COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER	DATE OF ISSUE	EFFECTIVE DATE	No.
JAIL BUREAU	September 8, 2026	September 8, 2026	004-26
SUBJECT: GENERAL ORDER Incarcerated Individual Personal Hygiene		DISTRIBUTION Jail Bureau Personnel	AMENDS
REFERENCE: Part 7005 and 7075 of Title 9 of the Official Compilation of Codes, Rules & Regulations of the State of New York, (9 NYCRR Part 7005 and Section 7075.5), NYSSA 151			RESCINDS 004-22

Purpose: To establish and maintain policy and procedure relating to Incarcerated Individual (II) personal hygiene within the Monroe County Jail (MCJ) and/or Meloni STAR Academy (MSA).

Policy: It is the policy of the Monroe County Sheriff's Office (MCSO) that all incarcerated individuals (IIs) housed within the MCJ or the MSA are provided with adequate personal health care items. In addition, adequate bathroom and shower facilities will be maintained enabling II's to maintain an acceptable standard of personal hygiene in compliance with 9 NYCRR Part 7005.

I. General Provisions

A. Health care items, linen, incarcerated individual uniforms, barber and cleaning equipment will be maintained and stored in a secure and sanitary condition at all times. Health care items, linen and uniforms will be replaced as needed. All barber equipment will be inventoried and inspected at the beginning and end of each shift, then will be noted in the housing area electronic logbook. Any equipment found damaged, missing or altered in any way will be reported to the duty sergeant/shift supervisor immediately and documented in the housing area log and if applicable on a Special Report.

B. Pursuant to 9 NYCRR Section 7005.7, IIs are entitled to wear facility-issued clothing at facility expense, including such items as socks, undergarments, footwear and outerwear during cold weather. IIs in need of such items will communicate this need to the designated staff member by way of an Incarcerated Individual Clothing Request Form (JB-051).

C. IIs intentionally damaging MCJ or MSA property will be held fully responsible and will be required to reimburse the County of Monroe for damages incurred. In addition, IIs will be infracted in accordance with Facility Rules and Regulations and may be subject to loss of "good time" or other disciplinary sanctions pursuant to **JBGO-007 Incarcerated Individual Disciplinary Procedures** and 9 NYCRR Part 7006.

II. Incarcerated Individual Uniforms

A. Incarcerated individual uniforms will be supplied and maintained at MCJ and the supply office at MSA. A duty Lieutenant or Sergeant will have access to the supply area. IIs will be furnished with a uniform in Central Booking.

B. IIs committed to the jail will be issued one complete jail uniform at the time of initial booking. All IIs will be issued the appropriate colored uniform in accordance with current procedures.

C. When IIs attend any organized activity either within or outside an II housing area, they will be required to wear a complete jail uniform and appropriate footwear.

1. Staff assigned to a housing area will ensure that IIs do not wear any additional clothing under their county issued uniform when they attend any activities, requiring them to leave their housing area.

* 2. Female IIs shall be permitted to wear brassieres (bras). Female IIs shall be permitted to receive bras from any source approved by the facility, subject to the limitations of 9 NYCRR Section 7025.2(d), and to wear such bras within the facility. Female IIs must wear a bra or T-shirt under their uniform top when attending organized activities.

3. IIs housed in tower units and dorms will be required to be in full uniform at all times when not in their bunk space or outside of their cell.

4. At NO time will IIs be permitted to walk around their housing area in underwear (including boxer shorts) or towels.

* D. IIs will not be permitted to wear any head coverings while outside the housing area or while attending organized activities, unless they have been granted permission by either the Religious Coordinator or medical personnel. Refer to JBGO 051 Religious Services and Activities.

E. IIs assigned to the Community Work Program will be issued appropriate clothing and protective wear such as goggles, winter hats, hard hats and boots as determined by the Community Work Program staff, according to weather conditions and/or job assignments. All issued clothing and protective wear will be maintained and accounted for by Community Work Program staff.

III. Uniform Laundry and Repairs

A. IIs will be provided an opportunity to have their issued uniforms and personal clothing laundered at a minimum of two times per week. In addition, IIs will be permitted to launder their uniforms and clothing daily within their housing area; however, all wet laundry must be hung in a designated location within the housing area.

