:14-4.1 Housekeeping**

(a) Housekeeping schedules of daily, weekly and periodic cleaning duties shall be developed and maintained by each correctional facility. These schedules shall set forth the type and frequency of cleaning assignments necessary to maintain all areas of the facility and grounds in a clean, orderly and safe condition.

(b) Cleaning activities shall be supervised to help ensure the work performed is appropriate, the equipment is in good working order and supplies are used in accordance with manufacturer instructions.

(c) Inmates shall keep their immediate living and working areas clean.

#### **10A:14-4.2 Waste disposal**

(a) Liquid, solid and recyclable wastes shall be appropriately separated, stored, collected and disposed of in a manner that will protect the health and safety of all persons within a correctional facility and avoid the creation of a nuisance or hazard.

(b) Garbage shall be stored in durable rust-resistant, watertight, rodent-proof and cleanable containers with tight-fitting lids.

(c) Appropriate disposal containers shall be provided for tobacco products in those designated outdoor areas where smoking is permitted.

#### **10A:14-4.3 Control of vermin and pests**

(a) Each correctional facility shall provide for the control of vermin and pests under the direction of licensed pest control specialists.

(b) Pest control inspections shall be conducted on a regular basis.

#### **10A:14-4.4 Inspections by correctional facility staff members**

All areas of the correctional facility shall be inspected for cleanliness at least weekly by a designated staff member(s) who shall submit a written report to the Administrator or designee.

**10A:14-4.5 Inspections by the State Department of Health and Senior Services**

(a) The Field Services Unit shall coordinate sanitary inspections conducted by the New Jersey Department of Health and Senior Services.

(b) Each correctional facility within the Department shall be inspected by and in accordance with the required schedule of the State Department of Health and Senior Services.

(c) Upon completion of the inspection, each correctional facility receiving a rating other than satisfactory shall be required to respond to the cited deficiencies on Form 360-I Remedial Action Plan Report. The completed report shall be submitted to the Supervisor, Field Services Unit within 21 calendar days after the completion of the inspection.

(d) Form 360-I Remedial Action Plan Report shall be completed in the following manner:

1. All deficiencies cited in the inspection document shall be entered onto Form 360-I in the order in which the deficiencies appear on the document, together with the appropriate agency code/reference number(s), if indicated, and the area of the correctional facility inspected.

2. The specific action(s) taken to correct each deficiency shall be briefly stated along with the scheduled completion date of each. Where work orders are involved, the correctional facility shall indicate the scheduled completion date of the action(s) required. Dates of work order submissions are not acceptable as completion dates; and

3. Correctional facilities shall schedule completion of all corrective action(s) no later than 21 calendar days subsequent to receipt of the inspection report, except where the needed materials, supplies and/or services are documented to require additional acquisition or completion time. In these cases, the earliest possible completion dates shall be scheduled and entered on the form.

(e) Correctional facilities unable to submit a plan within 21 calendar days must forward a justification with a request for a 14 calendar day extension, in writing, to the Supervisor of the Field Services Unit.

(f) Facilities receiving a rating other than satisfactory shall be subject to a reinspection within a time frame deemed appropriate by the New Jersey Department of Health and Senior Services.

**10A:14-4.6 Policies of the Office of Correctional Facilities Services**

(a) The Correctional Facilities Service units shall be responsible to formulate written policies to help ensure compliance with New Jersey health codes, acceptable water supply, waste disposal methods and control of vermin and pests.

1. These policies shall be reviewed annually and updated when necessary.

2. All policy revisions and annual updates shall be sent to each correctional facility.

**SUBCHAPTER 5. CLOTHING, BEDDING AND LAUNDRY****10A:14-5.1 Basic clothing issue**

(a) The designated reception facility shall provide an initial basic clothing issue to all inmates, as deemed appropriate based on gender and weather conditions.

(b) The Assistant Commissioner or designee, Division of Operations, shall be responsible for standardizing the basic clothing issue.

(c) Prior to the last working day of June each year, each correctional facility shall submit to the Assistant Commissioner or designee, Division of Operations, for review and approval, a current listing of the basic clothing issue of the correctional facility.

(d) The Assistant Commissioner or designee, Division of Operations, shall annually review and authorize the basic clothing issue listing of each correctional facility.

(e) During the course of the year, any additions to, deletions of and substitutions to the listed clothing issue shall be approved, in writing, by the Assistant Commissioner or designee, Division of Operations.

