

	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS  <b>POLICY AND PROCEDURE</b>		<b>EFFECTIVE DATE:</b>	June 4, 2013	<b>Page 1 of 8</b>
			<b>SUPERSEDES:</b>	4010.2E January 6, 2012	
			<b>OPI:</b>	PROGRAMS	
			<b>REVIEW DATE:</b>	June 4, 2014	
			<b>Approving Authority</b>	Thomas Faust Director	
	<b>SUBJECT:</b>	INMATE PERSONAL GROOMING			
	<b>NUMBER:</b>	4010.2F			
<b>Attachments:</b>	None				

**SUMMARY OF CHANGES:**

Section	Change
Rescind Change Notice	<i>Change Notice-CN-12-003, Inmate Personal Grooming, dated June 29, 2012.</i>
Page 2, § 3	<i>Section #3 was revised in its entirety.</i>
Page 2, § 4	<i>Section #4, "<b>APPLICABILITY</b>" was added to policy.</i>
Page 4, § 9	<i>Section #9, "<b>HAIRSTYLES</b>" was added to policy.</i>
Page 4, § 10 (a)	<i>Section #10, "Probation of Cross-Gender" was deleted.</i>
Page 4-5, § 10 (a)	<i>Section #10, "Hair and CTF Cosmetology" was added to policy.</i>
Page 6-7, § 10 h (1-6)	<i>Section #10, "Security" was added to policy.</i>
Page 8, § 14 (b)	<i>Section #14, "Welfare Hygiene Articles" was added to policy.</i>
Page 8, § 15	<i>Section #15, "Hair Care Services" was added to policy</i>

**APPROVED:**

*Signature on File*



**Thomas Faust, Director**

6/4/2013

**Date Signed**

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS  <b>POLICY AND PROCEDURE</b>		<b>EFFECTIVE DATE:</b>	June 4, 2013	<b>Page 2 of 8</b>
		<b>SUPERSEDES:</b>	4010.2E January 6, 2012	
		<b>REVIEW DATE:</b>	June 4, 2014	
<b>SUBJECT:</b>	<b>INMATE PERSONAL GROOMING</b>			
<b>NUMBER:</b>	<b>4010.2F</b>			
<b>Attachments:</b>	None			

1. **PURPOSE AND SCOPE.** To establish reasonable standards of personal appearance, hygiene and grooming for inmates of the DC Department of Corrections (DOC).
2. **POLICY.** It is the policy of DOC to provide inmates basic personal hygiene items and to permit inmates freedom in personal grooming as long as their appearance does not conflict with requirements for safety, security, identification and hygiene.
3. **PROGRAM OBJECTIVES.** The expected results of this program are:
  - a. Inmates will maintain appropriate standards of grooming, bathing, and clothing.
  - b. Individual hairstyles are permitted so long as they do not conflict with any health, safety, identification, or security concern as specifically outlined in this directive.
  - c. Safe and sanitary hair care services will be provided.
  - d. Articles and services necessary to maintain personal hygiene will be provided to inmates.
4. **APPLICABILITY.** This policy shall apply to inmates who are housed in DOC facilities and in contract facilities.
5. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01 et seq., (hereinafter, "the Act"), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS  <b>POLICY AND PROCEDURE</b>		<b>EFFECTIVE DATE:</b>	June 4, 2013	<b>Page 3 of 8</b>
		<b>SUPERSEDES:</b>	4010.2E January 6, 2012	
		<b>REVIEW DATE:</b>	June 4, 2014	
<b>SUBJECT:</b>	<b>INMATE PERSONAL GROOMING</b>			
<b>NUMBER:</b>	<b>4010.2F</b>			
<b>Attachments:</b>	None			

## 6. DIRECTIVES AFFECTED

### a. Directives Rescinded

PS 4010.2E                      Grooming (1/06/2012)

Change Notice                Change Notice-CN-12-003, Inmate Personal  
Grooming (06/29/12)

