

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
Policy Name: Facility/Center Barber/Cosmetology Shops		
Policy Number: 228.02	Effective Date: 3/7/2018	Page Number: 1 of 11
Authority: Commissioner	Originating Division: Facilities Division	Access Listing: Level II: Required Offender Access

I. Introduction and Summary:

Facilities and Centers shall provide an area designated as the Barber and Cosmetology Shop for Offender personal grooming. The hours of operation shall be posted for view. The Barber and Cosmetology Shop area shall be operated in a safe and sanitary manner. Barber and Cosmetology services provided for Offenders shall comply with all applicable governmental regulations and standards and health requirements as outlined within this policy.

II. Authority:

- A. Georgia Department of Corrections (GDC) Board Rules: 125-2-3-.04 and 125-3-2-.04;
- B. Georgia State Board of Barbers: 70-4 Dealing with Establishment and 70-5 Sanitation and Health;
- C. Rules of Georgia State Board of Cosmetology: 130-4 Dealing with Establishment and 130-5 Sanitation and Health;
- D. GDC SOPs: 218.01 Key and Lock Control, 218.02 Control of Tools and Equipment, 228.01 Safety and Sanitation Inspection, 221.03 Offender Photo Identification Cards, and 106.11 Religious Accommodations; and
- E. ACA Standards: 2-CO-4D-01, 4-4283, 4-4329, and 4-4343.

III. Definitions:

- A. **Barber/Cosmetologist** - The offender assigned by the facility Classification Committee to work on the Barber and Cosmetology Shop detail assignment.
- B. **Barber and Cosmetology Shop** - Area designated by the facility for offender personal grooming.
- C. **Care and Custody** - GDC section that provides the necessary and approved supplies.

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D. **Classification Committee** - A committee organized by the chief counselor designed to place offenders in appropriate programming, detail assignment, etc. See SOP 220.03.

E. **Medical Director** - The facilities director of the medical unit.

F. **Offender** – A person who has been placed under the Supervision of the Georgia Department of Corrections.

G. **Sanitation and Safety Officer** - The correctional officer assigned to implement and monitor the safety and sanitation procedures for the facility.

IV. Statement of Policy and Applicable Procedures:

A. Security:

1. Facility and Center Barber and Cosmetology Shops shall be secured when not in use.
2. All hair cutting implements and tools assigned to and utilized in the Barber and Cosmetology Shop area shall be carefully controlled in accordance with SOP 218.02 Control of Tools and Equipment.
3. Nail clippers shall be numbered, added to the tool inventory, shadow-boarded, and tethered and chained (locked to a fixed item).
4. All hair cutting implements and tools assigned to the Barber and Cosmetology Shop area shall be inventoried at the close of business each day.
5. Prior to assignment to the Barber and Cosmetology Shop, all Offenders shall be approved by the Classification Committee.

B. Sanitation:

1. Barbers and Cosmetologists shall thoroughly wash their hands with soap and water before rendering service to each person.

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2. Hair clippings and nail clippings shall be swept up between cuttings and deposited in an approved waste container.
3. Floors shall be cleaned daily with a disinfectant-based cleaning solution.
4. Furniture, equipment, appliances, walls, and ceilings shall be kept in a clean and sanitary condition at all times.
5. Scissors, hair clippers, combs, nail clippers, and all other utensils, or anything that comes in contact with the head, face, neck, or hair shall be maintained in good repair, thoroughly cleaned and disinfected in accordance with labeled directions on the disinfectant after final use on each person.
6. Any hair cutting implements or tools with a broken guard or other damage that further exposes the cutting blade or creates sharp edges which could come into contact with the skin shall not be used.
7. The Barber and Cosmetologist shall inspect all barber and cosmetology equipment prior to each use to insure there is no blood or debris present that may have escaped the cleaning process.
8. Hot and cold running water shall be accessible for each Barber and Cosmetology Shop and satellite shops. Paper towels shall be available in each barber and cosmetology shop.
9. Satellite Barber and Cosmetology Shops shall abide by the same sanitation practices as the main barber shop.
10. Each Barber and Cosmetologist shall practice good personal hygiene, be in good health, maintain neat personal appearance, and keep fingernails in a clean and neat manner.
11. Covered waste containers shall be utilized for used cloths and towels.

