



## SCDC POLICY/PROCEDURE

Change 1 to ADM-16.02: [2.3](#); [2.6](#)

**NUMBER:** ADM-16.02

**TITLE:** INMATE BARBERING AND HAIR CARE SERVICES

**ISSUE DATE:** November 1, 2006

**RESPONSIBLE AUTHORITY:** DIVISION OF SUPPORT SERVICES

**OPERATIONS MANUAL:** ADMINISTRATION

**SUPERSEDES:** ADM-16.02 ( September 2, 2002), Change 1 (dated August 20, 2004)

**RELEVANT SCDC FORMS/SUPPLIES:** 19-29A, 19-41

**ACA/CAC STANDARDS:** 4-4196, 4-4263, 4-4343

**STATE/FEDERAL STATUTES:** NONE

**PURPOSE:** To establish guidelines for the management and administration of inmate barber and hair care facilities to comply with SCDC inmate grooming standards.

**POLICY STATEMENT:** In order to comply with SCDC inmate grooming standards, the Agency will provide a system of barbering/hair care facilities at SCDC institutions for use by inmates. (4-4343)

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### SPECIFIC PROCEDURES:

**FOR THOSE INSTITUTIONS THAT HAVE A BARBER/HAIR CARE SHOP FULLY IMPLEMENTED, EITHER CENTRALLY OR IN THE HOUSING UNITS, THE FOLLOWING WILL APPLY:**

#### 1. ASSIGNMENT OF BARBER/HAIR CARE PROVIDER:

**1.1** All inmate barbers/hair care providers will be selected by classification personnel at the facility where the barber/hair care shop has been fully implemented. Criteria for barbers/hair care providers will be developed by classification personnel. The SCDC reserves the right to remove any inmate assigned as a barber/hair care

provider due to his/her failure to comply with mandated sanitation regulations, requirements, or statutes, and/or Agency directives, rules, and regulations.

**1.2** Barber/hair care provider candidates need not be licensed, as their services are meant only to allow inmates to comply with SCDC Policy/Procedure OP-22.13, "Inmate Grooming Standards," and are not to be used as a means of styling an inmate's hair.

## **2. GENERAL PROVISIONS:**

**2.1** The Division of Support Services, Commissary Branch, will be responsible for the establishment of inmate barber/hair care shops to be located in SCDC facilities authorized by the Agency Director. Under no circumstances should anyone have access to the barber/hair care shop after hours, unless prior approval has been given by the Warden or designated supervisor.

The Warden/designee will be responsible for establishing operating hours for inmate barber/hair care shops that take into account inmate work schedules. These hours will be posted in a conspicuous location for all inmates to see. (4-4263)

**2.2** *Centralized barber/hair care shops will operate under the direct supervision of the institutional Commissary Manager. Decentralized barber/hair care shops will be operated under the direct supervision of a security employee assigned to the applicable dormitory/area.*

**2.3** Haircuts for inmates assigned to a ~~Special Management Unit (SMU), the Maximum Security Unit (MSU),~~ **Restrictive Housing Unit (RHU)** or Gilliam Psychiatric Hospital will be provided by the institutional barber/hair care provider or an Officer or employee assigned by the Chief, Commissary Branch, or designee. An Officer will escort the barber/hair care provider and will be posted to monitor the complete process. ~~"No shave" passes are not authorized.~~ During institutional orientation, inmates will be provided with information ~~on how to properly shave~~ **regarding inmate grooming compliance.** (4-4263) (Changes in **RED**, amended by Change 1, dated December 7, 2015.)

**2.4** *Correctional Officers are allowed to get their hair cut and have their shoes shined by inmates as established by the Agency Director.* The services can not be performed during the officer's duty hours. A schedule and location where these services can be performed will be established by each Warden/designee.