### b. Directives Referenced

- 1) PS 2120.3                      Food Service Program
- 2) PS 2920.7                      Clothing and Linen Exchange
- 3) PS 4020.3                      Gender Classification and Housing
- 4) PS 4050.1                      Inmate Property
- 5) PS 5009.2                      Searches of Inmates, Inmate Housing Units, Work  
and Program Areas
- 6) PM 5300.1                      Inmate Disciplinary and Administrative Housing  
Hearing Procedures
- 7) PS 5500.1                      Segregation of Inmates

## 7. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4<sup>th</sup> Edition Standards for Adult Local Detention Facilities: 4-ALDF-4B-06, 4-ALDF-4B-07, 4-ALDF-6A-08 and 4-ALDF-6A-09.
- b. National Commission on Correctional Health Care Standards for Health Services in Jails J-49 Personal Hygiene.

## 8. AUTHORITY. DC Code § 24-211.02 Powers; promulgation of rules.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS  <b>POLICY AND PROCEDURE</b>		<b>EFFECTIVE DATE:</b>	June 4, 2013	<b>Page 4 of 8</b>
		<b>SUPERSEDES:</b>	4010.2E January 6, 2012	
		<b>REVIEW DATE:</b>	June 4, 2014	
<b>SUBJECT:</b>	<b>INMATE PERSONAL GROOMING</b>			
<b>NUMBER:</b>	<b>4010.2F</b>			
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## 9. HAIRSTYLES

- a. Inmates will not be required to loosen or cut their dreadlocks, braids, cornrows, hair extensions, weaves (glued or sewn-in) when they are committed to DOC pursuant to the limitations indicated in ¶ 10 of this directive.
  - 1) Due to United States Marshal Service (USMS) restrictions, inmates will be required to remove all artificial hair, including but not limited to hair extensions, all weaves and wigs, prior to any scheduled court appearance or other hearing outside of the CDF or CTF.
- b. Inmates may wear moustaches, beards and long hair.
- c. Inmates will be allowed to wear a shaved head.
- d. DOC and its contractors who house DOC inmates shall ensure that barbering and hair care services comply with applicable health requirements. Hair shall be cut and/or artificial hair shall be removed under sanitary conditions and in an area that permits staff observation. DOC staff shall ensure hair care equipment is stored securely when not in use.
- e. Inmates are required to keep their hair clean and maintain their hair in a neat appearance.

## 10. LIMITATIONS

- a. *Hair*
  - 1) Wigs are not permitted except in special circumstances and/or for medical conditions with the Warden's written approval. R&D shall ensure inmate's wigs are stored with property pursuant to PS 4050.1, *Inmate Property*.
  - 2) If the inmate chooses to remove any artificial hair while at R&D because he/she wants to retain this property, the inmate shall be allowed to do so. The hair will be inventoried and stored in the inmate's unauthorized/ excess property and scheduled for pick-up pursuant to PS 4050.1, *Inmate Property*.
  - 3) When artificial hair, including hair extensions and weaves, becomes loose or starts to come unglued from the scalp, the artificial hair then becomes contraband and the inmate shall have the responsibility for removing it.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS  <b>POLICY AND PROCEDURE</b>		<b>EFFECTIVE DATE:</b>	June 4, 2013	<b>Page 5 of 8</b>
		<b>SUPERSEDES:</b>	4010.2E January 6, 2012	
		<b>REVIEW DATE:</b>	June 4, 2014	
<b>SUBJECT:</b>	<b>INMATE PERSONAL GROOMING</b>			
<b>NUMBER:</b>	<b>4010.2F</b>			
<b>Attachments:</b>	None			

