



# DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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# Program Statement

OPI:	OPS
Number:	4010.2E
Date:	January 6, 2012
Supersedes:	4010.2D (2/29/08)
Subject:	Inmate Personal Grooming

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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. Acceptable personal hygiene shall be enforced.
  - b. To promote a clean and healthy environment.
4. **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.
5. **DIRECTIVES AFFECTED**
  - a. Directives Rescinded  
PS 4010.2D                      Grooming (2/29/08)
  - b. Directives Referenced

- 1) PS 2920.7 Clothing and Linen Exchange
- 2) PS 5009.2 Searches of Inmates, Inmates Housing Units, Work and Program Areas
- 3) PS 5500.1 Segregation of Inmates
- 4) PS 5300.1 Inmate Disciplinary and Administrative Housing Hearing Procedures

## 6. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 4<sup>th</sup> Edition Standards for Adult Local Detention Facilities: 4-ALDF-2A-57, 4-ALDF-3E-08, 4-ALDF-4B-06 and 4-ALDF-6B-07.
- b. National Commission on Correctional Health Care Standards for Health Services in Jails J-49 Personal Hygiene.

**AUTHORITY.** DC Code §24-211.02 Powers: Promulgation of Rules.

## 7. LIMITATIONS

- a. *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.
- b. *Security.* 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.
- c. *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.
- d. *Medical.* Other limitations, restrictions, or allowances not prescribed above may be imposed if necessary for medical reasons that are fully documented.

- e. *Court Order.* An inmate shall be required to conform to a court order when required to do so during judicial proceedings.
- f. *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.

## 8. **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, linen, canteen on the same basis as the general population to include hygiene products.
- c. Inmates who do not adhere to this PS may be subject to discipline unless a mental health professional has made a determination of exception.

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

## 10. **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 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.

11. **HYGIENE ARTICLES.** DOC shall ensure inmates receive basic personal hygiene articles to include soap, toilet paper, towel, washcloth, toothbrush and toothpaste. Inmates are allowed to purchase personal hygiene, hair care and underclothing in limited quantities from Canteen services.

- a. *Hair Care Services.* 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.

Attorneys/Courts may request that an inmate receive a haircut/shave by submitting a request to the Commander of Support Services by fax at (202) 698-4877. The request will be forwarded to the Shift Major to ensure the inmate receives a haircut/shave.

- b. *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.
- c. *Laundry Facilities.* DOC shall provide for thorough cleaning and, when necessary, disinfecting of inmate clothing.
- d. *Bedding and Linen Issue.* DOC shall ensure inmates receive bedding and linen exchanges in accordance to *PS 2920.7 Clothing and Linen Exchange*.
- e. *Hair*
- 1) No wigs, artificial hair or hairpieces are permitted except in special circumstances and with the Warden's written approval.
  - 2) Individual hairstyles are permitted pursuant to the health, safety, religious belief and security concerns indicated in this directive.
- f. *Moustaches and Beards.* Inmates may wear moustaches and beards pursuant to the health and safety concerns indicated in this directive.



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Acting Director