

DIVISION OF ADULT INSTITUTIONS FACILITY PROCEDURE

Facility: Wisconsin Women's Correctional System		
Original Effective Date: 04/05/02	Facility Procedure #: 900.30.15	Page 1 of 8
New Effective Date: 09-25-2020	Supersedes Number: 900.30.15; 900.20.26	Dated: 06/26/15; 12/11/15
Chapter: 900 Miscellaneous		
Subject: Cosmetology Services		
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 Sarah Cooper		

PURPOSE

WWCS sites shall provide a cosmetology area, supplies, and trained inmate cosmetologists/cosmetology students for inmates to receive haircuts and cosmetology services.

REFERENCES

DAI 306.00.06 – Inmate Digital Photo Identification System
DAI 309.24.01 - Personal Hygiene and Hairdressing
DAI 309.55.02 – Lay-In and Sick Cell Status
Locks of Love Hair Donation Sheet
TCI 900.20.03 – Inmate Movement
TCI 900.20.27 – Tool Control
Inmate Handbook

DEFINITIONS, ACRONYMS, AND FORMS

A&E - Assessment and Evaluation

ATR- Alternative to Revocation

DOC – Department of Corrections

DOC-9 – Adult Conduct Report

DOC-184 - Disbursement Request

DOC-761 – Interview/Information Request

DOC-1111 – Monthly Tool Report

DOC-1112 – Tool Turn-In Receipt

DOC-1113 – Lost Tool Report

DOC-1462 – Tool Issue Log

DS – Disciplinary Separation

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Locks of Love – Public non-profit organization that provides hairpieces to financially disadvantaged children in the United States and Canada under age 18 suffering from long-term medical hair loss from any diagnosis.

OCO – Out Court Order

OWO – Out Warden's Order

RHU -Restrictive Housing Unit Inmates– Inmates in Temporary Lock-Up, Disciplinary Separation, Administrative Separation, or Protective Confinement.

TCI – Taycheedah Correctional Institution

WWCS Cosmetology Services Request – Request slip completed by inmate for all cosmetology services (i.e., haircut, perm, color, etc).

FACILITY PROCEDURE

I. General Guidelines and Rules

- A. Cosmetology Instructor/designee will ensure that sanitation, safety, and security of the cosmetology area are maintained.
- B. Chemical services will be denied by the Cosmetology Instructor/designee if the hair is in poor condition, unsuitable, or may be damaged by the chemicals.
- C. Cosmetology services shall not be allowed until medically cleared.
- D. Cosmetologists/cosmetology students shall not cut the hair of an inmate with sores on her scalp.
- D. Cosmetologists/cosmetology students shall not cut hair unless it is freshly washed hair, free of gels, grease, sprays, additives or curlers.
- E. Cosmetologists/cosmetology students are not permitted to cut or shave designs, symbols, signs, lines, etc. into the hair, scalp or eyebrows.
 1. If shaving of the head is requested, it must be the entire scalp.
 2. Haircuts shall be blended haircuts.
 3. No half shaved heads or Mohawks.
 4. Linings shall be natural.

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- F. Cosmetology services that significantly change inmate appearance may require a new inmate ID as determined by the Cosmetology Instructor/designee. The cost will be charged to inmate's account if ID is less than five years old.
 - G. Cosmetologists/cosmetology students shall be assigned by the Cosmetology Instructor/designee to perform cosmetology services on inmates.
 - H. Inmates shall complete back side of WWCS Cosmetology Services Request and send to Education Office/designee to cancel or change appointment service.
 - L. Inmates missing an appointment due to OCO, OWO, lay in or sick cell status will be rescheduled after return to general population. Inmate must submit a WWCS Cosmetology Services Request to Education Office/designee indicating reason for missing appointment.
 - E. If an inmate cuts their own hair on the unit and it is in violation of the procedure, they may receive a conduct report and be required to have it corrected by cosmetology. Restitution for the cost of service shall be part of the disposition.
- II. General Population, A&E and ATR Inmates Request for Haircut**
- A. Haircut appointments shall be authorized once every 30 days (if possible). Refusal of cosmetology service will result in 30 day waiting period to request service again.
 - B. Submit WWCS Cosmetology Services Request to Education Office/designee to request haircut including free time for appointment to be scheduled or placed on haircut rotation list.
 - C. After placement on schedule or haircut rotation list, inmates shall be placed on movement for service.
 - D. Inmates missing an appointment due to RHU placement or specific conduct report dispositions shall wait for the next haircut rotation. The haircut is forfeited and the inmate shall complete a WWCS Cosmetology Services Request to receive additional services.
 - E. Inmates may lose their appointments if they report late.
 - F. Haircuts are provided at no charge to the inmate.

