



**Administrative Policies and Procedures: 23.3**

<b>Subject:</b>	<b>Clothing, Bedding and Personal Hygiene Basics for Youth in Youth Development Centers</b>
<b>Authority:</b>	TCA 37-5-101, 37-5-102, 37-5-105(3), 37-5-106
<b>Standards:</b>	<b>ACA:</b> 4-JCF-4B-01, 4-JCF-4B-03, 4-JCF-4B-05, 4-JCF-4B-07, 4-JCF-4B-08, 4-JCF-4B-09, 4-JCF-4B-10;
<b>Application:</b>	To All Department of Children's Services Youth Development Center Employees
<b>Policy Statement:</b>	
The DCS Youth Development Centers shall provide bedding, linen, towels, laundry facilities, and basic personal hygiene articles to enable youth to maintain acceptable standards of personal hygiene and appearance.	
<b>Purpose:</b>	
To ensure a process for providing bedding, linens, laundry facilities, and personal hygiene articles for youth in juvenile justice facilities.	
<b>Procedures:</b>	
<b>A. Issuance of clothing, bedding and personal hygiene items</b>	<p>Basic personal hygiene items will be issued to each youth upon their arrival to a Youth Development Center and will include, but not be limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Clean bedding and linens will be issued and will include at least:           <ol style="list-style-type: none"> <li>a) Two (2) sheets,</li> <li>b) One (1) pillow case,</li> <li>c) A fire retardant mattress and pillow or mattress with integrated pillow,</li> <li>d) Sufficient blankets to provide comfort under existing temperature controls,</li> <li>e) One (1) clean bath towel and one (1) clean wash cloth,</li> <li>f) Approved alcohol-free, basic personal hygiene articles will include but not be limited to:               <ul style="list-style-type: none"> <li>◆ Shampoo;</li> <li>◆ Toothpaste;</li> </ul> </li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>◆ Toothbrush;</li> <li>◆ Toilet paper ;</li> <li>◆ Deodorant ;</li> <li>◆ Soap;</li> <li>◆ Comb and/or brush;</li> <li>◆ Safety razors, if needed, and</li> <li>◆ Hygiene items for females.</li> </ul> <ol style="list-style-type: none"> <li>2. At the discretion of the Youth Development Center Superintendent, personal hygiene articles may be purchased in clear see-through containers.</li> <li>3. Each facility will have local procedures for the issuance, monitoring, and disposal of safety razors.</li> <li>4. There will be a provision for linen exchange including towels at least weekly. Blanket exchange must be available at least quarterly.</li> </ol>
<p><b>B. Personal hygiene items</b></p>	<p>During orientation with the youth, designated staff will inform the youth of what personal hygiene articles the facility will provide him/her during his/her stay. Also, the youth will be informed that he/she will be allowed to purchase other personal hygiene articles at his/her own expense or that his/her parents can provide other personal hygiene articles if approved by staff.</p>
<p><b>C. Clothing, bedding and linens</b></p>	<ol style="list-style-type: none"> <li>1. Upon arrival to the facility, if a youth has no clothing, a clean change of underwear and clothing will be provided by the facility.</li> <li>2. Within twenty-four (24) hours of arrival, arrangements will be made to obtain the youth's own clothing or to provide facility clothing as programming directs.</li> <li>3. The facility will provide for the thorough cleaning and when necessary, disinfecting of the youth's personal clothing before storage or before allowing the youth to keep and wear personal clothing.</li> <li>4. Procedures will be developed for the disposition of issued clothing upon a youth's transfer, release, or discharge and for the exchange and/or laundering of towels, washcloths, and bed linens. This procedure will be explained to the youth during orientation.</li> </ol>

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**23.3**

	<p>5. Youth assigned to special work areas (e.g., food service, facility physical plant, maintenance shops, and other special work areas) will be issued special and protective clothing and equipment in accordance with the requirements of their work assignment.</p> <p>6. The facility will allow for daily showers and showers after strenuous exercise.</p>
<b>D. Youth personal items</b>	In each assigned room, youth will have adequate furnishings to keep personal belongings and can lock their room door to safely secure their personal belongings.

<b>Forms:</b>	<i>None</i>
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<b>Collateral documents:</b>	<i>None</i>
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