**2.5** Under no circumstances will any barber/hair care provider accept payment for any services s/he provides inmates.

**2.6** Haircuts and hair care will be the only services provided by institutional barbers/hair care providers. Such services will be provided for the sole purpose of allowing inmates to comply with SCDC Policy/Procedure OP-22.13, "Inmate Grooming Standards. ~~For procedures dealing with SMU, see Policy/Procedure OP-22.12, "Special Management Unit."~~ ~~"No Shave" passes are not authorized.~~ **Refer to SCDC Policy OP-22.38, "Restrictive Housing Unit," for procedures dealing with RHU inmates.** During institutional orientation, inmates will be provided with information ~~on how to shave~~ **regarding inmate grooming compliance.** Inmates (other than the barber) will not be permitted to utilize clippers in the barber/hair care shop. (Changes in **RED**, amended by Change 1, dated December 7, 2015.)

**2.7** Male inmates will be afforded access to the barber shop every 15 days. Female inmates will be afforded access to the hair care provider every 30 days for special hairstyles (e.g., perms, spirals, scrunches, waves, etc.). Inmates must purchase the materials needed for special hairstyles from the Canteen. The SCDC will not provide supplies for special hairstyles. Female inmates will be permitted to obtain simple hair cuts every 15 days.

**2.8** Each barber/hair care provider will maintain a daily log (or sign-in sheet) for inmates provided services.

## **3. EQUIPMENT/TOOLS:**

**3.1** Each work station in each barber/hair care shop or dorm will be equipped with the following:

**BARBER SHOP**  
(Male Institutions)

1 Work Stand	1 Chair	1 Chair Cloth
*2 Pair Clippers/Attachments Speed O-Guide Size 00 <i>for central barber shops and 1 pair of clippers/attachment Speed-o-Guide size 00 for all other barber shops</i>	4 Combs (Available from Commissary)	2 Packs of Paper Towels and/or Hand Towels
1 Pack Neck Strips	1 Bottle Clipper Oil	1 Quart Container Diluted Barbercide
1 Spray Bottle (Quart Size) for Water <b>Only</b>	1 Neck Duster	*1 Nail Clippers
1 Can Marvicide Spray	<i>1 toothbrush ( available from the Commissary) for cleaning clippers</i>	
<b>3 Towels</b>		

**HAIR CARE SHOP**  
(Female Institutions)

1 Work Stand	1 Chair	1 Chair Cloth
*1Pair Clippers - 2 Speed 0 Guide Attachments	*1 Pair Shears	1 Neck Duster
6 Combs (Available from Commissary)	1 Bottle Clipper Oil	1 Nail Clippers
2 Hairbrushes	1 Dryer with Hood	3 Curling Irons (Small, Medium, Large)
1 Straightening Comb	*1 Hair Blower (Hand-Held)	9 Dozen Perm Rods (3 Dozen Small, 3 Dozen Medium, 3 Dozen Large)
<b>12 Towels</b>	1 Quart Container Diluted Barbercide	1 Spray Bottle (Quart Size) for Water <b>Only</b>
1 Shampoo Bowl (one per shop to be used by all operators)	1 Shampoo Chair (one per shop to be used by all operators)	1 Can Marvicide Spray

1 Toothbrush (available from the commissary) for cleaning clippers	20 small hair rollers, 20 medium hair rollers and 20 large hair rollers
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**3.2** All equipment/tools must be properly maintained and sanitized with disinfectant spray or Barbicide before each use by the barber/hair care provider.

**3.3** The supervisor will be responsible for the accountability of all equipment used in the barber/hair care shop, as follows:

**3.3.1** All equipment/tools that have an asterisk (\*) beside them will be securely locked in a box/cabinet when not in use. This box/cabinet will be maintained in the barber/hair care shop and will not be removed from the barber/hair care shop without the permission of the commissary manager. The barber/hair care shop will be locked when not in use.

**3.3.2** An inventory of the supplies and equipment belonging in the box/cabinet will be posted inside its front cover.

**3.3.3** The supervisor, in the presence of the barber/hair care provider, will conduct at least daily inspections of all equipment/tools. This inspection will be documented on SCDC Form 19-41, "Tool Utensil Inventory." **(4-4196)**

**3.3.4** In the event of a discrepancy in the number of tools on hand, the immediate supervisor will complete and forward to the Warden and Commissary Manager SCDC Form 19-29A, "Incident Report," detailing the following:

- inmate name and SCDC number;
- location;
- equipment/tools and quantity missing; and
- corrective action taken.