- 4) At the CDF, the Major will establish procedures for a safe and sanitary place for the inmate to remove artificial hair and a process for confiscation and destruction of this item.
- 5) *CTF Cosmetology Services*
  - a) Inmates housed at CTF who have hair extensions braided into their own hair will be required to have it removed when the hair professional determines that removal is not likely to damage the inmate's hair.
  - b) The facility hair care professional will periodically monitor inmates who have glued-in or sewn-in weaves. When the weave becomes too loose to maintain the hairstyle, the hair professional shall document when it is advisable and safe to remove the weave.
  - c) However, if the affected inmate has a firm release date that is within 10 calendar days of the hair professional's evaluation that removal is safe and recommended, the inmate will be given the option to refuse removal. The hair professional shall document the recommendation and the inmate shall sign a refusal.
  - d) When the extensions or weave is removed, the inmate will be able to have his/her hair styled at the cosmetology unit.
- b. *Safety and Sanitation*
  - 1) Where long hair or beards may result in increased likelihood of work injury, caps or beard guards may be required.
  - 2) Inmates who handle food shall be required to wear a cap or hair net, or both. A beard covering may be required for those who have beards.
- c. The Department of Corrections may require an inmate to change grooming practices such as hair or beard length or other grooming practices in order to avoid the concealment of contraband, maintain discipline and security, maintain inmate and staff health and safety, and prevent prisoners from changing their appearance in such a manner that would jeopardize their accurate identification.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS  <b>POLICY AND PROCEDURE</b>		<b>EFFECTIVE DATE:</b>	June 4, 2013	<b>Page 6 of 8</b>
		<b>SUPERSEDES:</b>	4010.2E January 6, 2012	
		<b>REVIEW DATE:</b>	June 4, 2014	
<b>SUBJECT:</b>	<b>INMATE PERSONAL GROOMING</b>			
<b>NUMBER:</b>	<b>4010.2F</b>			
<b>Attachments:</b>	None			

- d. *Religious Practices.* Inmate's religious practices will be considered that require extensive hair styles (length). However, DOC may conduct random searches of the inmate in question.
- e. *Medical.* Other limitations, restrictions, or allowances not prescribed above may be imposed if necessary for medical reasons that are fully documented.
- f. *Court Order.* An inmate shall be required to conform to a court order when required to do so during judicial proceedings.
- g. *Prohibition of Cross-Gender Dressing.* Male inmates shall not be permitted to wear articles of female dress, wigs or makeup, i.e. lipsticks, rouge, eye shadow, false eye lashes, mascara, etc.
- h. *Security*
  - 1) DOC may conduct random searches in accordance with PS 5009.2, "Searches of Inmates, Inmate Housing Units, Work, and Program Areas". Random searches may include search of an inmate's hair and scalp to detect hidden contraband.
  - 2) DOC may require an inmate to change his/her hair or beard length when there is a documented compelling reason that the individual inmate's hairstyle poses an insurmountable threat to DOC's security, safety and sanitation.
  - 3) DOC may require an inmate to change his/her hair when its condition poses a documented clear and present threat to his/her health and safety, or to the health and safety of others, or to the safe and sanitary operation of the facility.
  - 4) An inmate who refuses to comply with the search of his/her hair and scalp and/or the requirements to change his/her hair during conditions described above, may be placed in administrative segregation pending a housing hearing in accordance with PM 5300.1, *Inmate Disciplinary and Administrative Housing Hearing Procedures*.
  - 5) No inmate's hair shall be cut through the use of force.

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS  <b>POLICY AND PROCEDURE</b>		<b>EFFECTIVE DATE:</b>	June 4, 2013	<b>Page 7 of 8</b>
		<b>SUPERSEDES:</b>	4010.2E January 6, 2012	
		<b>REVIEW DATE:</b>	June 4, 2014	
<b>SUBJECT:</b>	<b>INMATE PERSONAL GROOMING</b>			
<b>NUMBER:</b>	<b>4010.2F</b>			
<b>Attachments:</b>	None			

- 6) DOC and CTF shall ensure that the inmate's photograph is taken after the removal of dreadlocks, weaves, hair extensions, and beards/mustaches or when the length of long hair is significantly altered.

