GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

Wendy Monfils
Name of Individual Certifying this Document/Proposed Document

Office of Management & Budget Director
Title

Wendy Monfils
Signature

6/25/19
Date Signed
POLICY
The Division of Adult Institutions shall ensure compliance with personal hygiene standards for inmates.

REFERENCES
Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene
Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene

DEFINITIONS, ACRONYMS, AND FORMS
DAI – Division of Adult Institutions

DOC – Department of Corrections

Flossers – A “u-shaped” device with a short handle which contains a short piece of floss strung between the prongs of the “u”.

PROCEDURE:
I. Facilities shall establish procedures regulating:
   A. Personal hygiene and cosmetic items.
   B. Clothing exchange – minimum of twice a week.
   C. Bed linen and towel exchange.
   D. Bathing/shower periods offered with a minimum of twice a week.
   E. Hair, haircutting, use of hairnets, curlers and other items in the hair/body hair to include the following specifications:
      1. No security threat group related haircuts.
      2. No designs, lines, numbers, letters or symbols.
      3. No dyeing or bleaching, unless performed as a service in a cosmetology program.
      4. No hair extensions.
      5. Any shaving of the head must be of the entire scalp.
   F. Availability of soap, toilet tissue, clothing and feminine hygiene items for females.
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______________________________
Doug Percy
Name of Individual Certifying this Document/Proposed Document

______________________________
DAT Assistant Administrator
Title

______________________________
Signature

6/25/19
Date Signed
G. Availability of dental hygiene items.
   1. Toothpaste may be reissued on a replacement basis.
   2. Toothbrushes may be issued every three months, if requested by inmate.
   3. Inmates in Restrictive Housing shall have access to personal dental floss or flossers on a daily basis as their status permits.
   4. Inmates with dentures or a dentist-prescribed bite guard shall have access to purchase denture cups from Canteen.
   5. Inmates with dentures shall have access to purchase denture adhesive from Canteen.

H. Medical staff may issue a medical order related to an inmate’s personal hygiene.

Administrator’s Approval: ________________________________ Date Signed: ______________
Jim Schwochert, Administrator
REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE
I.
   A.
   B.
      1.
      2.
         a.
         b.
         c.
   C.

II.

III.

RESPONSIBILITY
I. Staff

II. Inmate

III. Other