

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Kettle Moraine Correctional Institution		
Original Effective Date: 10/30/20	Facility Procedure#: 900.024.01	Page 1 of 4
New Effective Date:	Supersedes Number:	Dated:
Chapter: 900 KMCI Procedures		
Subject: Barbershop and Barbering Class Operations		
Required Posting or Restricted:	<input checked="" type="checkbox"/> Inmate	<input checked="" type="checkbox"/> All Staff <input type="checkbox"/> Restricted
Warden's/Center Superintendent's Approval: Warden Jennifer McDermott		

PURPOSE

Kettle Moraine Correctional Institution shall provide inmates regular access to the barbershop in a safe and secure manner. Additionally, other services may be offered through the barbershop or to meet the curriculum requirements of the vocational barbering program.

REFERENCES

Wisconsin Administrative Code s. DOC 309.24 – Personal hygiene
DAI Policy 309.24.01 - Personal Hygiene and Hairdressing

DEFINITIONS, ACRONYMS, AND FORMS

DOC-184 – Disbursement Request

KMCI - Kettle Moraine Correctional Institution

OCO – Out Court Order

OWO – Out Wardens Order

TLU – Temporary Lock Up

FACILITY PROCEDURE**I. Institution Barbershop**

- A. The institution barbershop will be supervised by Education Director/designee. This includes hiring, dismissals, scheduling, work reviews, and training as needed.
- B. The institution barbershop will offer haircuts at no cost to the inmate on a regular basis, rotating through the units to ensure equal access.
- C. Haircuts missed due to institution or unit lockdowns, including fog or weather events will be re-scheduled.
- D. Haircut signups missed due to internal transfer, OWO, OCO, TLU, visits, or other reasons will not be re-scheduled. The inmate will have to wait for the rotation to come around again. The Education Director/designee may consider exceptions for exigent circumstances.

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- E. Inmates on 24-hour room confinement or building confinement are not eligible to receive a haircut. Inmates missing an appointment due to disposition from a conduct report must wait for the next haircut rotation.
- F. Education Director/designee may re-schedule or cancel an appointment if procedure is not followed or the inmate does not arrive in a timely manner.

II. Barbershop – Institution Provided Services

- A. Inmates shall only request appointments during their free periods.
- B. To schedule inmates for haircuts.
 - 1. Schedule sign-up sheet shall be delivered to the unit.
 - 2. Sign-up should be announced on the unit to ensure all inmates have an opportunity to select an appointment. Once all available appointments are filled, additional requests will be recorded on an overflow list.
 - 3. Overflow names shall be called for haircuts as space becomes available. All overflow haircuts will be cleared prior to offering optional barbershop services.
- C. On the day and time of the inmate's appointment, the inmate shall:
 - 1. Come with freshly washed hair free of product, sweat, gels, grease, sprays, additives or curlers.
 - 2. Sign in with School Officer, who will issue a haircut pass.
 - 3. Wait on the bench in the Education hallway until called.
 - 4. Sign out with School Officer.
- D. Barbers shall check the names of the inmate against the appointment list and contact a staff member if there is a discrepancy with the schedule.
- E. The Barbering instructor and school officers shall monitor haircuts.
- F. Any questionable haircuts shall be referred to the Education Director/designee for determination.
 - 1. A hard part (shaved line) that mimics a natural parting is permitted.
 - 2. A taper or fade professionally done with dreads or long hair is permitted.
 - 3. Designs, letters, numbers, symbols or other lines are not allowed.
 - 4. Partial shaving is not allowed.
 - 5. Security threat group related haircuts are not allowed.
- G. A new ID shall be purchased by the inmate immediately following the haircut or service if the appearance is altered significantly.

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III. Barbershop - Paid Haircuts and Services

- A. Inmates may request haircuts, beard trims and linings for a fee. These services are only available after all institution provided haircuts have been completed. Paid services permit a customer to select the barber of their choice.
- B. All appointment requests require a DOC-184 that indicates service(s) and the desired barber.
- C. Services available:
 - 1. Haircut: \$5.00.
 - 2. Haircut and beard trim: \$7.00.
 - 3. Haircut, beard trim, and lining: \$9.00.
- D. Paid haircuts will be allotted 20-30 minutes for haircut, 40-45 minutes for haircut/beard trim, and 50-60 minutes for haircut/beard trim & lining.
- E. A new ID shall be purchased by the inmate immediately following the haircut or service if the appearance is altered significantly.

IV. Barbering Classroom - Volunteers

- A. KMCI Barber Program requires suitable volunteers in order to gain mastery of various barbering techniques. These services will be performed at no cost.
- B. The Barber Instructor shall ensure proper safety and sanitation procedures are followed at all times.
- C. Color and Texture services may be denied in the event the hair and/or scalp is not in suitable condition.
- D. Volunteer services include:
 - 1. Highlight/lowlight.
 - 2. Hair coloring.
 - 3. Styling: Iron curl, flat iron, braiding & natural hair care.
 - 4. Facial shaves, facials & waxing. (Arms, nose, and facial hair).
 - 5. Texture Services: Relaxers, Perms, and Curl Reformation.
 - 6. Design Lines: The design line will be removed before exiting the classroom.
 - 7. Other services as required by MPTC (Moraine Park Tech. College) curriculum and State Board Examination.
- E. Inmates choosing to volunteer in the Barber Program shall send in an Information/Request to the Barber Program Instructor detailing what services they are willing to have practiced upon them.

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- F. Inmates may schedule a haircut free of charge if they wish to donate their hair to Wigs for Kids. Inmate shall complete the Wigs for Kids Donation sheet provided by Barber Instructor/designee during appointment.
1. Hair length must be 12 inches or longer.
 2. Hair shall not be colored or permed.

- G. A new ID shall be provided at no cost to volunteers immediately following the haircut or service if the appearance is altered significantly.

V. **Barbering Classroom – Paid Services**

- A. Barbering students need to perform client service hours to meet the requirements for certification. Services will be offered, at a cost, to interested inmates.
- B. As the barber students test out competencies satisfactorily in a subject, the Barbering Instructor will allow scheduling of paid services.
- C. The Barbering Instructor shall elect certain times/days for the students to practice barbering techniques on fellow students.
1. Product used shall be paid for by the student receiving services.
 2. All services provided for students shall be specifically approved by the Barbering Instructor in advance of the service.
- D. Paid service availability and cost shall be published periodically.
- E. Available paid services include:
1. Highlight/lowlight.
 2. Hair coloring.
 3. Styling: Iron curl, flat iron, braiding & natural hair care.
 4. Facial shaves, facials & waxing (Arms, nose, and facial hair).
 5. Texture Services: Relaxers, Perms, and Curl Reformation.
 6. Deep cleansing shampoo/scalp massage.
- F. A new ID shall be purchased by the inmate immediately following the service if the appearance is altered significantly.