

DATE:	APRIL 17, 2022
NUMBER:	L.9.S
SUBJECT:	HAIRCUTS/HAIRCARE

PROCEDURES

Incarcerated individual haircuts will be the primary responsibility of the scheduled station deputy assigned to monitor the incarcerated individuals in the gym. In general, haircuts will be performed in coordination with the affected module's exercise and recreation schedule.

- A. Haircuts will be performed in the open area of the gymnasium, near the office. Exceptions are when the gym is closed for maintenance or other circumstances that affect its use. The incarcerated worker deputy will maintain/update the barber's working schedule.
- B. Protective custody haircuts will be performed by a protective custody incarcerated individual.
 - 1. The station deputy will screen and select a protective custody incarcerated individual for the barber position for the protective custody individuals.
 - 2. The barber equipment for protective custody incarcerated individuals will be secured in the gymnasium office when not being utilized. The protective custody barber equipment will be inventoried and logged by the monitoring deputy in the gymnasium office.
- C. The mainline barber equipment will be secured in Station Three when not being utilized by the barber. The trimmer for mainline incarcerated individuals will be secured in the gymnasium office.
- D. No barber service other than haircuts (1, 2's, and 3's) will be provided by the incarcerated worker assigned to barber duties, unless an individual has a medical instruction for a clipper shave. The control deputy will print out the clipper shaves report for the entire facility from JIMS Web. All clipper shaves will be completed at the beginning of each module's exercise and recreation allotted scheduled time. Once all clipper shaves have completed, the monitoring deputy in the gymnasium will collect and store the trimmers in the gym office. The barber will then complete all other haircuts.

Incarcerated individuals with an active "Razor Restriction" will be given a clipper shave by the incarcerated worker during their assigned recreation yard time.

- E. Haircut equipment will be inventoried and logged by the Station Three deputy. All clippers and accessory hair equipment will be accounted for at the beginning and end of the barber using the equipment.
 - 1. The incarcerated worker deputy will be notified of any damaged equipment and will replace them accordingly.
 - 2. The barber must disinfect or sterilize any comb, brush or clippers prior to use.