Note: When an II is without clothing as a result of clothing being collected for laundering or repair, the incarcerated individual will be provided with clothing.

B. IIs will not be permitted to hang laundry from cellblock bars or cell door bars unless granted permission by the housing area supervisor. In such instances, all laundry will be removed from all bars prior to lock in, between the hours of 2130 and 0700.

C. Per NYS Minimum Standards 9 NYCRR Section 7005.8 (b) reasonable repair of any clothing shall be made at facility expense.

* D. All facility-issued clothing shall be laundered and repaired prior to being reissued to another II.

IV. Linen

* A. All IIs will be issued the following bedding materials and towels:

1. One mattress.
2. Three safety blankets.
3. Two bath towels.

4. One washcloth.

* B. All IIs will be provided an opportunity to exchange their facility issued soiled towels and safety blankets weekly. All bedding items issued or exchanged pursuant to this section shall be cleaned, checked for damage and repaired, when necessary, before reissue. The quartermaster will maintain responsibility for ensuring all incarcerated individual housing areas are provided an opportunity to receive clean linen weekly. In addition, the quartermaster office will maintain a service agreement with a contracted agency specified by the Office of Sheriff, to provide clean serviceable linen. The quartermaster office will maintain all records generated pursuant to this agreement.

C. A sufficient supply of linen will be maintained in MCJ central booking and in the MSA supplies office. IIs committed to the jail will be provided with clean serviceable linen upon completion of initial booking. Staff relocating IIs to alternate housing areas will ensure that all issued linen is transferred with the incarcerated individual to his/her new housing area assignment.

D. IIs released from custody will be required to surrender all county issued linen to staff prior to their release. II's failing to surrender all issued property may be subject to disciplinary action as detailed in Section I., Subdivision C.

* E. Mattresses should be constructed of fire-retardant material. Mattress covers, if issued, should be constructed of materials both water-resistant and easily sanitized.

V. Personal Health Care Items

* A. MCSO will provide IIs with a sufficient supply of adequate health care items to facilitate personal hygiene at facility expense. Jail/Correctional Facility staff will provide IIs with the following items upon request and upon admission to either facility:

1. Soap.
2. Toothbrush.
3. Tooth powder.
4. Toilet paper.
* 5. Drinking cup

* In addition, female IIs will be provided with sanitary napkins and tampons. All feminine hygiene items shall be stored and dispensed in a manner sufficient to ensure that they are sanitary.

B. Additional health care items such as deodorant, lotion, toothpaste and shampoo may be purchased through the Jail/Correctional Facility Commissary in accordance with **JBGO-072 Commissary Accounts Maintenance**.

C. Any commissary restrictions that are placed on an incarcerated individual due to housing location (i.e., Reception Annex) or punitive sanctions will not include the restriction of personal hygiene care items. All IIs, regardless of housing will be allowed to order such items.

D. Housing area supplies will be managed and replenished by the Jail Management Supply Program.

Note: Clothing requests will be managed through the Incarcerated Individual Property Office. All clothing requests will be authorized by a supervisor and completed using a **JB-051 Incarcerated Individuals Clothing Request form.**

VI. Showers

A. IIs will be provided an opportunity to shower daily between 0700 hours and 2200 hours, exclusive of meal times and at the discretion of housing area staff. IIs in administrative, punitive or medical segregation will receive the same opportunity to shower as the general incarcerated individual population unless restrictions issued by Jail Administration or Command Staff dictate otherwise. Showers will be provided to IIs in administrative, punitive or medical segregation, either at the discretion of the housing area supervisor or as directed by Jail Command Staff.

Note: Absent exigent circumstances, an incarcerated individual may be confined to a shower or shower area only for the duration necessary to sufficiently complete the shower.

B. Housing area supervisors will ensure that incarcerated individual shower areas are maintained in a safe and sanitary condition and that shower areas are equipped with shower mats and curtains at all times. Should shower areas within the housing area require new shower mats and curtains; the housing area supervisor will notify Jail Maintenance and complete an electronic work order. Upon notification, jail maintenance will replace shower mats and curtains as needed, which will be supplied by the Quartermaster Office.