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12. All solid waste material shall be deposited in a nonabsorbent, washable, and covered container until properly disposed.
13. If towels or cloths are used, they shall only be used with one person until properly laundered.
14. The barber and cosmetology chair headrest, if present, shall be protected with a clean towel or sheet of paper for each patron.
15. Sanitary paper neck strips shall be placed around the neck of the person so that the hair cloth does not come into contact with the skin.
16. Nail clippers shall be properly cleaned with a clean and disinfected scrub brush and liquid soap or detergent under running water to remove all visible debris and residue. They shall be cleaned by a barber or orderly trained in the methods of proper cleaning before use on each patron.
17. A disinfectant, bactericide or Barbicide containing minimum active ingredients of Alkyl-(50% C14, 40% C12, 10% C16), Dimethyl Benzyl Ammonium Chloride-5.12% and Isopropyl Alcohol 14.00%, (or any product comparable in nature as supplied by Care and Custody) and designed to kill Trichophyton interdigitate and Microsporum audouinii within 10 minutes shall be used to disinfect all brushes, combs, clips, rollers, nail clippers, and scissors. This disinfectant shall be changed according to the manufacturer's directions to maintain the disinfecting properties. A Barber or orderly trained in the methods of proper disinfecting shall disinfect the items before use on each patron.
18. A designated blade wash product shall be used to flush accumulated hair from upper & lower cutting blades. Clippercide spray for hair clippers containing the minimum active ingredient of Phenyl Phenol-.025% and Isopropyl Alcohol- 11.00 % (or any product comparable in nature as supplied by Care and Custody) shall be used to disinfect clipper blades.

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19. If the nail clippers come in contact with blood or body fluids, they shall be disinfected by complete immersion for a minimum of 10 minutes in the Clippicide that is prepared and used according to the manufacturer's directions.
20. No patron shall be serviced who has open lesions on the scalp, neck, or facial area, unless approved by the Medical Director.
21. No Barber or Cosmetologist shall perform medical therapy of any skin condition. In particular, there shall be no opening or draining of pustules, crust, or other skin conditions.
22. In the event of a cut or break in the skin during the barber and cosmetology process, bleeding shall be controlled by applying firm pressure with a suitable substance or item other than an unprotected hand. Bleeding that does not stop shall be attended to by the medical department.
23. Barber and Cosmetology Shop Rules, Attachment 2, shall be posted in a conspicuous place in the Barber and Cosmetology Shop(s) and in the library. Additionally, for those Centers, Probation Detention Centers (PDCs), Probation Boot Camp (PBCs), etc. with small libraries, the Barber and Cosmetology Shop Rules (Attachment 2), shall be posted on each bulletin board in each living unit.
24. Attachment 5, Male Grooming Standards Diagrams A and B shall be posted near Attachment 2, Barber and Cosmetology Shop Rules. Attachment 5, Male Grooming Standards Diagrams A and B shall also be posted in the I.D. room, dining hall, education, and the medical area.
25. If the barbershop does not have the sanitation supplies required by this procedure, the shop shall not operate until the proper supplies are provided.
26. Hair clippers used by offenders with shaving passes shall be cleaned and disinfected by a barber or orderly trained in the methods of proper cleaning and disinfecting before use on each patron.

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C. Inspections and Supervision:

1. The Officer assigned to the Barber and Cosmetology Shop shall make daily sanitation inspections of the shop. The officer shall conduct the inspections four times per day, when practical, but in no event less than three times per day during actual operation of the shop. The inspection times should vary day to day.
2. The officer shall record the inspection times on a separate log maintained in each Barber and Cosmetology Shop for that purpose. In addition, the date, time, and results of the inspection shall be recorded on Attachment 1: the Sanitation Inspection Report. Write "Barber/Cosmetology Shop" in the Dorm/Building blank space and use every applicable category on the form, whether or not it is in the Barber Shop section. The report shall be forwarded to the Sanitation Officer.
3. The Sanitation and Safety Officer shall make scheduled and periodic unscheduled sanitation inspections of the Barber and Cosmetology Shop area.
 - a. These comprehensive and thorough inspections shall be scheduled at least once each calendar month.
 - b. A written report of the inspection, noting all deficiencies, shall be forwarded to the Warden or Superintendent for review and action.
4. The Sanitation & Safety Officer shall review and complete Attachment 3, Orientation Checklist for New Barbers and Cosmetologists to ensure each Barber, Cosmetologist, or staff member thoroughly understands the sanitation procedures for the Barber and Cosmetology Shop prior to being assigned Barber/Cosmetology Shop responsibilities.
5. Offenders shall be encouraged to report sanitation violations in the Barber and Cosmetology Shop to the Sanitation and Safety Officer or the Warden. The Sanitation and Safety Officer or the Warden shall maintain a record of the reported violation and any action taken to address the violation.

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D. Appointment Procedures for Cosmetology Services: All female Offenders shall complete and send Attachment 4, Cosmetology Request Form, to the designated staff member. The form must have the Offender's name, ID number, date, detail (a.m. or p.m.), off days, counselor, housing assignment, and services requested (perm, curls, haircut, etc.).

