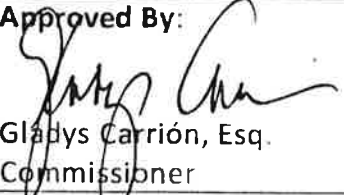


Personal Hygiene Practices for Youth in Limited Secure Placement

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SUMMARY: This policy provides minimum standards and procedures related to personal hygiene practices for youth placed with the Administration for Children's Services (ACS) in limited secure juvenile justice placement (LSP) facilities pursuant to Article 3 of the Family Court Act.			

I. Policy

All limited secure juvenile justice placement (LSP) providers must establish procedures for personal hygiene practices for the youth in their care. Upon a youth's admission to an LSP facility and as needed, LSP staff members must provide the youth with expectations, instructions, and assistance in personal hygiene, grooming, and health care. LSP facilities must provide youth in their care with toiletries and clean bedding.

II. Procedure

A. Personal Hygiene Articles

1. LSP providers must provide each youth in their care with the following items:
 - a. Toothpaste;
 - b. Toothbrush;
 - c. Soap/body wash;
 - d. Facial cleanser;
 - e. Hair grooming supplies (e.g., comb, brush);
 - f. Deodorant/antiperspirant;
 - g. Shampoo and conditioner;
 - h. Skin moisturizer;
 - i. Lip balm;
 - j. Four (4) wash cloths per week, at minimum;
 - k. Four (4) bath towels per week, at minimum;
 - l. Feminine hygiene items (as applicable); and
 - m. Shower flip flops
2. LSP providers must establish a process to re-supply youth with the items listed above in section II(A)(1).

B. Personal Hygiene Practices

1. Youth shall wash and groom their hair as needed for good hygiene.
2. Each LSP provider must offer scheduled times for haircuts.
3. Each LSP provider must establish policies and procedures for personal hygiene practices including, but not limited to, the following:
 - a. Procedures for daily showers (youth must be allowed to take additional showers as appropriate [e.g., following strenuous exercise or for medical reasons]);
 - b. Procedures for providing special toiletry items upon request (e.g., fragrance free soap)
 - c. Procedures allotting daily time upon waking and at bedtime to allow youth to

engage in personal grooming (e.g., shaving, brushing teeth). All shaving procedures must include the following components:

- i. All youth must be provided with an opportunity to shave while in an LSP facility;
 - ii. If a youth wishes to shave, provider staff shall supply the youth with a personal disposable safety razor that may only be used during designated times (when not in use, the safety razor must be kept in a locked cabinet that is inaccessible to youth);
 - iii. LSP staff members must provide vigilant supervision while the youth has access to the razor;
 - iv. When the youth has finished shaving, the razor must be returned to a provider staff person who must inspect the razor to confirm that it has not be tampered with in any way (e.g., the blade is still in the safety razor); and the staff person must then safely dispose of it;
 - v. If any part of the razor is missing when the youth returns the razor to a provider staff member, the youth must be searched¹ immediately.
- d. Procedures providing youth with hygiene expectations (e.g., washing hands before and after every meal, washing hands after using the toilet; maintaining proper grooming of fingernails and toenails, hair requirements).

C. Linen/Bedding

1. LSP providers must provide each youth with the following bedding articles:
 - a. Two bed sheets;
 - b. One mattress;
 - c. One pillow;
 - d. One pillowcase; and
 - e. Sufficient blankets to provide comfort under existing temperature.
2. LSP providers must clean all bedding items before the items are re-issued to youth.
3. Each LSP provider shall establish procedures for at least weekly exchange of pillowcases and bed sheets and laundering.

¹ See *Limited Secure Placement Personal Youth Search Policy and Searches of Non-Secure and Limited Secure Juvenile Justice Placement Facilities*.