



NEW MEXICO CORRECTIONS DEPARTMENT

Secretary
Alisha Tafoya Lucero

CD-163100 Nail Clippers for Incarcerated Individuals	Issued: 01/09/25 Effective: 01/09/25	Reviewed: NA Revised: NA
Alisha Tafoya Lucero, Cabinet Secretary		<i>Original Signed and Kept on File</i>

AUTHORITY:

NMSA 1978, Sections 9-3-5(E), 33-1-6(B), 33-2-1, and 33-2-10.

REFERENCE:

ACA Expected Practices 5-ACI-5D-14, Performance Based Standards and Expected Practices for Adult Correctional Institutions, 5th Edition.

PURPOSE:

To ensure inmates have access to nail clippers for personal hygiene while maintaining security within facilities.

APPLICABILITY:

New Mexico Corrections Department (NMCD) employees and inmates.

FORMS:

None

ATTACHMENTS:

None

DEFINITIONS:

- A. Autoclave: A machine that uses steam under pressure to kill harmful bacteria, viruses, fungi, and spores on items that are placed inside a pressure vessel.
- B. Designated Personnel: Security staff or other individuals responsible for handling nail clippers.
- C. UV: Light that produces electromagnetic energy that can destroy the ability of microorganisms to reproduce and by causing photo-chemical reactions in nucleic acids (DNA & RNA).

POLICY:

- A. The facility will provide inmates with access to nail clippers for personal hygiene following the designated security protocol.

- B. The facility will ensure that nail clippers are on hand and available to inmates on a daily basis if requested.
- C. The facility will have access to health services for inmates with medical conditions that require assistance with nail clippers. Examples of such medical services include regular nail care for diabetic inmates.
- D. Each facility will have a procedure in place for sanitation of nail clippers after inmate use. Sanitation procedure will include an inventory record and sanitation record to ensure nail clippers are sanitized properly and handled in a way that maintains hygiene and safety.



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AUTHORITY:

Policy *CD-163100*

PROCEDURES:

A. Usage Guidelines

1. Supervised use
 - a. In high-security areas, nail clippers must be used under direct supervision.
 - b. Supervision includes a staff member being present and observing the use of the nail clippers.
2. Unsupervised use
 - a. In lower-security areas, inmates may be allowed to use nail clippers unsupervised in designated locations.

B. Accountability

1. Assigned staff shall account for all nail clippers and document it on the inventory log at the beginning of each shift.
2. Strict control and accountability for all nail clippers will be maintained by assigned staff members.

C. Access

1. Nail clippers will be issued to inmates upon request, subject to availability and supervision requirements.
2. Requests for nail clippers can be made through designated facility staff, similar to other personal hygiene requests.
3. Nail clippers will be accessible on a regular basis, such as weekly or bi-weekly, during facility designated times.

4. Specific areas, such as common rooms or hygiene stations, will be designated for the use of nail clippers.
5. Usage times will be scheduled to ensure proper supervision and control.

D. Safety

1. Only safety-approved nail clippers without detachable parts and built-in files are permitted.
2. Nail clippers with blunt tips are recommended to minimize potential misuse.
3. Nails must be kept short enough not to present a hazard to the safety and security of the facility.
4. Random inspections will be conducted to ensure nail clippers are not altered or misused.
5. Facility-wide searches may be conducted if nail clippers are reported missing.
6. Any misuse or alteration of nail clippers will result in immediate confiscation and disciplinary action, which may include loss of privileges, segregation, or other penalties as deemed appropriate.

E. Inventory

1. An inventory log will be kept to document nail clippers usage and sanitation tracking.
2. Inmates must sign out and return nail clippers to staff members.
3. If nail clippers are not returned to the issuing personnel, all reasonable efforts shall be made to locate them.
4. Failure to return nail clippers may result in loss of privileges and potential disciplinary action.

F. Hygiene and Safety

1. Nail clippers are not to be shared among inmates. Sharing nail clippers can spread infections, such as nail fungus, skin infections, and transmissible disease.
2. After each use of nail clippers, once returned they will be disinfected according to the facilities' designated sanitation procedure.
3. Nail clippers are sanitized following the same protocol as other personal grooming tools, such as hair trimming equipment, to prevent the spread of infections.
4. Designated personnel, such as security staff or trained inmate workers, are responsible for sanitizing nail clippers after each use.