E. Hair Care Guidelines for Male Offenders:

1. Each male Offender shall satisfy the following guidelines unless otherwise authorized through the request procedure in S.O.P. 106.11, Religious Accommodations.
2. Each Offender shall have a conventional haircut.
 - a. Hair shall not be longer than three (3) inches.
 - b. Hair shall not extend beyond the point that would reach the collar on an ordinary shirt.
 - c. Hair shall not cover any part of the ears or eyebrows.
3. Offenders may wear sideburns no longer than at a point even with the bottom of the ear canal.
4. Offenders will be permitted facial hair, provided that the following standards are adhered to:
 - a. Facial hair shall be kept clean and neat. Facial hair shall not be trimmed or styled in any manner except as outlined in this policy. If an Offender cannot grow a full beard, he must keep it shaved even throughout his face. Natural growth patterns for some Offenders may leave areas of the face with little or no hair growth, making it difficult to grow a full, complete beard. In such cases, Offenders are required to keep the beard shaved evenly throughout the face. This does not mean the beard must be removed. Where hair grows, the beard should be trimmed evenly, up to

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the ½ inch limit. The mouche, which is the facial hair under the lower lip, may be worn with the beard and cannot be worn alone without facial hair. This means Offenders may not trim or style facial hair to depict symbols, numbers, letters, lines, unusual shapes such as the goatee, or any other such styles and alterations not expressly permitted by this policy.

- b. Mustaches worn without a beard are permitted. The mouche cannot be worn without the beard. Mustaches shall not extend beyond the corners of the mouth and shall be kept neat and trimmed at all times. When a mustache and beard are worn together, they cannot be shaved to disconnect them.
- c. Beards are permitted and shall be worn full. The Beard shall be lined above the Adam’s apple. Beards cannot be worn without a mustache. The beard shall be lined and neatly groomed. The mouche cannot be worn without the beard.
- d. Facial hair shall be no longer than one-half inch (1/2”) in length and cannot visibly obscure or distort facial contours. See Attachment 5, Male Grooming Standards Diagrams A and B.
- e. Offender I.D. cards shall be reviewed on an on-going basis to determine if a new card needs to be issued due to changes in the physical appearance including the growth of facial hair. If physical appearance is noticeably different, a new card shall be issued. See S.O.P. 221.03, Offender Photo Identification Card.
- f. Offenders who do not adhere to the guidelines above will receive disciplinary action.

F. Hair Care Guidelines for Female Offenders:

- 1. Each female Offender shall satisfy the following guidelines unless otherwise authorized through the request procedure in S.O.P. 106.11, Religious Accommodations.

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- a. Hair shall be clean, well groomed, and neat. If dyed, hair shall look natural, matching the offender's natural color.
 - b. Hair shall not contain excessive amounts of grooming aids (mouse, style gel, hair spray, etc.)
 - c. Bangs shall not touch below eyebrows when groomed.
 - d. When long hair is cut to a shorter style and conversely when short hair is grown to a longer length, the offender shall have a new Offender ID Card made at her expense. See S.O.P. 221.03, Offender Photo Identification Card.
 - e. Hair shall be maintained in a style which is neat and not in an extreme or fad style. Example: Shaving parts into the head or shaving the head completely.
 - f. Long hair shall be pulled up off shoulders when working details that require safety or sanitation considerations. Examples include: maintenance, floor maintenance, food service, paint detail, print shop, etc.
 - g. In addition, Monday through Friday, except for holidays, all long hair shall be pulled up off the collar of the uniform, until the completion of the evening meal.
- G. Hair Nets: Offenders shall wear hair nets as required for safety and sanitation for working certain details e.g. Food Service and the Facility or Center through Care & Custody shall furnish hair nets.
- H. Wigs and Hairpieces: Medical may approve wigs and hairpieces for medical reasons. The Offender shall bear the expense for the wig or hairpiece.
- I. Fingernail Hygiene: Fingernails shall be kept clean and neatly trimmed, so that the nail does not extend beyond the fingertip. No fingernail shall be shaped or roughened so that it may be used as a weapon.

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J. Facilities Housing Males Only:

1. No Offender shall have nail clippers in their possession or personal property.
2. Fingernails shall be cut each time an Offender is given a haircut, if necessary.
3. The Barber Shop officer shall observe the nails and determine if the Offender needs his nails clipped.
4. For Offenders who do not need a haircut but need their nails clipped, the dorm officer shall give the Offender a pass to the Barber Shop and shall sign out and back in the Offender to the dorm using the accountability log.
5. Toenails shall be clipped upon request and under the same guidelines above.
6. Offenders shall be seen in medical via the sick call procedure for medical issues (diabetics, ingrown nails, etc.) with fingernails and toenails.
7. Care and Custody shall provide nail clippers by Requisition.

V. Attachments:

- Attachment 1: Sanitation Inspection Report (duplicate of Attachment 1 of SOP 228.01);
- Attachment 2: Barber Shop and Cosmetology Rules;
- Attachment 3: Orientation Checklist;
- Attachment 4: Cosmetology Request Form; and
- Attachment 5: Male Grooming Standards Diagrams A and B;

VI. Record Retention of Forms Relevant to this Policy:

Upon completion, Attachment 1 shall be maintained locally for one (1) year and then shall be destroyed. There is no retention schedule for Attachment 2 and 5, as they shall be posted in the appropriate area as required by this S.O.P. They shall be replaced as needed and remains a part of the S.O.P.

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Attachments 3 and 4 shall be placed in the offender's institutional file and retained according to the official records retention schedule for that file.