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- G. Inmates who refuse two (2) haircut passes will have their name removed from the haircut rotation list.
- H. If an inmate cuts their own hair on the unit and it is in violation of the procedure, they may receive a conduct report and be required to have it corrected by cosmetology. Restitution for the cost of service may be part of the disposition.

III. RHU Inmates Requests for Haircut

- A. Inmates housed in RHU may receive haircuts every 60 days.
- B. The Cosmetologists/cosmetology students will use only electric clippers to perform haircuts on RHU inmates.

IV. Paid Cosmetology Services For General Population, ATR and A&E Inmates

- A. Services and prices shall be posted in the Cosmetology area, on WWCS Cosmetology Services Request, and in the Daily Bulletin periodically.
- B. Paid Cosmetology Services shall not be allowed for ATR inmates until they are at their permanent program site.
- C. Paid Cosmetology services are allowed for Inmates in A&E status.
- D. Inmates will not receive facial services if they are being treated for acne problems with HSU or have open abrasions on the face. Facials do not include make-up application.
- E. Permanent color services, including highlights, lowlights and partial color may be provided once every 90 days.
- F. Styling is not included with scalp treatment unless determined by Cosmetology Instructor/designee.
- G. If there are sufficient funds, the money shall be debited from the inmate's account and the inmate will be scheduled for the paid services through the Cosmetology area.
- H. Only the paid scheduled service shall be provided.

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- I. To request a refund for paid services, the inmate shall submit the refund request on the backside of the WWCS Cosmetology Services Request to the Cosmetology Instructor/designee for approval or denial.
 - J. Once the appointment for service is scheduled, inmate shall report for paid service. Inmates who fail to keep scheduled appointments shall be considered a "no show" and may receive a conduct report.
 - K. If the inmate chooses not to have the service, is unexcused for missing their scheduled service, is on building/room confinement, or has been moved to RHU this is considered a refusal. Refusal of cosmetology services will result in a loss of money paid for services and a 30 day waiting period. The inmate shall put in a request to receive the service again.
 - L. Inmates may lose their appointment if they report late. Inmates who report late for an appointment shall lose their appointment, any money paid for services and may receive a conduct report.
 - M. Inmates shall send any request for a refund of paid services for appointments missed to Cosmetology Instructor/designee.
 - N. Cosmetology Instructor/designee will keep list of inmates and services provided and contact Business Office staff in writing for refund of services not provided.
- V. Locks of Love Program General Guidelines**
- A. Locks of Love donations will be scheduled by the Cosmetology Instructor/designee.
 - B. Inmate will complete the Locks of Love Hair Donation sheet provided by Cosmetology Instructor during appointment.
 - C. Inmate will wash and dry their hair before it is cut.
 - D. Hair length must be six inches or longer and in a ponytail or braid.
 - E. Hair may not be colored or permed.
 - F. Hair cut in the past is usable if it has been stored in a ponytail or braid.

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- G. Hair that is shaved off and not in a ponytail or braid is not usable. Hair may be divided into multiple ponytails, and have each one cut off before continuing to shave.