**10A:14-5.2 DEPTCOR, State Use Industries**

(a) The basic clothing issue, footwear, special issue/work detail clothing, bedding and towels shall be ordered through DEPTCOR, State Use Industries (see N.J.S.A. 30:4-95).

(b) Thirty calendar days prior to the July 1 commencement of each fiscal year, each correctional facility shall submit in writing to State Use Industries its estimate of basic issue items needed for the ensuing fiscal year.

**10A:14-5.3 Replenishing inmate basic issue**

(a) When items of an inmate's basic issue are lost, stolen or condemned, they shall be replaced with a minimum of delay.

(b) Previously used basic issue clothing shall not be reissued to inmates unless the clothing is in good condition.

**10A:14-5.4 Inmate accountability for State-issued clothing**

(a) Inmates shall be held accountable for their issue of clothing.

(b) Inmates who mutilate, destroy or alter basic issue items may be subject to disciplinary action and may be required to make restitution.

#### **10A:14-5.5 Special issue/work detail clothing**

(a) Each correctional facility shall issue appropriate special protective clothing such as caps or hairnets and clothing related to weather conditions to inmates assigned to specific work details such as, but not limited to, food service, hospital, farm, sanitation, and mechanical services.

(b) Inmates scheduled for court trips, death bed visits or attendance at funerals in the community shall be provided with authorized civilian clothing when deemed necessary by the Administrator.

(c) Each correctional facility shall, in accordance with written internal management procedures, require inmates to wear special clothing while working outside the facility perimeter.

(d) Additional work clothing shall be issued if requested by the inmate and approved by the Administrator or designee.

#### **10A:14-5.6 Clothing handling at inmate release**

(a) Inmates and/or their families are expected to make arrangements to provide suitable clothing for inmates upon release.

(b) When clothing is not otherwise provided, the correctional facility shall issue clothing to inmates being released. The issue of clothing shall be gender and weather appropriate.

#### **10A:14-5.7 Personal clothing**

Inmates shall not be permitted to retain and wear personal clothing while confined in a correctional facility except as established in this section and except for those personal clothing items that are approved for purchase from the correctional facility commissary.

#### **10A:14-5.8 Marking State-issued clothing**

State issued clothing shall be marked and or coded in a legible and uniform manner when deemed necessary in accordance with the internal management procedures of the correctional facility.

#### **10A:14-5.9 Condemning of clothing**

A correctional facility staff person shall be designated and given the authority to condemn and replace State issued clothing that cannot reasonably be repaired.

#### **10A:14-5.10 Clothing storage**

Except in unusual circumstances, each inmate shall be provided with a bureau, locker or closet that can be secured for the storage of clothing.

#### **10A:14-5.11 Bedding and towels**

(a) The correctional facility shall be responsible for issuing the following clean items to inmates in general population in accordance with facility internal management procedures:

1. Bedding, to include a pillow, pillow case, mattress, sheets, and sufficient blankets to provide comfort under existing temperature conditions; and
2. Towels, to include a bath towel(s) and wash cloth(s).

#### **10A:14-5.12 Correctional facility/unit laundry services**

(a) Unless laundry facilities are provided in the housing units, the correctional facility shall be responsible for having inmate clothing laundered at the Central Laundry a minimum of once a week.

(b) Linens and towels shall be exchanged on at least a weekly basis.

(c) Blankets shall be processed through the Central Laundry a minimum of once every six months.

#### **10A:14-5.13 Central laundry policies and procedures**

(a) The Assistant Director, Division of Operations with oversight of the Field Services Unit shall be responsible for formulating written guidelines for the operation of the Central Laundry within the Department that shall include, but not be limited to, procedures for:

1. Collecting;
2. Bagging;
3. Counting;
4. Transporting;
5. Preparing a laundry budget;
6. A preventative maintenance of equipment and laundry areas;
7. A cleaning program, such as, but not limited to, routine lint removal from dryers;
8. Monitoring and reporting laundry activity; and
9. Purchasing and replacing equipment.

(b) The Central Laundry policies and procedures shall be updated as necessary and forwarded to each correctional facility.

**10A:14-5.14 Records**

(a) A clothing and bedding record shall be maintained for each inmate. This record shall include, at a minimum, the following:

1. The inmate's name;
2. The inmate's number;
3. The inmate's housing area;
4. The inmate's sizes;
5. The items issued to the inmate and the date of issue; and
6. A notation as to whether the issued items were new or used.