

<b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures		
<b>Functional Area:</b> Facility Operations	<b>Reference Number:</b> IID04-0009	<b>Revises Previous Effective Date:</b> 7/15/02
<b>Subject:</b> Resident Hygiene, Appearance, Hair Care		
<b>Authority:</b> Owens/Hodges	<b>Effective Date:</b> 8/01/09	Page 1 of 4

**I. POLICY:**

All residents will be required to maintain a high standard of personal cleanliness. They will be responsible for the order and cleanliness of their living area and other areas as assigned by staff. Work release residents are responsible for maintaining their personal appearance and hair cuts at their own expense.

**II. APPLICABILITY:**

Transitional Centers

**III. RELATED DIRECTIVES:**

- A. GDC Rules: 125-2-1-.01 (d); 125-2-3-.04; 125-3-2-.04 (g) 5
- B. GDC SOPS: IIA07-0007, IIB01-0013; IIB01-0018; IIB06-0001; IIB06-0002; IID03-0004

**IV. DEFINITIONS:**

- A. Work Release Resident: Inmate assigned to a Transitional Center who is currently participating in work release.
- B. Maintenance Resident: Inmate assigned to a Transitional Center to assist in the daily operation of the facility. The inmate does not participate in the work release program.

**V. ATTACHMENTS:**

NONE

**VI. PROCEDURE:**

- A. Personal Hygiene:

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1. Residents shall be furnished the basic necessities (if unable to purchase their own or until they earn enough money to purchase their own) to maintain a high standard of personal cleanliness. Necessities shall include but are not limited to soap, razor blades or other shaving devices, toothbrushes, toothpaste or powder, deodorant, toilet paper...
2. Residents will be expected to bathe daily and will be supplied necessary items for this.
3. Residents will be required to maintain their clothes in such a manner as to ensure continuous cleanliness.
4. Each Center shall either maintain an operationally adequate laundry facility for resident needs or shall ensure that such facilities are available and residents are provided adequate time to use such facilities.
5. Each resident is responsible for the order and cleanliness of his or her assigned area, and other areas as assigned by staff.

**B. Hair Requirements for Male Residents [GDC Rule 125-2-3-.04]:**

1. Residents must have a conventional haircut no longer than three (3) inches (limited exception defined in paragraph VI.B.3.) Hair must not be worn in extreme or fad style. Example: Shaving parts into the head or shaving the head completely.
2. Hair shall not extend beyond a point that would reach the collar on an ordinary shirt and shall not cover any part of the ears or eyebrows.
3. Residents may wear sideburns no longer than a point even with the bottom of the ear canal.
4. Mustaches are permitted, but shall not extend beyond the edge of the mouth and must be kept neat and trimmed at all times.

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5. Goatees, beards, and similar facial adornments are prohibited, unless medically indicated.

C. Hair Requirements for Female Residents:

1. Hair must be clean, well groomed, and neat. If dyed, must look natural, matching natural color.

2. Hair must not contain excessive amounts of grooming aids; bangs must not touch below eyebrows when groomed.

3. When long hair is cut to a shorter style, the resident must have a new ID card made.

4. Hair must not be worn in extreme or fad style. Example: Shaving parts into the head or shaving the head completely.

D. **Wigs and Hairpieces:** Wigs and hairpieces must be approved by medical services for medical reasons. Expense will be borne by the resident.

E. **General Access to Hair Care:** Residents will be given access to either an in house barber shop, an outside source, or shall be permitted to make arrangements through the pass procedure to maintain hair care standards. Residents are prohibited from cutting, grooming, perming, tinting, or otherwise styling another resident's hair.

F. **Non-pass eligible Residents and Maintenance Residents:** A resident may choose to obtain a hair cut/style while on pass, at his/her own expense, **ONLY** if he or she is pass-eligible under the terms and conditions of SOP IID03-0004, "Passes and Leaves." Maintenance residents and all residents ineligible for pass will be provided access to an in house barber shop, will be transported to the nearest state institution, trade / vocational school for hair care, or licensed barber/cosmetology shop. The trade / vocational school or barber/cosmetology shop should be one that charges no more than a nominal fee for hair cuts/styles.

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1. Site Determination: The Superintendent or designee will determine the location used by pass-ineligible residents.
2. Scheduling: Residents ineligible for pass are responsible for requesting hair appointments through a staff member.
3. Transportation: Maintenance and pass-ineligible residents will be escorted to the hair appointment in the event an outside appointment is necessary,.
4. Payment: If a trade/vocational school or barber/cosmetology shop is utilized for resident hair care, expenses may be paid from the resident benefit fund.