

 <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: 03/22/21
	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/laundrying– 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: Wisconsin Correctional Center System		
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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: /s/ Quala Champagne		

FACILITY PROCEDURE

Centers shall address the hygiene, hairdressing, and clothing processes in their respective Inmate Handbook.