C. Water temperatures for incarcerated individual showers are thermostatically controlled through the operation of water mixing valves. Staff will not attempt to adjust water valves or temperatures for any reason. Water temperature or water deficiencies will be directed to building maintenance for repair or adjustment via a Jail Maintenance electronic work order request. Additionally, a housing area staff member will notify the duty sergeant/shift supervisor and place a detailed notation in the housing area log identifying the deficiency.

VII. Razors/Nail Clippers

A. Housing area staff will maintain and secure all razors and nail clippers in a locked cabinet located within the staff member's assigned area and will account for both at the beginning and end of each shift daily. The total razor count and nail clipper(s) will be noted under the floor checklist in the housing area electronic log. Razors or nail clippers unaccounted for will be reported to the duty sergeant/shift supervisor immediately and if applicable documented on a Special Report.

B. Razors and nail clippers will be distributed daily for incarcerated individual use between the following times; Mainframe will be between 0700-1000 hours daily, or at the housing deputies' discretion under certain circumstances. Tower units will be between 0600-1000 hours daily, or at the housing deputy's discretion under certain circumstances.

C. Prior to issuing a razor to an II, housing area staff will inspect the razor and place the incarcerated individual's name on the razor handle with a permanent marker. Housing area staff assigned to a dormitory housing area will issue a maximum of two razors at a time. Staff assigned to cellblock housing areas will distribute one razor at a time per cellblock. IIs in cellblock housing areas will be secured within the swing gate area, alone, prior to issuance of a razor. IIs in the Tower will have razors distributed while each incarcerated individual remains secured in his/her individual cells. Upon return, staff will thoroughly inspect the razor for completeness. Razors damaged or altered in any way will be reported to the duty sergeant/shift supervisor immediately and if applicable documented on a Special Report.

Note: IIs relocated to alternate housing areas will not have a razor transferred with them however, upon arrival to a new housing area assignment; a new razor will be assigned to them in accordance with the aforementioned procedures.

D. IIs in administrative, punitive or medical segregation will be afforded the same opportunity to

use razors and/or nail clippers as stated in this General Order, unless the incarcerated individual has been specifically restricted from such use by the Chief Administrative Officer.

Note: Any decision to deny, restrict or limit an incarcerated individual of any right, service, item or article, shall be done so in accordance with 9 NYCRR Section 7075.5 and JBGO 67-22, II Confinement & Essential Service Deprivation.

E. Razor Exchange

1. Razors will be exchanged once per week on 1st platoon. The exchange procedures On Sunday mornings the 1st Platoon Street Level Sergeant will assign a deputy to exchange razors utilizing the secured rolling razor cabinet which is kept in the MCJ Lobby Mail Room, and the key will be maintained with the Street Level Sergeant.

2. The 1st Platoon Street Level Sergeant and the deputy will verify the starting razor count for the cart.

3. The deputy will travel to each housing area in the facility and exchange razors on a one for one basis.

4. Used razors will be counted and placed in the "Used Razor Box" located on the lower section of the cart. The quantity of razors turned in will be placed in the "quantity received from" column of the Razor Log. The quantity of new razors issued to the floor staff will be placed in the "quantity issued to" column of the Razor Log. The floor deputy and deputy distributing the razors will be responsible for the exchange and verify the exchange with their signature and IBM# in the appropriate section of the Razor Log.

5. Upon completion of the facility razor exchange the Street Level Sergeant will ensure the ending balance in the razor log matches the quantity of razors not distributed in the razor cart. Any discrepancies will be addressed by the Street Level Sergeant with a notification to the on-duty Lieutenant.

6. The rolling razor cabinet should only be unsecured during the exchange of razors, during periods of travel it must be secured.

7. Monday mornings, the Quartermaster staff will obtain access to the rolling razor cabinet in the Lobby Weapons Room, and remove all old razors and reline the box to prepare for the following weekend. Quartermaster staff will replenish the razor stock with up to eight (8) new sealed boxes. Each sealed box that is taped and signed holds 120 razors. Quartermaster staff will indicate the quantity replenished on the razor log indicating their name, IBM#, and date. Quartermaster staff will discard of all used razors.

