

# Chapter 137-55 WAC

## ADULT CORRECTIONAL INSTITUTIONS—ACQUISITION OF PERSONAL HYGIENE ITEMS

**Reviser's note:** The following chapter has not been adopted under the Administrative Procedure Act, chapter 34.05 RCW, but was filed in the code reviser's office and was published in the Washington State Register. It is published in the Washington Administrative Code exactly as filed by the agency with history notes added by code reviser's office.

### WAC

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**WAC 137-55-010 Purpose.** The purpose of these rules is to establish a uniform procedure for the acquisition and replenishment of personal hygiene items within all department of corrections facilities.

[WSR 97-03-041, § 137-55-010, filed 1/10/97, effective 2/4/97.]

**Reviser's note:** Under RCW 34.05.030 (1)(c), as amended by section 103, chapter 288, Laws of 1988, the above section was not adopted under the Administrative Procedure Act, chapter 34.05 RCW, but was published in the Washington State Register and codified into the Washington Administrative Code exactly as shown by the agency filing with history notes added by the code reviser's office.

**WAC 137-55-020 Definitions.** (1) "Personal hygiene items" shall consist of items directed towards a particular individual, which are used to promote or preserve that individual's health and to contribute to the prevention of disease or infection.

(2) "Indigent" for purposes of this rule shall be defined as an offender who has less than a ten-dollar balance of disposable income in his or her institutional account on the day the request is made to use funds or during the thirty days previous to the request.

(3) "Acquisition" for the purpose of this rule shall refer to the act of acquiring or locating personal hygiene items.

(4) "Replenishment" for the purposes of this rule shall refer to the act of adding to or obtaining a new supply of new personal hygiene items.

[WSR 97-03-041, § 137-55-020, filed 1/10/97, effective 2/4/97.]

**Reviser's note:** Under RCW 34.05.030 (1)(c), as amended by section 103, chapter 288, Laws of 1988, the above section was not adopted under the Administrative Procedure Act, chapter 34.05 RCW, but was published in the Washington State Register and codified into the Washington Administrative Code exactly as shown by the agency filing with history notes added by the code reviser's office.

**WAC 137-55-030 Acquisition of items.** (1) All offenders incarcerated within department of corrections facilities shall be responsible for the acquisition and replenishment of personal hygiene items after the initial issuance of those items at the reception center.

(1/10/97)

(2) Initial issuance of personal hygiene items shall include the department's issuance of the following items to individual offenders:

- (a) Bath soap;
- (b) Toothbrush;
- (c) Toothpaste;
- (d) Razor - One each;
- (e) Comb or hair pick - One each;
- (f) Shampoo - Thirty-day supply (optional issuance for offenders in the reception center only);
- (g) Deodorant - Thirty-day supply (optional issuance for offenders in the reception center only); and

(h) State issued sanitary napkins will be made available to female offenders on an as needed basis without charge.

[WSR 97-03-041, § 137-55-030, filed 1/10/97, effective 2/4/97.]

**Reviser's note:** Under RCW 34.05.030 (1)(c), as amended by section 103, chapter 288, Laws of 1988, the above section was not adopted under the Administrative Procedure Act, chapter 34.05 RCW, but was published in the Washington State Register and codified into the Washington Administrative Code exactly as shown by the agency filing with history notes added by the code reviser's office.

**WAC 137-55-040 Replenishment.** (1) "Replenishment" of offender personal hygiene items shall be in accordance with the department's established usage factors for personal hygiene items.

(2) The guideline usage for each personal hygiene item shall be as follows:

- (a) Bath soap - Seven days per bar;
- (b) Toothbrush - Sixty days;
- (c) Toothpaste - Thirty days;
- (d) Razor - Five days;
- (e) Comb - Sixty days; and
- (f) Hair pick - One hundred eighty days.

(3) Department replenishment of personal hygiene items shall be issued to those offenders meeting the definition of indigent and those offenders that do not have sufficient money available.

(4) If a nonindigent offender does not have sufficient money for a single item issue, any money available will be deducted and a debt established for the balance and collected in accordance with the offender financial debt collection procedure.

(5) State issued sanitary napkins will be made available to female offenders on an as needed basis without charge.

[WSR 97-03-041, § 137-55-040, filed 1/10/97, effective 2/4/97.]

**Reviser's note:** Under RCW 34.05.030 (1)(c), as amended by section 103, chapter 288, Laws of 1988, the above section was not adopted under the Administrative Procedure Act, chapter 34.05 RCW, but was published in the Washington State Register and codified into the Washington Administrative Code exactly as shown by the agency filing with history notes added by the code reviser's office.

**WAC 137-55-050 Indigent offender.** (1) Those offenders meeting the definition of indigent offenders, shall not be denied access to personal hygiene items in terms of both initial acquisition and later replenishment.

(2) The department of corrections shall establish uniform issue by quantity per item.

(3) The state shall be reimbursed for the cost of the personal hygiene supplies in accordance with established department of corrections procedures as stated in the offender financial debt collection procedure.

[WSR 97-03-041, § 137-55-050, filed 1/10/97, effective 2/4/97.]

**Reviser's note:** Under RCW 34.05.030 (1)(c), as amended by section 103, chapter 288, Laws of 1988, the above section was not adopted under the Administrative Procedure Act, chapter 34.05 RCW, but was published in the Washington State Register and codified into the Washington Administrative Code exactly as shown by the agency filing with history notes added by the code reviser's office.

**WAC 137-55-060 Nonindigent offenders.** Nonindigent offenders who have sufficient money shall purchase personal hygiene items through their facility commissary program.

[WSR 97-03-041, § 137-55-060, filed 1/10/97, effective 2/4/97.]

**Reviser's note:** Under RCW 34.05.030 (1)(c), as amended by section 103, chapter 288, Laws of 1988, the above section was not adopted under the Administrative Procedure Act, chapter 34.05 RCW, but was published in the Washington State Register and codified into the Washington Administrative Code exactly as shown by the agency filing with history notes added by the code reviser's office.