



THE CITY OF NEW YORK  
DEPARTMENT OF CORRECTION



**DIRECTIVE**

[ ] NEW [ ] INTERIM [ X ] REVISED			SUBJECT		
EFFECTIVE DATE 11/19/20		*TERMINATION DATE / /		INDIVIDUAL PERSONAL HYGIENE	
CLASSIFICATION # 4000R-A	SUPERSEDES 4000	DATED 07/01/79	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DISTRIBUTION A	PAGE 1 OF 4 PAGES
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER <i>Hazel Jennings</i> HAZEL JENNINGS, CHIEF OF DEPARTMENT SIGNATURE			AUTHORIZED BY THE COMMISSIONER <i>Cynthia Brann</i> CYNTHIA BRANN SIGNATURE		

**I. PURPOSE**

To state the policy and guidelines concerning personal hygiene for individuals in custody within each facility of the New York City Department of Corrections.

**II. POLICY**



Each facility within the Department shall provide reasonable standards of personal hygiene pertaining to healthcare items, adequate facilities, supplies and clothing for individuals in custody, consistent with institutional health requirements.

**III. GUIDELINES**

**A. AUTHORIZED ITEMS: PERSONAL HEALTH CARE ITEMS:**

1. Upon admission to the institution, each individual in custody shall be provided, at the Department's expense, with personal hygiene items, including, but not limited to, **and in accordance with Directive 4508R-E, "Control of and Search for Contraband", Attachment D, entitled "List of Permissible Items"**.
  - a. soap
  - b. toothbrush
  - c. toothpaste or tooth powder
  - d. drinking cup
  - e. toilet paper
  - f. towel
  - g. comb and/or brush
2. All female individuals in custody shall be provided with necessary feminine personal hygiene items at Departmental expense. Each female individual shall be given feminine napkins.

**New Material Bold and Underline**

	EFFECTIVE DATE <b>11/19/20</b>	SUBJECT  <b>INDIVIDUAL PERSONAL HYGIENE</b>		
	CLASSIFICATION # <b>4000R-A</b>			
	DISTRIBUTION	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>2</b> OF <b>4</b> PAGES	

### III. GUIDELINES (continued)

3. All personal hygiene items issued pursuant to subparagraph (1) and (2) above shall be replenished or replaced, as needed.

#### B. SHOWERS:

The institution shall permit each individual in custody to shower each day in shower facilities providing sufficient water at appropriate temperatures and shall permit individuals scheduled for a court appearance to shower and shave on the day of, at a time prior to the appearance.



#### C. SHAVING:

1. The institution shall provide a procedure by which each individual in custody will be able to shave daily with sanitary and properly maintained equipment, including approved depilatories.
2. The Department shall provide sufficient hot water for individuals in custody to shave with care and comfort.

#### D. HAIRCUTS:

1. Each institution shall provide facilities whereby individuals in custody may have their hair cut or styled as regularly as needed.
  - a. All newly admitted individuals to an institution shall be permitted to have their hair cut or styled within five (5) days of admission.
  - b. Each facility shall be provided with at least one (1) full-time licensed barber or beautician and a sufficient number of individuals in custody, who have received training in haircutting and hairstyling, working under the supervision of a licensed barber or beautician, in accordance with Directive 4004R-B, "Environmental Health Barbershops/Beauty Parlors."
2. The institution shall permit each individual in custody to have his/her hair cut in whatever style that individual chooses.
3. When the incarcerated individual's choice of hairstyle interferes with his/her work assignment, the individual shall be transferred to an assignment area where the hairstyle presents no problem.
4. Individuals in custody assigned to areas where food is handled, prepared or served shall be required to wear gloves, hats, or hairnets as stipulated in the health laws and regulations.

**New Material Bold and Underline**

	EFFECTIVE DATE <b>11/19/20</b>	SUBJECT <b>INDIVIDUAL PERSONAL HYGIENE</b>		
	CLASSIFICATION # <b>4000R-A</b>			
	DISTRIBUTION	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>3</b> OF <b>4</b> PAGES	

### III. GUIDELINES (continued)



5. When examination of an individual in custody's hair reveals the presence or vermin, medical treatment must be initiated immediately. The cutting of an individual's hair is permissible under the circumstances pursuant to a physician's written order and the direct supervision of the physician.
6. When the growth or removal of an individual's hair, including facial hair, creates an identification problem, a new photograph shall be taken of that individual.

#### E. CLOTHING

1. Each departmental institution shall provide individuals in custody with clothing as needed in accordance with the current classification (sentenced/detainee, standard housing/hospital ward, etc.) length of confinement, and seasonal conditions. The clothes shall be laundered and repaired at Departmental expense.
2. Clothing provided shall consist of, but not limited to, the following:
  - a. one (1) shirt;
  - b. one (1) pair of pants;
  - c. two (2) sets of undergarments;
  - d. two (2) pairs of socks
  - e. one (1) pair of suitable footwear;
  - f. one (1) sweater, sweatshirt or coat to be issued during cold weather.
3. Sentenced individuals in custody are required to wear institutional clothing. Such clothing shall be provided, laundered and repaired at departmental expense.
4. Female and male individual's in custody shall be permitted to wear department-issued short pants and short-sleeved shirts from June 1st to September 30th.
5. Individuals in custody engaged in work assignments or outdoor recreation, who require special clothing shall be provided with such clothing at departmental expense.

#### F. PERMISSIBLE ITEMS

1. **Individuals in custody are allowed to have those permissible items identified in Attachment D of Directive 4508R-E entitled "Control and Search of Contraband" dated 8/15/13.**

	EFFECTIVE DATE <b>11/19/20</b>	SUBJECT <b>INDIVIDUAL PERSONAL HYGIENE</b>		
	CLASSIFICATION # <b>4000R-A</b>			
	DISTRIBUTION	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	PAGE <b>4</b> OF <b>4</b> PAGES	

### III. GUIDELINES (continued)

2. Individuals in custody may receive permissible package items as detailed in Directive 4002R-C entitled “Receiving and Sending Inmate Packages” dated 7/26/16.

### IV. REFERENCES

- A. [Directive 4004R-B, “Environmental Health Barbershops/Beauty Parlors,” dated 03/12/08.](#)
- B. [Directive 4508R-E, “Control and Search for Contraband” dated 8/15/13.](#)
- C. [Directive 4002R-C, – “Receiving and Sending Inmate Packages” dated 7/26/16.](#)

### V. SUPERSEDES

- A. Directive 4000, “Inmate Personal Hygiene,” dated 07/01/1979 (as amended).