



# GENERAL ORDER

Loudoun County Sheriff's Office

<b>Chapter:</b> Correctional Services		<b>Section:</b> 506.9
<b>Subject:</b> Inmate Programs and Services		<b>Topic:</b> Hygiene, Sanitation, and Laundry
<b>Accreditation:</b> 6VAC15-40-720, 6VAC15-40-740, 6VAC15-40-750, 6VAC15-40-760, 6VAC15-40-770, PREA.115.42		
<b>Revised:</b>		<b>Reaffirmed:</b>
<b>Enacted:</b> 07/25/2008	<b>Last Review:</b> 10/29/2020	<b>Review:</b> 8/1/2022

## I. PURPOSE

The purpose of this General Order is to provide directives for inmate clothing, bedding, linens, personal hygiene, and the overall cleanliness of the Loudoun County Adult Detention Center.

## II. POLICY

It shall be the policy of the Corrections Division that items needed for acceptable personal hygiene shall be provided to all inmates. All inmates shall have access to facilities allowing them to maintain acceptable standards of personal hygiene. Feminine hygiene items are limited to sanitary napkins, upon request. Jail issued uniforms exchange and personal clothing laundering shall be conducted at least two (2) times per week. Linen and towel exchange shall be conducted once a week for each housing unit as noted on the laundry schedule. Inmates shall not use the sinks or showers to wash clothing or linens, nor shall clotheslines be allowed in any housing unit. A log shall be maintained to show when clean linens and towels are exchanged. A record will be kept documenting all laundry and linen exchange. For housing units that are supplied with laundering equipment within the units, each inmate will receive three (3) laundry detergent packs every week on hygiene night, allowing them to wash their clothing three (3) times a week. At no time will detergent packs be stored on post.

A cleaning schedule shall be enforced to maintain the overall cleanliness and sanitation of the facility.

All trash from housing units, intake, and kitchen shall be collected following all three (3) meal services or sooner if needed. All other areas of the facility trash shall be collected at least (2) times daily or sooner if needed and removed from the facility. The county-contracted solid waste vendor shall empty external trash containers twice weekly.

## III. PROCEDURE

### A. Hygiene and Sanitation

1. The Adult Detention Center provides facilities which comply with the following minimum requirements:

- a. Toilets, capable of being flushed from the interior of each cell, and hand washing sinks in each cell or dayroom equipped with hot and cold running water.
- b. Toilet fixtures, sinks and showers are of sanitary design and easily cleaned. These are to be kept clean and free of objectionable odors.
- c. Separate facilities are available to employees for toilet use and hand washing.

**B. Personal Cleanliness**

1. Personal clothing, which is not permitted in the housing areas, must be removed and the inmate will be issued the appropriate uniform. Prior to being transferred from Intake to general population the inmate will be required to shower and will be issued an inmate uniform(s), mattress, blanket, two (2) sheets, towel, and a hygiene pack.
2. Hygiene supplies include soap, toothbrush, toothpaste, soap pod and toilet paper. Supplies will be distributed at least once a week to those inmates needing hygiene items.
3. Should an inmate being prepared for transfer to general population refuse to comply with the shower policy, they will remain housed in Intake until they comply.
4. Inmates must shower twice a week but will be encouraged to shower daily or as needed. All inmates shall shower separately from other inmates.

**C. Feminine Hygiene Supplies**

1. Sanitary napkins and tampons are available to female inmates upon individual request.
2. Proper disposal of soiled items is required to prevent plumbing obstructions.
3. Small plastic bags labeled "bio-hazard" are provided to the inmate for proper disposal and placed in the appropriate container in the medical suite.

**D. Razors**

1. Inmates are permitted to shave using facility provided razors under strict adherence to the guidelines described below. It is the responsibility of the post deputy to account for all razors and document razor issuance and collection on the duty post activity log.

- a. Razors will be passed out on scheduled days to general population, during a lockdown period. Inmates in receiving do not receive razors.
- b. The post deputy must log the name of each inmate receiving a razor on the Razor Log.
- c. Only those inmates requesting a razor will be given one.
- d. Under no circumstances will an inmate be given a razor for another inmate.
- e. Each inmate receiving a razor is responsible for returning the razor themselves. The post deputy must log the name of each inmate returning a razor to verify that all issued razors are returned.
- f. While collecting razors, the post deputy must visually inspect each razor to verify that it has not been tampered with and that it does not have missing parts.
- g. The post deputy must verify that they have collected and accounted for all issued razors prior to removing them from the unit.
- h. If a razor is not returned or if a returned razor is found to be missing parts, the housing unit will remain locked down, a squad supervisor will be notified immediately, and a thorough search will be conducted. Refer to General Order # 502.5, Searches. At the conclusion of the search an In-House Incident Report must be completed, and the Captain of Operations shall be notified.
- i. All razors collected will be placed in a red bio-hazard bag, marked with the housing unit and number of razors collected and placed into the Biohazard shed for collection.
- j. Razors will not be stored in any housing unit; the housing unit deputy will request an available deputy to deliver the requested number of razors to the housing unit.

