

 <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: 04/20/18
	Supersedes: 309.24.01	Dated: 05/30/13
	Administrator's Approval: Jim Schwochert, Administrator	
Required Posting or Restricted:		
<input checked="" type="checkbox"/> Inmate <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 inmates.

REFERENCES

Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene

Wisconsin Administrative Code s. DOC 303.57 – Poor personal hygiene

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”.

PROCEDURE:

- I. **Facilities shall establish procedures regulating:**
 - A. Personal hygiene and cosmetic items.
 - B. Clothing exchange – minimum of twice a week.
 - 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.
 - F. Availability of soap, toilet tissue, clothing and feminine hygiene items for females.

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- 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 inmate.
 - 3. Inmates in Restrictive Housing shall have access to personal dental floss or flossers on a daily basis as their status permits.
 - 4. Inmates with dentures or a dentist-prescribed bite guard shall have access to purchase denture cups from Canteen.
 - 5. Inmates with dentures shall have access to purchase denture adhesive from Canteen.

- H. Medical staff may issue a medical order related to an inmate's personal hygiene.

Administrator's Approval: _____ **Date Signed:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Name		
Original Effective Date: 01/01/99	DAI Policy Number: 309.24.01	Page 3 of 3
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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. Inmate

III. Other