

State of Utah - Department of Corrections



Department Manual

<i>FD22 - Inmate Code of Conduct</i>	<i>PROCEDURE</i>
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<i>Authorized by:</i>	<i>Executive Director Brian Nielson</i>
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01.00 OUT-OF-CELL

01.01 Out-of-Cell Activities

During out-of-cell activities, inmates shall:

- A. not enter any cell or section other than the cell or section to which they are assigned without authorization;
- B. behave in a polite, responsible manner;
- C. not climb on fixtures;
- D. not litter;
- E. be dressed in designated uniform, except when going and coming from the shower area or when going to or from recreational facilities where authorized recreation clothes may be worn or as directed by institutional staff;
- F. not loiter in stairwells, shower areas, hallways, etc.;
- G. be required to use the shower in their assigned housing section/unit unless otherwise directed by institutional staff;
- H. promptly exit the cell (in Level I and II housing) when the cell door is unlocked during the scheduled out-of-cell time (cell door should remain locked immediately following inmate exiting during scheduled out-of-cell time); if an inmate does not want their out-of-cell time, they may inform an officer they are declining their out-of-cell/recreation time;
- I. Forfeit the remaining out-of-cell time upon request to return to their cell (Level I and II) before the conclusion of their scheduled out-of-cell time; and
- J. should not be allowed to loiter (Level I and II) in the area, beginning at the cell fronts and extending to the rail on the upper deck and immediately under the rail on the lower deck.
 - 1. This does not include inmates recreating in a sub-dayroom, which limits their area (i.e., USCF Antelope).

02.00 Grooming Standards02.01 General

- A. Inmates may select the hairstyle of personal choice, provided personal cleanliness is maintained.
- B. An inmate's personal dress and grooming shall be consistent with DPO standards and in accordance with the facility's security and discipline guidelines.
- C. Work agreements or contracts may regulate hair length and facial hair requirements.

02.02 Mustaches and Beards

- A. An inmate may wear a mustache, beard, or both.
- B. An inmate with a beard shall wear a beard covering when participating in food service programs or where a beard could increase the likelihood of injury.

02.03 Hair Length

- A. Hair length may not be restricted if the inmate keeps it neat and clean.
- B. An inmate with long hair shall wear a cap or hair net when participating in the food service program or where long hair could increase the likelihood of injury.
- C. If a cap or hair net is unsuitable for the program or job assignment, hairstyles may be restricted or modified when working around specific machinery for safety or job-required reasons.
- D. Haircare services that comply with applicable health and sanitation standards shall be available to inmates.
- E. Hair extensions or attachments are not allowed.
- F. Inmates shall not be allowed to alter or change their natural hair color.

- G. Inmates may not wear wigs or artificial hairpieces unless approved by the Clinical Services Bureau (CSB).

02.04 Fingernails

- A. Inmates shall be required to maintain short-cropped fingernails without nail polish or any other means of cosmetic coloring.
- B. Acrylic nails are not permitted.

02.05 Cosmetics

- A. Cosmetics for female inmates shall be kept in moderate amounts only, as prescribed by property policies, and shall be purchased through the commissary.
- B. Levels 1 and 2 shall not wear cosmetics.
- C. Levels 3 and 4 may be allowed to wear cosmetics. Female inmates may only wear well-blended, subtle, and conservative cosmetics.
- D. Foundation must match natural skin tone.
- E. Eyeliner may be worn above and below the eye, only the width of the pencil.
- F. Eyeliner wings may extend conservatively past the corner of the eye.
- G. Eye shadow must remain within the eye socket and may extend no higher than the natural eyebrow; no smoky eyes or excessive colors are permitted.
- H. Eyebrow definition must conform to the natural eyebrow.
- I. False eyelashes or eyelash extensions are not allowed.
- J. Mascara must be worn conservatively.
- K. Blush must be well-blended, conservative, and subtle.
- L. No noticeable lip liner is allowed.
- M. Perfume, nail polish, shoe polish, or hair spray shall not be permitted.
- N. The housing unit administration shall have the final say on cosmetic use.
- O. Male inmates shall not be allowed to keep or use cosmetics unless approved for skin conditions or other treatment issues prescribed by CSB.