RESPONSIBILITY

II. Staff

A. RHU Sergeant

1. Retrieve the inventoried tool box from the designated location at each site and complete inventory of "tool box" upon check out and return.
2. Ensure cosmetologist/student is strip-searched upon entering and pat searched upon exiting the RHU.
3. Prior to cosmetologist/student leaving, ensure that inmate has received a haircut that is in compliance with this procedure.
 - a. If haircut is not in compliance, cosmetologist/student shall be instructed to correct haircut.
 - b. A conduct report may be issued for non-compliance.
4. Monitor, supervise, and evaluate cosmetologist/student activities on housing unit. This shall include the officer supervising the haircut.
5. Inventory contents of housing unit cosmetology box prior to and at completion of haircutting.
6. Monitor haircuts to ensure safety and security are maintained.
7. Ensure compliance with procedure.

B. Education Department Officer/Designee

1. Coordinate with Unit Sergeants the movement of cosmetologist/student to specified housing units.
2. Coordinate movement of inmates to cosmetology area.
3. For TCI Inmates, check in when entering Simpson building and walk through metal detector and have books checked before leaving Simpson building.
4. MWCC and REECC inmates shall report to designated cosmetology area.
5. Ensure new inmate ID is issued as necessary and ID supplies inventoried.
6. Notify Security Supervisors of any missing tools as reported by Cosmetology Instructor/designee.

C. Cosmetology Instructor/designee

1. Forward WWCS Cosmetology Services Requests and completed DOC-184 for charged services to Business Office for processing payment transaction and receive return receipt of request prior to scheduling service.

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2. Process WWCS Cosmetology Services Requests to schedule, cancel, or change inmates for haircut or cosmetology services appointments following inmate movement procedure.
3. Ensure sanitation, safety, and security of the cosmetology area is maintained accounting for all tools and document following facility Tool Control procedure.
4. Enroll, hire, evaluate and terminate inmate cosmetology students as needed.
5. Assign students to perform cosmetology services on inmates.
6. Evaluate all haircuts and services provided to inmates and maintain listing of services provided to inmates.
7. Ensure DOC-184 is completed and submitted to Business Office for inmate needing new ID if Cosmetology Instructor/designee deems necessary.
8. Refunds for services will be coordinated with Business Office staff if deemed necessary by Cosmetology Instructor/designee and DOC-184 completed.
9. Ensure new inmate ID is issued as necessary and ID supplies inventoried.
10. Purchase supplies as needed for cosmetology area.
11. Provide and maintain tool issue log, DOC-1462.
12. Immediately notify Education Department Officer, Security Supervisor or Education Director of any missing tools, complete DOC-1113.
13. Notify Education Director of any broken/worn tools for replacement, complete DOC-1112.
14. Complete DOC-1111 and forward to Tool Control Supervisor by the last Friday of the month.

- D. Business Office Staff
1. Process DOC-184.
 2. Process refunds as needed.

III. Inmate

- A. Cosmetologist/Cosmetology Students
1. Follow all sanitation and sterilization procedures.
 2. Consult with Uniform Staff and Cosmetology Instructor/designee regarding appointment schedule.
 3. Report to the designated housing unit, as assigned, to perform haircuts on inmates.
 4. Retake testing fees for State Board Licensure are the inmate's responsibility.

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5. Licensed cosmetology graduates are responsible for license renewal fees (license valid for two years) and any continuing education requirements and fees to maintain licensure.
- B. General Population, ATR and Medically Cleared A&E Inmates
1. Complete WWCS Cosmetology Services Request for haircut appointment and submit to Education Office/designee with free time documented.
 2. Complete WWCS Cosmetology Services Request with free time documented and complete DOC-184 for paid services and submit to the Education Office/designee.
 3. To cancel or change appointment service, complete back side of WWCS Cosmetology Services Request and submit to Education Office/designee.
 4. Report to scheduled appointments in a timely manner.
 5. Ensure haircut/service is appropriate, based on above criteria, prior to leaving the cosmetology area.
 6. For consideration of a refund, submit a DOC-761 for appointments missed to Education Office/designee.
- C. RHU Inmates
1. Inmates in DS status shall serve at least 60 days prior to being eligible for haircut services.
 2. Submit DOC-761 for haircut appointment to Sergeant.