

WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

GUIDANCE DOCUMENT CERTIFICATION

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections §227.10 and §227.11 of the Wisconsin Statutes

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated.

I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes

Michael Meisner

Name of Individual Certifying this Document / Proposed Document

Warden

Title


A handwritten signature in black ink, appearing to read "Michael Meisner", written over a horizontal line.

Signature

3/2/2020

Date Signed

Department of Corrections – Wisconsin
Office of the Secretary
Wis Stat § 227.112(6)
DOC-2910 (Rev 12/2019)

 <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 6
	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.

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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:** _____
Jim Schwochert, Administrator

DIVISION OF ADULT INSTITUTIONS FACILITY IMPLEMENTATION PROCEDURES

Facility: Redgranite Correctional Institution		
Original Effective Date: 5/30/13	DAI Policy Number: 309.24.01	Page 3 of 6
New Effective Date: 03/09/20	Supersedes Number: 309.24.01	Dated: 5/13/19
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: /s/ Michael Meisner, Warden		

REFERENCES

RGCI Handbook

DEFINITIONS, ACRONYMS, AND FORMSDOC-761 - Interview/Information RequestMOS - Movement Observation Station**FACILITY PROCEDURE****I. Hygiene and Cosmetic Items****A. Hairnets, Curlers, Picks, and Hairpins**

1. Hairnets may be worn only in assigned cell and at work site if required.
2. Curlers, picks, and hairpins may be worn only in assigned housing units and their respective courtyard.
3. Picks and hairpins may not be worn as adornments or hair accessories, only as needed to fasten hair curlers in hair.

B. State-issued soap, toothbrushes, tubes of toothpaste, toilet paper and garbage bags.

1. Items will be exchanged on a one-for-one basis at the wing officer station.
2. Exceptions will be made at the discretion of staff on a case-by-case basis.
3. No excess state-issued items may be in an inmate's possession.

II. Clothing, Linen and Blanket Exchange**A. Clothing**

1. State-issued clothing in need of laundering will be turned in on the unit in the morning in the state laundry bag and returned to the unit in the afternoon.
2. The maximum limit of clothing allowed in the laundry bag is one green pants, one green shirt, two t-shirts, two briefs, two pairs of socks, one towel and one washcloth.
3. Clothing above the maximum limit will be returned unwashed.
4. No personal laundry is allowed in the state laundry bag. Personal laundry must be washed on the unit.

B. Linens

1. Linens include two sheets and one pillowcase.
2. Linen exchange will take place once per week per unit schedule.

C. Blanket exchanges will take place every three months per unit schedule.

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III. Bathing/showering

- A. Showering is allowed during regular dayroom hours.
- B. Inmates may ask to shower after morning meal to prepare for work or school.

IV. Barbershop

A. General Population Haircuts

1. Barbershop appointments are authorized once every 30 days.
2. Scheduling Appointments
 - a. Inmates will request barbershop appointments via a DOC-761 sent to the recreation leader
 - b. The inmate will inform the recreation leader on the request of the hours that they are not in school/work/programming. Inmates are not allowed to attend appointments during assigned work or program hours.
 - c. Recreation leader will schedule all appointments during inmate's free time.
 - d. Recreation leader will return the DOC-761 to the inmate, indicating the date and time of the appointment.
3. Attending Appointments
 - a. Upon reporting for the appointment, the inmate will check in with the MOS sergeant, who will monitor and authorize movement into and out of the barbershop and activities therein.
 - b. Inmates will lose their appointments if they report any later than five minutes after the scheduled time.
 - c. Inmates are not allowed to report to the barbershop directly from recreation.
4. The completed list of those inmates actually reporting for appointments will be forwarded to the recreation leader by the MOS sergeant for updating of appointment cards

B. Disciplinary Separation Status Haircuts

1. Barbershop appointments for inmates in disciplinary separation status are authorized once every 30 days.
2. Scheduling appointments
 - a. Inmates must submit a DOC-761 to their first shift unit sergeant.
 - b. Restrictive housing haircuts on will occur the second Saturday of each month.
 - c. H unit haircuts will occur the last Wednesday of every month.
3. Attending appointments
 - a. Inmates in observation or control status will not be permitted to attend haircut appointments
 - b. Barbers will be scheduled on a rotating basis to cut hair on either unit.
 - c. The MOS sergeant will provide the barber with a barber bag to take to restrictive housing and H unit.
 - d. The inmate barber will be limited to use of clippers to perform haircuts on inmates in restrictive housing.

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4. The completed list of those inmates actually reporting for appointments will be forwarded to the recreation leader for updating of appointment cards
- C. Supervision of Barbershop
1. The barbershop is supervised and coordinated by the corrections program supervisor.
 2. Hiring, evaluating and terminating inmate barbers will be completed by the MOS sergeant and corrections program supervisor, in consultation with a security supervisor.
 3. Supplies will be requested through security department
- D. Barbershop Rules
1. For hygiene reasons, inmates must be free of perspiration and odors.
 2. No inmate with sores on his scalp will receive a haircut.
 3. Inmates attending haircut appointments must have freshly washed hair, free of gels, grease, sprays, additives, or curlers.
 4. Military cuts are allowed as long as the top is 1/2" or less.
 5. Shampooing, perming, curling or braiding hair, or trimming/cutting facial hair in the barbershop will not be permitted.
 6. Inmates must examine their haircuts prior to leaving the barbershop. The MOS/I-Unit/H-Unit Sergeant (as applicable) must approve all haircuts before the inmate leaves the area
 7. Inmates are not allowed to tip or give anything of value to the barbers. Inmate barbers will be terminated and disciplined if receiving gratuities or payment from others for haircuts.
 8. Inmates are only allowed to have haircuts completed by the institution barber at the designated haircut site. They are prohibited from having anyone other than the institution barber cut their hair at the designated site.
- E. The assigned barbers are expected to ensure sanitation of instruments after each haircut to prevent transmission of disease, infection or infestations.
1. Cleaning clippers
 - a. At the beginning of each shift, the barber must remove all hair from blades with brush.
 - b. Barbers must spray disinfectant on blades and allow to sit for 5 to 10 minutes to kill any bacteria.
 - c. A thin layer of oil must be applied to blades, and any excess oil or disinfectant must be wiped clean.
 - d. Repeat process after every haircut and during if necessary.
 2. Cleaning guards, combs and cleaning Brush
 - a. Rinse with water to remove any hair or particles.
 - b. Dry or let air dry.
 - c. Spray with disinfectant and allow it to sit for 5 to 10 minutes.

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- d. Barbers are expected to repeat this process after every haircut and during if necessary.
3. Cleaning scissors
 - a. Barbers must rinse the scissors with water to remove hair.
 - b. Scissors will be air dried or wiped with a towel.
 - c. Barbers will spray scissors with disinfectant and allow to sit for 5 to 10 minutes.
 - d. A thin layer of oil must be applied to blades as needed, and any excess oil or disinfectant must be wiped clean.
 - e. Barbers are expected to repeat this process after every use