

**SAN BERNARDINO COUNTY
PROBATION DEPARTMENT PROCEDURE**

PERSONAL HYGIENE OF YOUTH

Title 15: 1485, 1486, 1487, 1488

Authority:

Tracy Reece, Chief Probation Officer

Purpose:

To establish guidelines regarding Personal Hygiene Care for youth detained in the Juvenile Detention and Assessment Centers (JDACs) and Treatment Facilities (TFs).

Definitions:

Canteen: A reward system designed to allow youth to spend their behavior dollars.

Haircut Request Form: Completed by staff to request a haircut for youth.

Hygiene Inventory Form: Completed by staff to keep track of the youth's personal hygiene items.

Provisions/Services:

General Personal Hygiene:

- A. Upon intake, youth will be provided basic hygiene items to complete a shower.
- B. Youth held over twenty-four (24) hours shall be allowed to shower on a daily basis and will be provided the following personal hygiene items:
 1. Toothbrush
 2. Toothpaste
 3. Shampoo
 4. Post-shower conditioning hair products
 5. Soap
 6. Comb/brush
 7. Lotion
 8. Deodorant
 9. Shaving implements
 10. Sandals
- C. Youth shall not be required to share any personal hygiene items.
- D. Liquid shampoo and body soap provided through a common dispenser are permitted.
- E. Additional hygiene items can be earned through Canteen or as incentives.
- F. A container shall be provided to each youth to store hygiene items.
- G. Youth shall be permitted to trim their nails once a week.
- H. Any instrument shared by youth, which is capable of breaking the skin (i.e. nail clippers, shaving implements and shears), shall be disinfected between individual uses by the method prescribed by the State Board of Barbering and Cosmetology.
- I. Youth shall be permitted to brush their teeth after each meal.
- J. Youth shall have reasonable access to the restroom facilities.
- K. Female youth shall be provided with sanitary napkins, panty liners, and tampons as requested.

Shaving and Haircuts:

- A. Youth shall have daily access to shaving implements and be given equal opportunity to shave face and body hair, unless their appearance must be maintained for reasons of identification in Court.
- B. Youth shall not share disposable razors.
- C. Youth shall have access to hair care/haircut services on a monthly basis. For pre-adjudicated youth, haircut options/styles shall be taken into consideration as necessary to maintain their appearance for reasons of identification in Court.
- D. Shaving implements will be stored in a location only accessible to staff and provided to youth when appropriate.
- E. Electric shavers must be disinfected between individual use by the method prescribed by the State Board of Barbering and Cosmetology.
- F. Youth who are a danger to themselves or others, and/or those who are considered a safety risk, may have their shaving/haircut requirement suspended by the facility administrator and/or per guidelines set forth in applicable procedures (e.g. Suicide Observation Status).

Responsibilities:

I. Probation Corrections Officer (PCO):

A. General Personal Hygiene:

1. Booking Unit Staff:

- a. Provide youth access to a toothbrush, toothpaste, shampoo, soap, comb/brush, sandals, and deodorant at time of shower.
- b. Issue personal hygiene items if the youth is housed in the Booking area over twenty-four (24) hours or when transferred to a living unit.
- c. Document hygiene event in Caseload Explorer (CE) as a unit Activity Log.

2. Living Unit Staff:

- a. Issue additional personal hygiene items as needed.
- b. Provide a container to store personal hygiene items.
 - i. Label each container with the youth's name and attach a Hygiene Inventory form on the container.
 - ii. Hygiene items unable to fit in the container or doubles of specific items will be labeled and stored in a designated area until needed.
 - iii. Distribute and collect hygiene containers at the conclusion of hygiene time, verify all items listed are present, and document in a CE unit Activity Log.
 - iv. Containers shall be inventoried each night by the third shift PCO.
 - v. Third shift PCOs will remove and replace all Hygiene Inventory forms every Sunday during the 10pm-6am shift.
 - vi. All PCOs will update the Hygiene Inventory form when items are added or removed.
- c. Monitor shower activity.
- d. Allow youth an opportunity to groom prior to Court, school, meals, visits, offsite appointments, or activities.
- e. Disinfect grooming tools between individual uses by the method prescribed by the State Board of Barbering and Cosmetology.
- f. Shall ensure no youth is physically showered by another. Grooming (e.g. hair braiding) may be allowed as part of a program and under appropriate supervision.
- g. Shall ensure no form of discipline is used which deprives the youth of their daily hygiene care or showers.

3. Treatment Facility Staff:

- a. Follow Living Unit Staff guidelines, section 2 (c) through (g), when applicable.
 - i. Youth may be permitted to keep hygiene items in their room.

- ii. When applicable, ensure only approved items are stored in the room by checking hygiene items for all youth at minimum once per shift.
 - iii. Place Hygiene Inventory form on the youth's assigned door and ensure the youth's name and the date the items were verified is written on the slip.
 - iv. Document hygiene items searched and accounted for in the room search log.
 - v. Label and store hygiene items that are duplicates or unable to fit in the container in a designated area.
 - vi. Update the Hygiene Inventory form when items are added or removed.
- B. Shaving and Haircut Services:
1. Living Unit Staff:
 - a. Account for shaving implements and document in the CE Shift Plan/End of shift inventory.
 - b. Allow youth daily access to shaving implements upon request, unless Court restrictions exist.
 - i. Verify eligibility.
 - ii. Distribute and monitor use of shaving implements.
 - iii. Collect and inspect used shaving implements to verify they are whole and intact.
 - iv. Dispose of used shaving implements in unit Sharps container.
 - v. Disinfect non disposable shaving implements.
 - c. Youth requesting a haircut:
 - i. Verify eligibility.
 - ii. Submit Haircut Request Form to PCSI a week prior to scheduled haircut date.
 - iii. Notify PCSI if youth is displaying inappropriate behavior the day of service.
 - iv. Document if haircut was completed or the reason it was not.
 - v. Provide a safe and secure area away from other youth with proper electrical access for the barber to perform haircuts, wash hands, and disinfect equipment.
 - vi. Monitor youth and barber during haircut process.
 2. Treatment Facility Staff:
 - a. Follow Living Unit Staff guidelines (a) through (c), when it is applicable.
- II. Probation Correction Supervisor I (PCSI):
- A. Review unit activity logs on a weekly basis to ensure appropriate hygiene care was offered.
 - B. Determine if youth are considered a safety risk and if suspension from either shaving or haircut is required.
 1. Document in CE the reason why the youth received the suspension and when the suspension will be evaluated and/or lifted.
 - C. The designated PCSI or designee for the facility haircuts shall verify the youth's eligibility and appropriate behavior prior to the day of service.
 1. Treatment Facility Supervisor: Determine and grant permission as appropriate/applicable for youth to be taken offsite for haircuts/grooming.

Inspections:

Refer to the Policy and Procedure Inspection Matrix.

Foundation:

Minimum Standard for Juvenile Facilities, Title 15; Sections 1485, 1486, 1487, 1488
State Board of Barbering and Cosmetology

References:

Discipline Process

Individualized Treatment Program for Behavior Management

Intake/MAYSI

Suicide Prevention Program

Issued by:



Tracy Reece, Chief Probation Officer

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