

POLICY

SUBJECT: Youth Hygiene in Residential Facilities
NUMBER: RF-729-17
APPLICABLE TO: Residential Services Employees

APPROVED: _____ /signature on original/
Sam Abed, Secretary

DATE: _____ 7/10/17

I. POLICY

The Department of Juvenile Services (DJS) shall provide adequate clothing, bedding, linens, and personal hygiene supplies to be utilized by youth living in State owned residential facilities. Personal hygiene supplies shall be appropriate to the youth's gender and cultural heritage.

II. AUTHORITY

- A. Md. Code Ann., Human Services, §9-203 and §9-204.
- B. American Correctional Association: 3-JDF-2C-08, 3-JDF-2E-11, 3-JDF-4B-07 through 3-JDF-4B-07, 4-JCF-4B-14, 4-JCF-4B-01 through 4-JCF-4B-10

III. DIRECTIVES/POLICIES RESCINDED

Youth Hygiene in Residential Facilities, RF-4-06 (Residential Facilities)

IV. FAILURE TO COMPLY

Failure to comply with the Department's Policy and Procedures shall be grounds for disciplinary action up to and including termination of employment.

V. STANDARD OPERATING PROCEDURES

Standard operating procedures have been developed.

VI. REVISION HISTORY

DESCRIPTION OF REVISION	DATE OF REVISION
New policy issued.	3/15/06
New policy issued Revised procedures – <ul style="list-style-type: none">• Shower temperature revised• Added new procedures for State-issued Clothing• Added new procedures for Bedding and Linen• Added new procedures for Hair Care Services	7/10/17

PROCEDURES

SUBJECT: Youth Hygiene in Residential Facilities

NUMBER: RF-729-17

APPLICABLE TO: Residential Services Employees

APPROVED: _____ /signature on original/

Linda McWilliams, Deputy Secretary

DATE: _____ 6/26/17

I. PURPOSE

To provide guidelines for the provision of appropriate services and supplies for youth to promote the maintenance of acceptable levels of personal hygiene.

II. PROCEDURES

A. General Procedures.

1. Each facility shall develop a written schedule for daily showers and personal hygiene for youth. At a minimum youth shall have an opportunity for morning hygiene (wash up and brushing of teeth) and one shower and hygiene period daily and after strenuous activity.
2. Youth will have access to clean and functional showers, toilets and wash basins.
3. Showers provide thermostatically controlled hot and cold running water at temperatures ranging from 100 degrees to 120 degrees Fahrenheit.
4. Gender-specific and culturally-sensitive personal hygiene articles and supplies will be provided to youth to include (note: as appropriate, youth may be allowed use of the some of the below list of materials at specific times of day only; these items are to be provided to youth at the time of use):
 - a. Soap and shampoo;
 - b. Toothbrush and toothpaste;
 - c. Comb and/or hairbrush;
 - d. Non-aerosol deodorant;
 - e. Toilet paper;
 - f. Feminine hygiene items for females; and
 - g. Shaving equipment and supplies as needed.

5. The Superintendent shall ensure the establishment of a system of accountability for the distribution of state issued clothing, bedding and linens. A clothing exchange record shall be maintained.
6. Each facility shall have space to store and issue clothing and bedding supplies.

B. State Issued Youth Clothing

1. Each facility shall maintain a supply of clothing that exceeds the supply needed to serve the maximum rated population. A clothing inventory shall be maintained.
2. Each youth will be provided the opportunity to have at least **three** complete sets of clean clothing each week. Clothing shall be properly fitted, climatically suitable, durable, presentable, and respectful of the youth's dignity. Clean underwear, bras and socks are provided daily.
3. Clothing will be provided more frequently, as needed, after strenuous activity such as recreation.
4. Youth will be provided access to self-service washer facilities or a central clothing exchange, or a combination of the two so youth have clean clothes daily.
5. Special and/or protective clothing and equipment will be issued to youth assigned to food service (i.e., hairnets, aprons, etc.), facility physical plant, maintenance (i.e., gloves, goggles, facemask, helmet, etc.), vocational education and other special work assignments. The staff supervising the assignment is responsible for ensuring youth have adequate protective clothing and equipment.
6. State issued clothing will be kept in good condition. Undergarments bras, underwear, and socks should not be reissued. Items beyond repair or good use will be discarded.
7. DJS does not utilize security garments. When standard issued clothing presents a security or medical risk, youth are placed on suicide alert status and are referred off-grounds, as determined by behavioral health staff for mental health assessment and stabilization.

C. Bedding and Linens

1. Each facility shall maintain a supply of linen and bedding supplies that exceeds the supply needed to serve the maximum rated population. A linen and bedding inventory shall be maintained.

2. At admission, youth will receive clean linen to include:
 - a. Two sheets.
 - b. One pillow, one pillow case, and one fire resistant mattress (not to include a mattress with an integrated pillow).
 - c. Sufficient blankets to provide comfort under existing temperature controls.
 - d. One set of clean towels and washcloths.
3. Youth will be provided access to self-service washer facilities or a central clothing exchange to provide clean linens weekly. Towels are laundered at least three times per week.
4. Blankets, sheets, pillows, pillowcases and mattresses will be kept in good condition. Items beyond repair or good use will be discarded.
5. Blankets, mattresses, pillows and linens shall be disinfected or sanitized prior to being reused.

D. Hair Care Services

1. Culturally appropriate hair care services shall be available to youth.
2. Equipment and supplies shall be inventoried, sanitized and stored securely when not in use.
3. Hair care services are done under sanitary conditions in designated areas and are supervised by staff.

III. RESPONSIBILITY

Superintendents are responsible for implementation and compliance with this procedure.

IV. INTERPRETATION

The Deputy Secretary for Operations shall be responsible for interpreting and granting any exceptions to these procedures.

V. LOCAL OPERATING PROCEDURES REQUIRED

Yes

VI. DIRECTIVES/POLICIES REFERENCED

No policies referenced.

VII. APPENDICES

None



DJS POLICY AND STANDARD OPERATING PROCEDURES

Statement of Receipt and Acknowledgment of Review and Understanding

SUBJECT: Youth Hygiene in Residential Facilities
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I have received and reviewed a copy (electronic or paper) of the above titled policy and procedures. I understand the contents of the policy and procedures.

I understand that failure to sign this acknowledgment form within five working days of receipt of the policy shall be grounds for disciplinary action up to and including termination of employment.

I understand that I will be held accountable for implementing this policy even if I fail to sign this acknowledgment form.

SIGNATURE

PRINT FULL NAME

DATE

WORK LOCATION

SEND THE ORIGINAL, SIGNED COPY TO VERNELL JAMES IN THE DJS OFFICE OF HUMAN RESOURCES FOR PLACEMENT IN YOUR PERSONNEL FILE.