G. Sanitation Protocol

1. Collection and Inspection
 - a. After use, nail clippers must be returned to designated staff.

- b. Staff will inspect each returned nail clipper for damage or tampering. Any damaged or altered clippers must be removed from circulation and reported.

2. Disinfection Methods:

a. Liquid Disinfection

- i. Initial Rinse: Rinse nail clippers under warm running water to remove any visible debris.
- ii. Cleaning Solution: Soak the nail clippers in a cleaning solution that is effective at breaking down organic material. This can be a mild detergent or a specially formulated cleaner for medical instruments.
- iii. Manual Scrubbing: Use a brush to scrub the clippers, paying special attention to the blades and any joints or crevices. This step ensures that all debris and residues are removed.
- iv. Disinfectant Solution: Soak the cleaned nail clippers in a disinfectant solution approved for medical or high-contact hygiene tools. Common disinfectants include diluted bleach solutions (1:10 ratio), 70% isopropyl alcohol, or other EPA-approved disinfectants.
- v. Soaking Time: Ensure the nail clippers are fully submerged and soak for the recommended time according to the disinfectant manufacturer's instructions (typically 10-15 minutes).
- vi. Final Rinse: Rinse the nail clippers thoroughly under warm running water to remove any disinfectant residue.
- vii. Drying: Place the rinsed nail clippers on a clean, lint-free towel or drying rack. Allow them to air dry completely. Alternatively, use a clean, lint-free cloth to dry them.

b. Autoclave

- i. Nail clippers will be placed inside the pressure vessel.
- ii. Heat clippers to sterilization temperature, as directed by manufacturer's guidelines for specified amount of time.

c. UV Light

- i. Nail clippers will be placed in designated areas for direct contact with UV light.
- ii. Expose clippers to light, as directed by manufacturer's guidelines for a specified amount of time.

3. Storage

- a. Clean Storage: Once disinfected appropriately, store the sanitized nail clippers in a clean, dry container or storage area designated for sanitized items. The storage area should be clearly marked and separate from where dirty or unsanitized items are kept.

- b. Labeling: If multiple sets of clippers are used, label the storage containers with the date and time of sanitization to ensure proper rotation and use of sanitized tools.

H. Record Keeping

1. Sanitization Log: Maintain a log documenting the sanitization process. Record the date, time, and personnel responsible for each batch of sanitized nail clippers. This log helps in tracking and accountability.
2. Incident Reports: Note any incidents of damage, loss, or improper sanitization in the log and report them to facility management for review and action.
3. Detailed logs will be maintained for the issuance and return of nail clippers, including the inmate's name, date, and time of issuance and return.
4. Any incidents involving misuse, loss, or damage of nail clippers will be documented in incident reports.
5. Incident reports will be reviewed by facility management for further action.

I. Training

1. Staff Training: All staff involved in the sanitization process should receive regular training on the proper cleaning and disinfection techniques, the type and use of cleaning and disinfecting agents, and the importance of following the protocol.
2. Updates: Training should be updated periodically to reflect any changes in procedures or new guidelines.
3. Staff will be trained on policy enforcement and safety protocols.
4. Regular training sessions will be conducted for staff to ensure they are familiar with the policy and its implementation.
5. Inmates will receive training on the proper use and hygiene practices related to nail clippers during their intake process or hygiene education sessions.

J. Handling Damaged or Broken Clippers:

1. Inmates must report any damaged or broken nail clippers immediately.
2. Damaged nail clippers will be replaced after proper inspection.

K. Special Considerations

1. Medical and Hygienic Needs:
 - a. Inmates with specific medical conditions (e.g., diabetes) that require regular nail care will have prioritized access to nail clippers.

- b. Medical staff will coordinate with security staff to ensure these needs are met.
2. Accommodations for Disabilities:
 - a. Inmates with physical disabilities that prevent them from using nail clippers independently will be provided with appropriate assistance.

L. Inmate Feedback

1. Inmates can provide feedback or raise concerns about the policy through designated channels, such as suggestion boxes or inmate councils. All feedback will be reviewed.