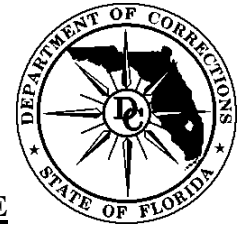


State of Florida  
Department of Corrections - Office of Institutions



**Notice of Instruction**  
**INMATE HEALTH AND COMFORT ITEMS - ISSUANCE**

In order to ensure a consistent method of issuance for inmate health and comfort items provided by department institutions, an institutional schedule, based upon the following issue quantities and frequencies, shall be implemented within all general and segregation (confinement, close management, mental health, transitional care, etc.) population housing units/dormitories. Security officers on a designated shift as specified in the institutional schedule shall be responsible for issuance of items as indicated below.

*Wardens shall establish such schedules based on the frequency of issuance contained within this instruction. The established schedule will be included as an addendum to each applicable post order, e.g., Housing Sergeant/Officer, Confinement Sergeant/Officer, etc., and a copy of the schedule made available to the inmate population. Security staff assigned to housing areas are responsible for carefully monitoring the issue of these items and, through routine searches and daily inmate supervision, insuring that none of these items are wasted, possessed in quantities exceeding that authorized or used for purposes other than that for which they are intended.*

- (1) **Tooth Brushes:** one (1) tooth brush per inmate issued upon initial arrival. The housing officers/sergeant on the shift designated in the institutional schedule shall issue toothbrushes on a one-for-one exchange basis, once every ninety (90) days. It will be each inmate's responsibility to maintain the toothbrush. Inmates in segregation units will only be issued the security type tooth brush.
- (2) **Tooth Paste:** one (1) tube per inmate issued upon initial arrival. The housing officers/sergeant on the shift designated in the institutional schedule shall replace one empty tube with one new tube, once every thirty (30) days.
- (3) **Disposable Razors (general population):** one (1) per inmate issued upon initial arrival. The housing officers/sergeant on the shift designated in the institutional schedule shall replace razors on a one-for-one exchange basis. Old/used razors will be disposed of in accordance with the Environmental Health and Safety Manual, Chapter 14.02 and 14.03. Razor exchange for male inmates will be twice per seven (7) day period; females - once per seven (7) day period. Inmates will not be in possession of more than one razor at any given time.

Inmates in (**segregation units**) in most cases will not be issued razors but shall be clipper shaved at least three (3) times per week. In those facilities where razors are utilized in confinement units, a razor will be issued in conjunction with the shower period only and collected immediately after use.

- (4) **Bath Soap:** one (1) bar per inmate issued upon initial arrival. The housing Officer/Sergeant shall replace an unused portion of soap on a one-for-one exchange basis once every seven (7) days.  
*Note: unused portion shall be defined as: Soap that has been used to the point that it is too thin for continued use.*
- (5) **Toilet Paper** - one (1) roll per inmate upon initial arrival. Subsequent issuance will routinely be conducted on a once weekly basis for female inmates and once every ten (10) day period for male inmates by the officers/sergeant on the shift designated on the institutional schedule. If necessary, inmates may request and be provided toilet paper on other shifts when the inmate presents the empty cardboard tube. A small quantity of toilet paper will be maintained in the control room or other suitable, secure storage area for this purpose. Inmates will not be in possession of more than one roll, or one partial roll of toilet paper at any given time.
- (6) **Feminine Hygiene Products:** will be issued on an as needed basis and in accordance with FAC Chapter [33-601](#).
- (7) **Writing Material & Envelopes:** In accordance with FAC Chapter 33-210.101 (17) - Inmates with insufficient funds for mailing one "personal" first class letter (weighing one ounce or less) each month will be issued five (5) sheets of white paper and one (1) envelope once *each month*.
- (8) **Paper and Pen for Legal Document Preparation:** In accordance with FAC Chapter 33-210.102 (9) - inmates with insufficient funds for preparation of legal documents shall be provided white paper and pen (security type pen in case of segregation). Issuance of these items will be through the Institution Law Library and not the housing units.
- (9) This institutional schedule for the issuance of the above items may be *temporarily* altered by the Warden in the event of an emergency or other unavoidable situation that necessitates a temporary change to the issuance schedule or quantity of items provided.