#### E. Nail Clippers

1. Nail Clippers will be passed out the same days and times as razors. Inmates may be issued nail clippers by request to the post deputy under strict adherence to the guidelines described below. It is the responsibility of the post deputy to account for all nail clippers.
  - a. The post deputy will note the name of the inmate requesting nail clippers on the Razor Log.
  - b. The post deputy will request an available deputy to deliver the requested number of nail clippers need for their housing unit.

- c. The post deputy issuing the nail clippers is responsible for retrieving the nail clippers prior to unlocking any inmates.
- d. The post deputy will make the necessary entry on the Razor Log when the nail clippers are retrieved.
- e. An available deputy will collect all nail clippers from the post deputies and return them to be stored in the Medical Unit, where they can be cleaned and disinfected.
- f. All nail clippers must be collected and disinfected prior to being issued to an inmate and after each use.
- g. If nail clippers are not returned, the housing unit will remain locked down. A squad supervisor must be notified immediately, and a thorough search will be conducted. Refer to General Order # 502.05, Searches. At the conclusion of the search an In-House Incident Report must be completed.

E. Cleaning of Individual Cells and Dayroom Areas: General Population

- 1. The post deputy is responsible for overseeing that cleaning is being conducted in the correct manner by the inmates and Housing Unit Trustee. The following areas must be cleaned daily, or more as needed:
  - a. Cells and dayrooms
  - b. Shower stalls
  - c. Toilets
  - d. Sinks
  - e. Mirrors
  - f. Railings
  - g. Floors and Walls
  - h. Tables
  - i. Counter Tops
  - j. Windowsills
  - k. Janitor Closets and Equipment

**F. Cell Inspections**

1. All beds are to be made prior to daily inspection.
2. Cell inspections are necessary to promote the discipline, security and cleanliness of the inmates and the facility. Cells inspections will be performed one time per shift by the assigned duty post deputy and verified for completion by the squad supervisor.
3. The zone Supervisor will conduct a morning cell inspection in one of the assigned units in his / her zone each morning. This cell inspection will be logged in the post daily log.

**G. Issued Jail Property**

1. All classified inmates being transferred to general population will receive:
  - a. 1 Mattress
  - b. 2 Sheets
  - c. 1 Blanket
  - d. 1 Laundry Bag
  - e. 1 Towel (2 for females)
  - f. 1 Washcloth
  - g. 1 Pair of Canvas Shoes
  - h. 1 Pair of Shower Shoes
  - i. 3 Shirts/Trousers (jail issue) 2 – uniforms if housed in a unit with washers / dryers; 3- if housed in a unit without washers / dryers
  - j. 1 Toothpaste
  - k. 1 Toothbrush
  - l. 1 Roll of Toilet paper
  - m. 1 Soap
  - n. 1 Drinking Cup

2. When possible, a deputy of the same sex will issue the supplies and exchange their current issued jail uniform.
3. All uniforms, linens, and hygiene items must be of serviceable or new condition and must properly fit the inmate.
4. Prior to being taken to their designated housing assignment, all inmates will exchange the uniform issued at committal, and be searched again.
5. Items issued to the inmate must be documented on the Inmate Property Record. Both the deputy and the inmate must sign the form to verify that all items were received and documented. This form will become part of the inmate record and is to include the following:
  - a. A list of all items issued to the inmate.
  - b. The condition of items issued.
  - c. Date that each item was issued.
  - d. Inmate and staff signatures.
6. A deputy will fasten a classification identification wristband to the left wrist of the inmate and take the inmate to their designated housing assignment.
7. Inmate Trusties will be provided with special and protective clothing when assigned to food service, sanitation, and other special work functions.

#### H. Return of Jail Issued Property Upon Release or Transfer

1. Prior to an inmate's release or transfer, a deputy must review the Inmate Property Record to receive, inventory and verify that all Adult Detention Center issued items are returned.
2. The deputy must notify a squad supervisor of any discrepancies.
3. In the event that an item(s) is not serviceable upon return due to intentional inmate damage, an In-House Incident Report must be written, a squad supervisor notified, and photos taken if necessary. The cost of any replacements will be the responsibility of the inmate. At the discretion of the squad supervisor additional criminal charges may be sought.
4. The value of issued items will be maintained by the Inmate Account Clerk. The Inmate Account Clerk will debit from the inmate's account the appropriate amount authorized by the squad supervisor, prior to writing the release check.