## 11. INMATE'S PERSONAL HYGIENE

- a. Each inmate is required to keep his or her clothing and person reasonably clean and orderly.
- b. Inmates in special management units have the opportunity to shave and shower at least three (3) times per week, and have access to hair care services, clothing and linen exchange and canteen on the same basis as the general population to include hygiene products.
- c. Inmates who do not adhere to this PP may be subject to discipline unless a mental health professional has made a determination of exception.

12. **SERVICES AND SUPPLIES.** DOC shall ensure that appropriate services and supplies are provided to promote the maintenance of acceptable levels of inmate hygiene.

## 13. BATHING AND PERSONAL HYGIENE

- a. DOC shall ensure that inmates have access to operable showers with temperature controlled hot and cold running water.
- b. DOC shall make reasonable accommodation to ensure that showers are accessible and usable by inmates with disabilities.
- c. DOC shall ensure inmates have access to toilets and hand-washing basins twenty-four (24) hours per day and are able to use toilet facilities without staff assistance.
- d. Under limited and controlled circumstances a dry cell may be used pursuant to PS 5009.2, *Searches of Inmates, Inmate Housing Units, Work and Program Areas*. When security reasons dictate the use of a dry cell, inmates will be afforded the opportunity to use a hand sanitizer.

## 14. HYGIENE ARTICLES

- a. DOC shall ensure inmates receive basic personal hygiene articles to include soap, toilet paper, towel, washcloth, toothbrush and toothpaste. Inmates are

DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS  <b>POLICY AND PROCEDURE</b>		<b>EFFECTIVE DATE:</b>	June 4, 2013	<b>Page 8 of 8</b>
		<b>SUPERSEDES:</b>	4010.2E January 6, 2012	
		<b>REVIEW DATE:</b>	June 4, 2014	
<b>SUBJECT:</b>	<b>INMATE PERSONAL GROOMING</b>			
<b>NUMBER:</b>	<b>4010.2F</b>			
<b>Attachments:</b>	None			

allowed to purchase personal hygiene, hair care and underclothing in limited quantities from Canteen Services.

- b. *Welfare Hygiene Articles.* An inmate with less than \$5.00 in his/her personal finance account for fourteen (14) days is considered an Indigent Inmate. Indigent Inmates are eligible to receive a hygiene bag once every, (14) days.

## 15. **Hair Care Service**

- a. DOC shall ensure that barbering and hair care services comply with applicable health requirements. Hair shall be cut under sanitary conditions and in an area that permits staff observation. DOC staff shall ensure equipment is stored securely when not in use.
- b. *Attorneys/Courts Request*
  - 1) An inmate shall be required to conform to a court order regarding a change to his/her hair when required to do so during judicial proceedings.
  - 2) Either an attorney or the courts may request that an inmate receive an unscheduled hair styling (female) or a haircut/shave before a court appearance by submitting a request to the Institutional Major by fax at (202) 698-7739, Monday through Friday, 8:30 a.m. – 5:30 p.m. The DOC shall ensure the inmate receives the hairstyling or haircut/shave.
  - 3) At contract facilities, DOC shall forward the attorney/court request to the Commander of Operations or designee to ensure the inmate receives hair styling/haircut/shave. On weekends or holidays, DOC shall forward the request/order to the Duty Administrative Officer (DAO). The DAO shall ensure the inmate receives the hair styling or haircut/shave.

- 16. **LICE TREATMENT.** An employee who suspects that an inmate has lice shall immediately refer the inmate to the medical unit for evaluation and contact the Environmental Safety and Sanitation (ESS) Manager.
- 17. **LAUNDRY FACILITIES.** DOC shall provide for thorough cleaning and, when necessary, disinfecting of inmate clothing.
- 18. **BEDDING AND LINEN ISSUE.** DOC shall ensure inmates receive bedding and linen exchanges in accordance to PS 2920.7, *Clothing and Linen Exchange*.