

SDSD Detention Services Bureau—Vista Detention Facility Green Sheet

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| DATE: | January 13, 2021 |
| NUMBER: | L.9.V |
| SUBJECT: | HAIRCUTS/HAIR CARE |

PROCEDURE

- I. The hours to complete this procedure will be flexible to accommodate the daily tasks of the housing operation. The [Barber Schedule](#) will be posted on the VDF SharePoint site.

- II. An inventory list for transgender female barber/cosmetic items will be kept with the cosmetic box in East House. An inventory list for the male barber cart will be kept in South House. Items on the list shall be accounted for before and after use. The following procedure will be adhered to:
 - A. Four nail clippers and Barbicide will remain in the cart at all times. A deputy must stand by while an inmate barber sanitizes the clippers between each use.

 - B. One hairbrush, two combs, and one pair of hair scissors will remain in the cosmetic box in East House. These items are to be used by the barbers for haircuts of transgender female inmates only. A deputy must stand by while an inmate worker sanitizes all items between each use.
 - 1. [REDACTED]

 - 2. The hair scissors will only be used under the direct supervision of a deputy.

 - C. Each individual housing unit will make a log entry in JIMS under the BARBER drop-down. In the notes section, the housing deputy will indicate the number of nail clippers on the cart when it arrives to the housing unit.

 - D. At the conclusion, the housing deputy will make a second entry in JIMS under the BARBER drop-down. The notes section will state the number of nail clippers leaving the housing unit.