**I. Laundry Supply Issuance**

1. The zone supervisor will directly control laundry operations in their assigned zone to verify that both inmates and staff meet the following requirements:
  - a. All inmates will receive bedding and linens sufficient for comfortable, sanitary and safe conditions during the entire period of confinement.
  - b. The post deputy must document the issuance of clean linen and towels for each housing unit on the duty post activity log in units that are not responsible for laundering their own items. The log must also reflect the issuance of a clean change of clothing twice a week.
  - c. All housing units will exchange linens once per week, and all blankets will be exchanged once per month.
  - d. All clothing and bedding supplies issued to an inmate will be the inmate's responsibility and they will be held accountable for its use and condition.
  - e. It is a violation of facility rules for an inmate to possess another inmate's property.
  - f. Inmate uniforms will be washed on their scheduled laundry day. Only clothing articles are to be placed into the laundry bags.
  - g. Each inmate will be issued three (3) sets of inmate uniforms on their scheduled laundry exchange days for those inmates housed in Special Housing, Female Housing, or General Housing. All others will receive two (2) sets of uniforms.
  - h. Those inmates assigned to Housing 1 or Housing 2 will not exchange inmate uniforms, unless they are found to be damaged or in need of replacement. These inmates will have their uniforms laundered in the housing units.
  - i. Inmate Trusties will be issued three (3) sets of uniforms on their scheduled laundry exchange days.
  - j. To control contraband, all laundry bags will be inspected prior to leaving the housing units and prior to returning into the units.
  - k. Inmates are to retain one (1) clean inmate uniform to be worn on laundry exchange days. At no time will an inmate return all of their issued uniforms and be allowed to wear only underclothing.
1. The Classification Supervisor will set the hours of operation for the laundry service.

## J. Laundry Room Operations

1. The Zone 2 Supervisor will directly control the daily operations of the laundry room, adhering to the following guidelines:
  - a. They will verify that Inmate Trusties assigned to the laundry room clean the equipment daily.
  - b. They will verify that Inmate Trusties do not open bags containing personal laundry.
2. Post Deputies assigned to Housing Unit 1 and Housing Unit 2 will direct and control the use of the washers and dryers in the housing pods.
3. In the Maximum Security Housing Units in Pods G and H all laundry will be sent to the main laundry room for washing.
4. The Zone 2 Supervisor will maintain storage areas for all inmate jail clothing, bedding and linens in the laundry room. They are responsible for initiating the thorough cleaning and, disinfecting of all clothing, bedding, and linen supplies prior to issue and/or storage.

### DOC STANDARD #

#### 6VAC15-40-720: Inmates Confined to Jail

Written policy, procedure and practice for those inmates to be confined in the jail shall address the following:

1. Shower/search
2. Issue of clean clothing/hygiene items/linens
3. Classification and housing assignment
4. Orientation.

#### Compliance Documentation:

- Review Written policy, procedure and practice
- Review property issue records
- Review classification documents
- Review orientation process
- Observation
- Interview staff/inmates

#### 6VAC15-40-740: Requirements for clothing, linens, and towels



Written policy, procedure, and practice shall provide that a record is kept to show that clean linens and towels are supplied once a week, a clean change of clothing is provided twice per week, and inmates shall be held accountable for their use.

6VAC15-40-750: Issuance of Special and Protective Clothing

The facility shall provide for the issuance of special and protective clothing to inmates assigned to food service, farm, sanitation, mechanical services, and other special work functions.

Compliance Documentation:

- Interview staff
- Observation

To ensure the health and protection of the inmate population, appropriate protective clothing must be provided when an inmate is participating in certain types of work assignments. This may include uniforms, shoes, protective glasses, gloves, etc. For additional information the facility may wish to review OSHA standards.

6VAC15-40-760: Bathing

There shall be sufficient hot and cold water for bathing. Each inmate shall be required to bathe twice a week.

Compliance Documentation:

- Interview staff/inmates
- Observation

Access to hot water for bathing can be through sinks and showers in dayroom areas. Individual cells shall have cold water available for drinking when on lock down status.

6VAC15-40-770: Provisions of Hygiene Articles

The facility shall provide soap, a toothbrush and toothpaste or tooth powder to each inmate upon admission to the general population. Notwithstanding security considerations, shaving equipment, including a mirror, and haircuts shall be made available, and hygiene needs of all inmates shall be met.

Compliance Documentation:

- Review property issue records
- Interview staff/inmates

Newly admitted inmates must be provided with hygiene items to maintain proper health care.

PREA STANDARD #

§ 115.42 Use of screening information.

Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates.

This General Order becomes effective October 29, 2020, and rescinds all previous rules and regulations pertaining to the subject.