**3.3.5** A barber/hair care provider who loses, damages, and/or has equipment/tools stolen may be charged with a rule violation in accordance with SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." The barber/hair care provider may be required to pay restitution pursuant to SCDC Policy/Procedure ADM-15.01, "Repayment of Costs by Inmates."

**3.3.6** Copies of the Material Safety Data Sheets, containing information on how to handle specific chemicals, i.e., what to do if swallowed, etc., that is provided by the supplier will be kept on file at the barber/hair care shop and in the medical area of the institution. An additional copy of each MSDS will also be kept at a location to be determined by the supervisor.

**3.4** Wardens may allow female inmates to bring with them supplies not available in the hair care shop, but available for purchase from the canteen, such as perms, relaxers, etc. Personal items, however, will not be permitted.

**4. SANITARY GUIDELINES:** The supervisor will be responsible for ensuring that all barbers/hair care providers follow the sanitary guidelines and rules below: **(4-4343)**

**4.1** All barbers/hair care providers will be groomed according to SCDC Policy/Procedure OP-22.13, "Inmate Grooming Standards," and will thoroughly review and have knowledge of the same.

**4.2** All barbers/hair care providers will thoroughly cleanse their hands prior to serving each inmate.

**4.3** Whenever a haircloth is used while cutting the hair, shampooing, etc., a newly laundered towel or paper neck strip will be placed around the neck of the inmate to prevent the haircloth from touching the skin.

**4.4** No barber/hair care provider will attempt to treat any skin disorder on his/her body or on the body of an inmate.

**4.5** All barber/hair care shops, including the work stands, sinks, and cabinets, will be kept clean and sanitized at all times by the barber/hair care provider.

**4.6** A copy of SCDC Policy/Procedure OP-22.13, "Inmate Grooming Standards," will be posted in each barber/hair care shop.

**4.7** Cleaned brushes, combs, and shears must be completely immersed in a solution of one (1) tablespoon Barbicide per one (1) quart of water for at least ten (10) minutes. Supervisors will be responsible for mixing this solution and for changing it at least every two (2) weeks. Inmates will not be allowed to mix this solution.

**4.8** Objects to be sprayed with disinfectant must be sprayed before each use and after each use. The dispenser will be held upright, about six (6") inches from the surface to be sprayed. The object will be sprayed until the surface is wet, but not dripping (short spurt).

## **5. INTERNAL INSPECTIONS:**

**5.1** Inspections will be conducted at least monthly of each barber/hair care shop. Centralized barber/hair care shops will be inspected by the Commissary Branch Supervisor. Decentralized barber/hair care shops will be inspected by the institutional Commissary Manager.

**5.2** Inspections will ensure compliance with SCDC guidelines and procedural directives. The representative who completes the inspection may conduct additional visits or follow-up visits as needed. **(4-4343)**

**5.3** After each visit, the representative will furnish the Chief, Commissary Branch, with a report detailing the findings at the barber/hair care shop.

**5.4** If, for example, the representative feels at the time of the inspection that the facility is not sanitary, or that any equipment is not working properly, s/he will immediately report these findings to the Warden for corrective action.

**5.5** The supervisor will be expected to correct the problem(s) immediately. The representative will then return to verify compliance.

## **6. DEFINITIONS:**

**Barber/Hair Care Provider** refers to an inmate designated by the Warden/designee who will be responsible for serving the inmate population.

**Equipment/Tools** refers to hair brushes, combs, neck dusters, clippers, shears, trimmers, etc. (full list of items included in policy/procedure).

**Patron/Client** refers to an inmate receiving services at a barber/hair care shop.

**Representative**, as used in this policy/procedure, refers to an employee designated by the Division Director of Support Services to conduct *quarterly* inspections of an inmate barber/hair care shop.

**Supervisor** refers to a security employee designated by the Warden/designee at institutions with decentralized barber/hair care shops. At institutions with centralized barber/hair care shops, the term supervisor refers to the institutional Commissary Manager.

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**s/ Jon Ozmint, Director**

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