

 <p style="text-align: center;">DIVISION OF ADULT INSTITUTIONS</p> <p style="text-align: center;">POLICY AND PROCEDURES</p>	DAI Policy #: 309.24.01	Page 1 of 3
	Original Effective Date: 01/01/99	New Effective Date: 03/13/23
	Supersedes: 309.24.01	Dated: 03/22/21
	Administrator's Approval: Sarah Cooper, Administrator – 2/23/23	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> PIOC <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted		
Chapter: 309 Resources for Inmates		
Subject: Personal Hygiene and Hairdressing		

POLICY

The Division of Adult Institutions shall ensure compliance with personal hygiene standards for PIOC.

REFERENCES

Wisconsin Administrative Code s. DOC 309.24 – Personal Hygiene

Wisconsin Administrative Code s. DOC 303.57 – Poor Personal Hygiene

DAI 309.52.01 – Inmate Canteen

DEFINITIONS, ACRONYMS AND FORMS

DAI – Division of Adult Institutions

DOC – Department of Corrections

Flossers – A “u-shaped” device with a short handle which contains a short piece of floss strung between the prongs of the “u”.

PIOC – Persons in Our Care

PROCEDURE:

- I. **Facilities shall establish procedures regulating:**
 - A. Personal hygiene and cosmetic items.
 - B. Clothing exchange/laundrying.
 - C. Bed linen and towel exchange.
 - D. Bathing/shower periods offered with a minimum of twice a week.
 - E. Hair, haircutting, use of hairnets, curlers and other items in the hair/body hair to include the following specifications:
 1. No security threat group related haircuts.
 2. No designs, lines, numbers, letters or symbols.
 3. No dying or bleaching, unless performed as a service in a cosmetology program.
 4. No hair extensions.
 5. Any shaving of the head must be of the entire scalp.

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- F. Soap, toilet tissue, clothing and feminine hygiene items shall be made available when needed.
- G. Availability of dental hygiene items.
1. Toothpaste may be reissued on a replacement basis.
 2. Toothbrushes may be issued every three months, if requested by PIOC.
 3. PIOC in Restrictive Housing shall have access to personal dental floss or flossers on a daily basis as their status permits.
 4. PIOC with dentures or a dentist-prescribed bite guard shall have access to purchase denture cups from Canteen.
 5. PIOC with dentures shall have access to purchase denture adhesive from Canteen.
- H. Medical staff may issue a medical order related to an PIOC's personal hygiene.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
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New Effective Date: 00/00/00	Supersedes Number: 309.24.01	Dated:
Chapter: 309 Resources for Inmates		
Subject: Personal Hygiene and Hairdressing		
Will Implement <input type="checkbox"/> As written <input type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval:		

REFERENCES

DEFINITIONS, ACRONYMS AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

I. Staff

II. PIOC

III. Other