

GEORGIA DEPARTMENT OF CORRECTIONS

Standard Operating Procedures

Functional Area: SUPPORT SERVICES/CARE AND CUSTODY	Reference Number: IVA01-0003	Revises Previous Effective Date: 7/01/99
Subject: BARBER SHOP SUPPLIES		
Authority: WETHERINGTON/BELL	Effective Date: 8/15/01	Page 1 of 2

I. POLICY:

It is the policy of the Georgia Department of Corrections to provide the necessary Barber Shop supplies to all facilities...

II. APPLICABILITY:

All State Prisons, Boot Camps, and Detention Centers.

III. RELATED DIRECTIVES:

NONE

IV. DEFINITIONS:

NONE

V. ATTACHMENTS:

ATTACHMENT 1 - Barber Shop Supplies - Maximum Per Chair

ATTACHMENT 2 - Barber Shop Requisition Form

VI. PROCEDURE:

A. Barber Shop Supplies by Chair

1. It is the responsibility of each facility to ensure the issuance and proper replacement of Barber Shop Supplies.
2. The basic issuance of Barber Shop supplies will be issued per barber chair and maintained by the Business Office.

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3. The standards for the issue of Barber Shop supplies and quantity of articles per chair are listed on Attachment 1 to this SOP.
4. It is the responsibility of each facility to establish and maintain an inventory and auditing system for all Barber Shop supplies.
5. All approved Barber Shop Supplies will be purchased through Central Care and Custody.
6. All Barber Shop supplies shall be replaced in an economic and efficient manner.

B. **Barber Shop Supply Replacement**

1. A facility requesting replacement barber shop supplies must submit a Barber Shop Supply Replacement Form to Central Care & Custody.
2. This form must be submitted along with the facility's 120-day requisition, and show their current inventory.
3. The items requested will be reviewed and authorized replacements will be approved by Care and Custody.