F. Razor Exchange at MSA

1. The 1st platoon Hallway Deputy will call each unit and verify the number of razors needed.
2. The Hallway Deputy will travel to each housing unit and will remove old razors and replace the equipment cabinet with new razors on a one-for-one basis.
3. The Unit & Hallway Deputies will verify the number of razors being discarded and replaced.
4. All used razors are discarded out of security by the hallway deputy.

VIII. Incarcerated Individual Medical Assessment

To prevent staff and incarcerated individual exposure to any unidentified health risk(s), IIs will

undergo a thorough medical assessment within fourteen (14) days of incarceration. In addition, medical staff will identify any existing injuries or non-contagious ailments and allow for appropriate treatment of such condition(s). All IIs wishing to acquire trustee status will be subject to a complete physical examination prior to assuming duties in housing areas or other assigned areas.

IX. Incarcerated Individual Haircuts/Hairstyles

A. IIs will be provided an opportunity to receive haircuts, which will be conducted in accordance with the current incarcerated individual haircut schedule established in each housing area. In addition, staff will ensure that barber trustees do not receive any gifts or gratuities from any incarcerated individual for providing an incarcerated individual with a haircut.

B. Barber equipment will be maintained and stored within specified housing areas as determined by Jail Command Staff and will be accounted for in the housing area electronic log at the beginning and end of each shift. Barber equipment will be clean and sanitary at all times and will be inspected and inventoried prior to and upon completion of each use. Barber equipment found damaged, missing or altered in any way will be reported to the duty sergeant/shift supervisor immediately and if applicable documented on a Special Report.

C. Housing area staff will utilize only those IIs approved as barber trustee to service IIs with haircuts. Housing area staff will maintain an updated list of approved barber trustees generated by Jail Command Staff. Housing area staff attempting to have an incarcerated individual cleared for barber trustee status will reference JBGO-061 II Trustee Selection Process.

D. Should the growth or removal of an incarcerated individual's hair and/or facial hair create a significant change in the appearance of any incarcerated individual, the housing area supervisor will notify the duty sergeant/shift supervisor. With the approval of the platoon commander, supervisors shall arrange for an updated photograph to be taken using IJ5. This shall be done as a non-arrest entry to preserve the previous photo and capture the new photo. This creates an additional photo and record in the county -wide system. The comment section should reflect a new photo based on changes in facial hair or hairstyle and length.

E. Civilian staff and approved incarcerated individual trustees working in the kitchen area or any other area within MCJ or MSA where food is either prepared, served or stored will be required to wear hairnets or other approved head covering, and gloves at all times. IIs refusing to comply with this directive may be subject to loss of "good time" or other disciplinary sanctions pursuant to **JBGO-007 Incarcerated Individual Disciplinary Procedures** and 9 NYCRR Part 7006.

* F. Should examination of an incarcerated individual's hair reveal the presence of a health condition that may threaten the health of other persons, medical treatment shall be initiated immediately. Such medical treatment may include the cutting of an incarcerated individual's hair upon the determination of the facility physician that such action is necessary. Such haircutting shall be performed under the direct supervision of a member of the facility health services staff (9 NYCRR Section 7005.5(d)).

X. Housing Area Maintenance

A. Housing area staff will ensure that the incarcerated individual housing areas and all surrounding areas are maintained at an acceptable level of cleanliness daily. Staff will conduct daily inspections of IIs living and common areas within their assigned area and staff will utilize approved trusties to facilitate overall housing area cleanliness. Housing area staff will maintain and secure cleaning equipment and supplies in a locked cabinet located within the staff member's assigned area. Quartermaster will deliver janitorial supplies weekly to each housing area.

Note: Approved incarcerated individual trustees will not be allowed to work unsupervised in any area of the MCJ/MSA.

B. IIs are expected to maintain their personal hygiene and cell space at an acceptable level at all times. Should an incarcerated individual refuse to maintain their cell space at an acceptable level, the incarcerated individual may be infracted in accordance with Jail/Correctional Facility Rules and Regulations and may be subject to loss of "good time" or other disciplinary sanctions pursuant to **JBGO-007 Incarcerated Individual Disciplinary Procedures** and 9 NYCRR Part 7006.

By Order of the Sheriff,

Todd K. Baxter

*Indicates changes from the original and any previously issued versions of the General Order.