02.06 Head Apparel

- A. Inmates shall not be permitted to wear rags, scarves, neckerchiefs, or any other head apparel except head apparel sold by the commissary.
- B. Approved head apparel may be worn when participating in work programs or yard recreational activities, shall not be worn in public shared areas (e.g., dayrooms, classrooms, etc.), shall be worn with the bill forward, and shall not be altered.
- C. Beanies shall be worn only in inclement weather. Beanies shall be worn as designed and not altered.
- D. Approved religious head apparel may be worn at any time.
- E. Restrictions or exceptions may be imposed for medical reasons by the CSB director/designee.
- F. Non-prescription sunglasses are not to be worn inside buildings.

03.00 Personal Hygiene Standards

- A. The following requirements may be increased when deemed necessary by the staff. Inmates shall:
 - 1. be responsible for maintaining cleanliness and acceptable standards of personal hygiene;
 - 2. meet sanitation, grooming, and hygiene standards.;
 - 3. bathe/shower thoroughly with soap and water a minimum of three times per week;
 - 4. wash hair a minimum of once per week

5. keep hair neat and clean;
 6. launder clothing and bedding (sheets) weekly (blankets –weekly), consistent with housing unit laundry procedures; and
 7. brush their teeth daily.
- B. Tattooing, branding, and burning (cosmetic or otherwise) are prohibited. The receiver and the provider shall be subject to disciplinary action.
- C. Female inmates are expected to care for themselves during menstrual periods properly. Menstrual products are provided to female inmates at no cost to the inmate.
- D. Because poor hygiene may indicate a medical/mental health problem or aggravate an existing problem, an officer who notes that an inmate's hygiene has deteriorated shall refer the inmate to the CSB for an assessment. CSB shall provide information regarding good hygiene to the inmate and treat as clinically indicated.

04.00 Uniform Standards

- A. Inmates are responsible for maintaining state-issued uniforms and personal commissary-purchased clothing in a clean, neat, unaltered, and undamaged condition.
- B. Altered clothing is considered to be contraband. Inmates may be disciplined and charged restitution for altering state-issued clothing.
- C. When outside of their assigned cell, inmates shall be dressed in the uniform designated for their respective facilities or approved work programs except when:
1. going to and from the shower area; or
 2. going to and from recreational facilities, when authorized, athletic clothes may be worn or as directed by facility staff.
- D. While out of their cell, inmates shall wear their shirts and pants as they are designed to be worn. As determined by housing unit rules, employment requirements, treatment program expectations, or other facility rules and expectations, there may be a requirement for shirts to be tucked in.
- E. Each site warden/designee should determine dress standards for their respective outside recreation areas. Recreation yard activities shall require a minimum attire of undershorts (i.e., shorts or boxers), gym shorts, t-shirts, and footwear (shirts for female inmates). While working, DPO inmates shall be dressed in the designated uniforms.
- F. Inmates shall carry their inmate ID cards with them at all times. Each inmate is responsible for their own ID card and shall carry their own ID card.
- G. Whether in the cell or out of the cell, except while in the shower, inmate dress shall be modest at all times.
- H. Female inmates shall wear a brassiere beneath the uniform shirt.
- I. Jumpsuits shall be worn as designed (to cover from shoulder to ankles) and fastened appropriately to the area about two inches from the top.
- J. Damaged clothing shall be reported and exchanged.

04.01 Grooming Services

- A. Licensed barbers are available and scheduled for inmates who desire barbering services. Some barber requests will be handled case-by-case depending on the inmates' housing assignment.
- B. Barbering services are available to indigent inmates free of charge.
- C. Non-indigent inmates may be required to pay the prevailing price for barbering services.

