

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Feminine Hygiene Items Issuance		
<b>Policy Number:</b> 206.04	<b>Effective Date:</b> 8/20/2019	<b>Page Number:</b> 1 of 4
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

It is the policy of the Georgia Department of Corrections (GDC) to ensure hygiene items shall be provided to all offenders according to need and the schedule herein or as requested by medical. This Standard Operating Procedure establishes the responsibilities and procedures for the issuance of women's feminine hygiene items to the offenders of the GDC.

**II. Authority:**

GDC Standards Operating Procedure (SOP): 206.01 Offender Personal Property Standards.

ACA Standard: 4-4342, 5-ACI-5D-14.

**III. Definitions:**

None.

**IV. Statement of Policy and Applicable Procedures:**

A. Staff Responsibilities:

1. The Administrative Lieutenant shall be responsible for ensuring that the Laundry Officer issues the hygiene items to the offender population according to need and to the frequency schedule.
2. The Laundry Officer shall be responsible for:
  - a. Maintaining documentation (receipts) of all hygiene items that are issued weekly;
  - b. Keeping a log of each time the items are issued to the offenders;
  - c. The log shall contain the date and the amount of each item issued, and each offender's name;
  - d. Maintaining a record of inventory of each hygiene item and ensuring adequate product is kept on hand;

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Feminine Hygiene Items Issuance		
<b>Policy Number:</b> 206.04	<b>Effective Date:</b> 8/20/2019	<b>Page Number:</b> 2 of 4
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division	<b>Access Listing:</b> Level I: All Access

- e. Bringing the hygiene items necessary to the housing units, medical, all other areas indicated by the Warden or his/her designee in a timely manner and issuing items to offenders; and
  - f. Bringing hygiene items to all offenders who are confined to bed or otherwise unable to come pick up their hygiene items such as offenders housed in restrictive housing or Medical.
3. Medical is responsible for ensuring that a complete and detailed list of offenders with special feminine hygiene needs is kept and that profiles are given to all such offenders so that all such offenders receive all required feminine hygiene items as prescribed by Medical; and
  4. Offenders shall be responsible for reporting to the designated area when their dormitory is called to receive hygiene items.

**B. Process for Issuance of Hygiene Products:**

1. The Shift Officer in Charge (OIC) shall make an announcement weekly at the time and date designated by each facility for the offenders to report for their hygiene items.
2. The Shift OIC shall assign an officer(s) to monitor offenders entering the area designated for hygiene issuance.
3. The Dormitory Officer will notify the offenders to report to the designated area to receive their hygiene items once the announcement is made.
4. The Laundry Officer shall set up a table in the designated area with the items listed below to be issued to the offenders.
5. The offenders will show the officer their ID Card before receiving the hygiene items.
6. Gender non-conforming offenders, including transgender offenders, may request specific hygiene items appropriate to their needs and such requests will be reviewed by the Warden and either approved or disapproved.

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> <b>Standard Operating Procedures</b>		
<b>Policy Name:</b> Feminine Hygiene Items Issuance		
<b>Policy Number:</b> 206.04	<b>Effective Date:</b> 8/20/2019	<b>Page Number:</b> 3 of 4
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division	<b>Access Listing:</b> Level I: All Access

8. The offenders will be allowed to report out weekly to hygiene call for the following state issued items:
  - a. Toothpaste;
  - b. Deodorant, and
  - c. Soap.
9. The offenders will receive the following items on an as needed basis:
  - a. Comb;
  - b. Razor;
  - c. Hairbrush; and
  - d. Toothbrush.
10. Toilet paper, sanitary napkins, and tampons will be readily available to offenders in the housing units.
11. The Sanitation Officer will ensure daily that the hygiene cabinet in each dorm is stocked with toilet paper, sanitary napkins, and tampons always.
12. While offenders are in GDC custody, basic issued items are to be replaced when the item is empty or worn out from normal use, regardless of the frequency, however special allowances will be made for instances involving medical-related needs or for items worn, damaged, or missing for reasons beyond the offender's control.
14. Offenders who do not receive required items may speak to any staff; to include shift supervisor and executive staff.
15. Offenders may use the grievance system if they are not receiving required items and their concerns will be addressed promptly.

GEORGIA DEPARTMENT OF CORRECTIONS  
**Standard Operating Procedures**

**Policy Name:** Feminine Hygiene Items Issuance

**Policy Number:** 206.04

**Effective Date:** 8/20/2019

**Page Number:** 4 of 4

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Division

**Access Listing:**  
Level I: All Access

V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.