

**ARIZONA DEPARTMENT OF CORRECTIONS
DIRECTOR'S OFFICE**

MEMORANDUM

TO: DISTRIBUTION

FROM: CHARLES L. RYAN

DATE: February 20, 2018

SUBJECT: Director's Instruction 365, Feminine Hygiene Products

This Director's Instruction is effective March 1, 2018 and will remain in effect until incorporated into Department Order 905, Inmate Trust Account/Money System, Department Order 909, Inmate Property – Attachment A, Inmate Store/Property List, and Department Order 1101, Inmate Access to Health Care.

PURPOSE:

This Director's Instruction establishes standards for providing feminine hygiene products to female inmates.

PROCEDURES:

- 1.0 Female inmates, including those who are determined to be Health and Welfare Indigent, shall receive a total of 36 sanitary napkins and/or tampons monthly, based on their preference, from the State Issue Officer.
 - 1.1 Inmates who are Health and Welfare Indigent may obtain additional feminine hygiene products through the inmate store at no cost to the inmate.
- 2.0 Feminine hygiene products shall remain available for purchase in the inmate store.
- 3.0 Inmates who require additional feminine hygiene products due to medical issues shall complete a Health Needs Request.
 - 3.1 Health Services shall write a Special Needs Order for inmates who need additional or alternative feminine hygiene products due to medical issues.
 - 3.2 The health care fee for this medical appointment shall be waived.

{Original Signature on File}