05.00 CELL STANDARDS

05.01 General

- A. Inmates are responsible for the general cleanliness of their assigned cells.
- B. Inmates shall:
 - 1. keep their cells clean;
 - 2. ensure all possessions and property in the cell are neatly arranged;
 - 3. keep property within the established property matrix and guidelines;
 - 4. maintain the cleanliness of cell bars and floor in front of the cell;
 - 5. be responsible and accountable for all items in their cell;
 - 6. NOT tape or attach items on the walls, ceilings, floors, fixtures, etc., except as authorized in the housing unit; and
 - 7. NOT store or place items or possessions on any electrical or security device (e.g., intercom, light, door, bars, etc.).

05.02 Bed

- A. The bed shall be made daily before the inspection.
- B. The bedding shall not hang over the edge of the bunk to obstruct the view underneath.
- C. The bedding shall not be used as curtains or rugs or for any purpose other than its intent.
- D. Any bedding or other State-issued items damaged or destroyed may result in a restitution charge and disciplinary actions.

05.03 Floors

- A. Floors shall be dusted, damp-wiped, and/or scrubbed as needed daily, concentrating on edges, corners, and around the toilet area.
- B. There shall be a clear walkway in the cell so a clear exit is not blocked or obstructed.

05.04 Light Fixtures

- A. Nothing shall be hanging from the light fixture.
- B. The light fixture shall not be covered.

05.05 Mirror

- A. The mirror shall be cleaned daily.
- B. Nothing shall be attached to the mirror, including personal mirrors.

05.06 Toilet

- A. The toilet shall be cleaned daily, inside and outside, with an approved disinfectant cleaner.
- B. The toilet shall not have a lime ring on the inside of the toilet.
- C. Toilet covers shall not be permitted.

05.07 Washbasin

- A. The washbasin shall be cleaned daily, inside and outside.

05.08 Walls

- A. Nothing shall be attached to the walls except as approved and authorized by the deputy warden/designee.
- B. Painting of murals or writing on the cell walls shall not be permitted.

05.09 Windows

- A. Windows shall be cleaned regularly to maintain visual cleanliness.

- B. Nothing may cover or obstruct the view out of the window. The window sill shall be cleaned and dusted daily.
- C. Nothing shall be stored on the windowsill.
- D. Do not scratch or otherwise damage the window or impair the ability to see into and out of the window.

05.10 Storage of Property

- A. Personal property that is not in immediate use shall be stored in an institutional container, if available, or neatly under the bed.
- B. Personal items shall be marked, indicating the name and inmate number.

05.11 Common Areas

- A. Inmates shall be responsible for the general cleanliness of common areas, showers, dayrooms, etc.
- B. Personal property shall not be stored in the common areas.

06.00 UNIFORM AND ID CARD

06.01 Uniform

Inmates shall be:

- A. responsible for maintaining their prison-issued uniforms in clean and neat condition;
- B. dressed in designated uniform; and
- C. responsible for wearing clothing that reasonably fits, avoiding overly tight or baggy clothing.

06.02 ID Card

- A. Inmates shall be provided an ID card during the R&O process and shall be required to maintain the card in their personal possession when away from their designated housing unit.
- B. Inmates shall report lost or stolen ID cards immediately to the housing unit staff.
- C. Inmates who lose their ID cards shall pay a \$5.00 replacement fee.
- D. If it has been determined that an ID card has been stolen, the institution shall reissue the ID card at no cost to the inmate. ID cards should be reissued in a timely manner.
- E. The inmate shall submit a money transfer for the replacement fee before the issuance of the ID card.
- F. If an inmate refuses to pay the replacement fee, the ID card shall be issued, and the housing unit captain shall request that the inmate accounting unit freeze the inmate's account until the fee has been paid.
- G. It shall be the housing unit captain's responsibility to advise the inmate accounting unit when it is no longer necessary for the inmate's books to be frozen.
- H. The inmate shall be responsible for maintaining the ID card in good condition.