




SUBJECT: INMATE HAIR CARE	PAGE <u> 1 </u> OF <u> 3 </u>
	NUMBER: 65-GRM-01
RULE/CODE REFERENCE: AR 5120-5-06, AR 5120-9-25, AR 5120-9-25.1, OAC 4713.17	SUPERSEDES: 65-GRM-01 dated 04/13/16
RELATED ACA STANDARDS: 4-4283, 4-4343	EFFECTIVE DATE: July 31, 2017
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to set forth guidelines for inmate hair care and to establish sanitation guidelines for hair care services.

III. APPLICABILITY

This policy applies to all inmates and persons employed by or under contract with the Ohio Department of Rehabilitation and Correction.

IV. DEFINITIONS

Sanitary - This is defined as free of infectious agents, disease, or infestation by insects or vermin and free of soil, dust, or foreign material.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) to allow freedom in the personal grooming of inmates, both male and female, except when a valid interest justifies otherwise. Inmate appearance and grooming shall not conflict with the DRC's requirements for safety, security, identification, and hygiene. Hair care services provided by the DRC shall comply with all applicable health requirements.

VI. PROCEDURES**A. Inmate Hair Care**

1. Hair care and hair styles shall be subject to the limitations set forth in Administrative Regulation 5120-9-25, Appearance and Grooming of Male Inmates and AR 5120-9-25.1, Appearance and Grooming for Female Inmates.
2. An inmate providing hair care services for other inmates shall do so at no charge.

B. Hair Care Facilities and Sanitation

1. All hair care service areas shall be kept clean, orderly and sanitary at all times.
2. All inmate hair care providers must wash their hands thoroughly with soap and water and dry them on a clean, freshly laundered towel or paper towel, or other approved hand drying equipment, immediately before providing services to each person.
3. No inmate hair care provider who knowingly has an infectious dermatologic disease, infectious disease with open sore or sores on the hand or hands, or a parasitic infestation of the skin or hair in a communicable stage shall provide hair care service.
4. No inmate with a definite open sore or sores, exhibiting symptoms or an infectious dermatologic disease or disorder, or parasitic infestations of the skin or hair shall be provided hair care service.
5. All hair care implements that come in contact with skin or hair, including all clipper blades and snap-on blade attachment combs, shall be sanitized before use on each person receiving hair care services.
 - a. All methods of sanitation shall be appropriate for the respective barbering implement being used. All commercially prepared sanitizing agents shall be used in accordance with manufacturer's instructions.
 - b. A non-hazardous dip disinfectant solution container shall be kept for each chair in operation. The container shall be kept filled with proper solution when in use and shall be completely emptied, cleaned and refilled with fresh solution as needed so as to maintain the minimum specified sanitizing efficiency.
 - c. Disinfectants are inactivated and ineffective when visibly contaminated with debris, hair, dirt, particulates and/or when heavily soiled. Thus, implements and surfaces shall first be thoroughly cleaned prior to disinfection. In all cases, the disinfectant used shall be in accordance with the manufacturer's recommendation.
 - d. Any hair or other substance on any implement shall be removed prior to each immersion into a sanitizing solution. Implements taken from a sanitizing solution should be dry prior to use on an inmate.

- e. The use of a hair brush from one inmate to another without first being sanitized is prohibited.
6. Any towels used on any person must be freshly laundered before using.
7. If a hair cloth/cape is used when cutting hair, it should not touch the inmate's skin.
8. All towels used on each inmate must be deposited in an enclosed towel receptacle. Towels must not be left lying on a work bench, chair or wash bowl.
9. To check bleeding, nothing may be used from one inmate to another that may cause the potential spread of infectious disease, such as a styptic pencil, sponge, or previously used towel.
10. No animals shall be permitted in a hair care service area.
11. Refer to DRC policy 68-MED-18, Infection Control Activities, for proper cleaning and/or disposal of blood contaminated items.

C. Monthly Inspection Requirement

1. Documentation of monthly inspections shall be recorded on the Barber Shop Sanitation Inspection Report (DRC1297). The Inspection Report (DRC1297) shall be displayed in a conspicuous area in the barbering area.

D. Inmate Photo

1. A new photo shall be taken whenever, in the judgment of the managing officer/designee, a change in physical appearance has occurred. The new photo shall be at the inmate's expense if the alteration in appearance has occurred through grooming changes.
2. Replacement cost for the ID card shall be \$5.00 (five dollars) for which the inmate shall sign a cash slip.
3. If the inmate refuses to sign cash slip, a new ID card shall still be issued. "Refused to sign" shall be written in place of the inmate's signature with the ID Officer's name. A conduct report shall be written and the RIB may recommend to the managing officer that the inmate be required to make restitution for the lost ID card in the amount of \$5.00 (five dollars).

Related DRC Forms:

Barber Shop Sanitation Inspection Report DRC1297