

 <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 4
	Original Effective Date: 01/01/99	New Effective Date: 03/22/21
	Supersedes: 309.24.01	Dated: 04/20/18
	Administrator's Approval: Sarah Cooper, 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/laundry— 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:** _____
Sarah Cooper, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
Original Effective Date: 3/24/10	DAI Policy Number: 309.24.01	Page 3 of 4
New Effective Date: 06/03/21	Supersedes Number: 309.24.01	Dated: 10/30/20
Chapter: 309 Resources for Inmates		
Subject: Personal Hygiene and Hairdressing		
Will Implement <input type="checkbox"/> As written <input checked="" type="checkbox"/> With below procedures for facility implementation		
Warden's/Center Superintendent's Approval: Warden Jon Noble		

REFERENCES

KMCI Procedure 900.300.13 – Main Laundry Exchange
KMCI Procedure 900.300.14 – Bed Linen Exchange
KMCI Procedure 900.024.01 – Barbershop and Barbering Class Operations

DEFINITIONS, ACRONYMS, AND FORMS

KMCI – Kettle Moraine Correctional Institution

RHU – Restrictive Housing Unit

FACILITY PROCEDURE**I. Hygiene Supplies**

- A. Toothpaste, toothbrushes and soap shall be provided to inmates.
- B. Inmates shall provide housing unit staff with an empty tube of toothpaste and/or a worn toothbrush as a one-for-one exchange to receive new items.
- C. Soap is required to be completely used and may be requested from staff when needed.

II. Clothing and Bedding Exchange

- A. All state issued clothing, towels and washcloths shall be processed and laundered in accordance with KMCI Procedures 900.300.13 and 900.300.14.
- B. Laundry schedules are posted by the laundry room for turn in/pick up times.
- C. Bed linens shall be exchanged on a one-for-one basis (two sheets, one pillowcase) and laundered in accordance with KMCI Procedure 900.300.14.
- D. Items shall be exchanged on a one-for-one basis. Sizes shall be consistent with the sizes the institution laundry has recorded.

III. Haircuts–General Population

- A. Inmates shall be offered haircuts on a rotating system.
- B. Hair shall be clean, free of oil, and the scalp shall not have open sores.
- C. The clippers, combs, and scissors shall be sanitized between inmates.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Kettle Moraine Correctional Institution		
New Effective Date: 04/21/21	Supersedes Number: 309.24.01	Dated: 10/30/20
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- D. Towels shall be changed for each inmate.
- E. The barber shall wash his hands between appointments with inmates.
- F. The countertops and chairs shall be cleaned between each person.

IV. Haircuts –Restrictive Housing Unit

- A. Inmates in RHU shall be offered haircuts on a rotating system.
- B. Inmates on a two-man escort restriction shall not receive a haircut.
- C. Barber supplies shall be kept in a locked area and in the possession of the RHU sergeant.
- D. Equipment and supplies shall be coordinated with the Education Director/designee.
- E. Inmates' hair shall be clean, free of oil, and the scalp shall not have open sores.
- F. RHU inmates shall be in restraints and under direct staff supervision.
- G. The inmate barber shall be strip searched before entering and strip searched upon leaving the RHU.
- H. Short haircuts are for health/disease control of the hair, scalp, and individual. Three (3) types of haircuts permitted:
 - 1. Short haircut (Oster clipper head #0000 over the whole head).
 - 2. Medium haircut (Oster clipper head #1 over the whole head).
 - 3. Long haircut (Oster clipper head #3 ½ over the whole head).