

 <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 5
	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.

Error! Not a valid link.

DAI Policy #: 309.24.01	New Effective Date: 04/20/18	Page 2 of 5
Chapter: 309 Resources for Inmates		
Subject: Personal Hygiene and Hairdressing		

- 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: Prairie du Chien Correctional Institution		
Original Effective Date: 07/07/97	DAI Policy Number: 309.24.01	Page 3 of 5
New Effective Date: 08/13/20	Supersedes: 309.24.01	Dated: 04/12/19
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 Peter J. Jaeger		

REFERENCES

PDCI 900.409.50 Inmate Intake Status
PDCI 900.112.05 Laundry and Clothing Process
Prairie du Chien Correctional Institution Inmate Handbook

PROCEDURE

I. General Guidelines

- A. Inmates will be offered basic state issued hygiene items during intake. The items will include a bar of soap, toothbrush, and toothpaste.
- B. Hygiene items will be available for purchase from canteen on a weekly basis.
- C. Inmates with sufficient resources will be responsible for purchasing personal hygiene items from canteen.

II. Indigent Inmates

- A. Inmates without sufficient funds to purchase hygiene items may request to be placed on the institution's indigent list to receive basic state issued hygiene items at no charge.
- B. Inmates wanting to be considered eligible for state issued hygiene items must submit a DOC-761 to the Business Office requesting indigent status.
- C. The criteria used to determine eligibility will include, but is not limited to:
 1. Inmate account balances.
 2. Anticipated payroll earnings.
 3. Receipt of monies and/or supplies from outside sources.
 4. Recent spending patterns, including canteen purchases, outside purchases, and funds to family.
- D. If a request is denied, institution staff shall inform the inmate in writing, noting the reason for the decision.
- E. If the request is approved, the inmate's name will be added to the Indigent List.
- F. The Indigent List will be posted in the institution's Group folder.
- G. The Indigent List will be reviewed by Business Office staff on a weekly basis.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Prairie du Chien Correctional Institution		
New Effective Date: 08/13/20	DAI Policy Number: 309.24.01	Page 4 of 5
Chapter: 309 Resources for Inmates		
Subject: Personal Hygiene and Hairdressing		

- H. Inmates being removed from the list will be informed in writing, noting the reason for the removal.

- I. Housing unit staff will distribute the following hygiene items to inmates on the Indigent List.
 - 1. Toothbrush (one for one exchange) – Monthly (first Saturday of each month)
 - 2. Toothpaste – Bi-Weekly (Saturday after payroll)
 - 3. Bar soap – Bi-Weekly (Saturday after payroll)

- J. Housing unit staff will document the following information and forward it to the Business Office for monitoring purposes.
 - 1. Inmate name
 - 2. DOC number
 - 3. Supplies provided
 - 4. Date/time supplies provided
 - 5. Name of staff providing supplies

III. Barber Shop

- A. Inmates are allowed one haircut each calendar month.

- B. Inmates are not allowed to miss school, work, or programs for a haircut.

- C. Appointments
 - 1. On Thursday evenings, unit staff will post new sign up sheets.
 - 2. Inmates shall sign up on their unit no later than Thursday. Appointments will be scheduled for the following week, starting on Monday.
 - a. Appointment will be assigned in the order received.
 - b. An appointment list will be posted on each unit Friday afternoon and will remain posted until the next list arrives.
 - 3. The HSU Sergeant shall:
 - a. Collect the sign-up sheets on Friday mornings.
 - b. Approve and coordinate appointments with the inmate barbers.
 - c. Maintain a haircut log.

- D. Attendance
 - 1. Inmates must follow instructions on the sign-up sheets.
 - 2. Inmates on the appointment list will report to the HSU Sergeant and wait in the designated chairs.
 - a. Inmates must be on time and may not arrive more than ten (10) minutes prior to their appointment.
 - b. An inmate found loitering in an unassigned area shall be sent back to the unit. His haircut will be cancelled for the month.
 - 3. An inmate who is unable to make his scheduled appointment shall notify staff prior to the appointment. Staff will notify the HSU Sergeant.
 - 4. If the inmate is more than five (5) minutes late, his appointment will be cancelled.

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Prairie du Chien Correctional Institution		
New Effective Date: 08/13/20	DAI Policy Number: 309.24.01	Page 5 of 5
Chapter: 309 Resources for Inmates		
Subject: Personal Hygiene and Hairdressing		

- a. The inmate may sign up again the next month.
 - b. Staff will not call for inmates if they are late, but will follow with unit staff regarding their whereabouts.
5. Excused absences will include: a hearing, HSU appointment, visit, sick cell, out to court, off grounds to a medical appointment, or a change in work/program schedule.
- a. If an inmate has an excused absence, he may sign up for another appointment in the same month.
 - b. Appointments will not be rescheduled automatically.
- E. Inmates are not allowed to wear shorts or sweatpants in the Barber Shop.
- F. The inmate's hair must be clean and free of oil. An inmate who shows up with greasy or dirty hair:
1. Will not receive a haircut that month and the Unit Sergeant will be notified.
 2. This will be noted on the completed monthly haircut log.
- NOTE:** Dirty, greasy hair is hard on the barber equipment.
- G. All haircuts will conform to the Prairie du Chien Correctional Institution procedure set forth in the Inmate Handbook. No exceptions allowed.