



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.

Casey Gerber

Name of Individual Certifying this Document/Proposed Document

Director, Office of Juvenile Offender Review

Title



Casey Gerber

Signature

06/24/2019

Date Signed

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

 <p style="text-align: center;">WISCONSIN DEPARTMENT OF CORRECTIONS Division of Juvenile Corrections</p> <p style="text-align: center;">Policy and Procedure</p>	EFFECTIVE DATE 12/27/2018	PAGE NUMBER 1 of 4
	MANUAL REFERENCE	<input type="checkbox"/> New <input checked="" type="checkbox"/> Revision
	DJC POLICY # 300.05.21	Original Date: 12/27/2018
	ORIGINATED BY John D Paquin, Administrator	
X  Date Signed: 12/27/2018		
DISSEMINATION	PRIORITY	
<input type="checkbox"/> All Staff <input type="checkbox"/> Confidential – Security Related	<input checked="" type="checkbox"/> Policy/Directive Discuss at Staff Meeting	<input type="checkbox"/> Information Read/Route/Post
<input checked="" type="checkbox"/> Facilities		
<input type="checkbox"/> Field Offices		
<input type="checkbox"/> Health Services <input type="checkbox"/> Supervisory Staff Only		
	REPLACES POLICY 300.11.09	
SUBJECT: Youth Personal Hygiene		

Purpose

The purpose of this policy is to establish minimum personal hygiene standards for the youth and provide guidelines for youth to maintain acceptable standards of personal hygiene and care/maintenance of head and facial hair.

Policy

Good hygiene is important not only for the individual, but also for the whole population and staff. It is the policy of the Division of Juvenile Corrections to establish standards for personal hygiene, haircare and to guide youth and staff in the type of haircuts that are acceptable.

References

Administrative Code DOC 379.18 Personal Hygiene

Definitions, Acronym, and Forms

Procedure

- I. Showers
 - A. Facility shall provide a minimum of three (3) showering periods every seven (7) days for each youth in the general population. When possible, a facility shall permit youth to shower daily.
 - B. Facility shall provide clean undergarments, shirts and socks at least three (3) times every seven (7) days.
 - C. Youth whose work or other activity makes it desirable, shall be allowed more frequent bathing and changes of clothing.
 - D. Facility shall ensure that soap and hair shampoo is available for youth.
- II. Personal Hygiene Items
 - A. Facility shall provide youth with:

1. A Razor
 2. Nail Clipper(s)
 3. Emery Board
- B. Personal hygiene items shall be available to youth via the canteen vendor.
1. Should the youth choose not to purchase or does not have the funds to purchase personal hygiene items, the facility shall provide:
 - a. Soap
 - b. Shampoo
 - c. Toothbrush
 - d. Toothpaste
 - e. Deodorant
 - f. Hair Grease
 - g. Sunscreen
 - h. Comb or Pick.
- III. Teeth Brushing/Floss
- A. Youth shall be allowed to floss and brush teeth following:
 1. Each designated snack or meal time.
 2. At last bathroom call.
- IV. Nails
- A. Youth fingernails shall be maintained and no longer than fingertip length.
 - B. Youth toenails shall be well-groomed and maintained.
- V. Hair Grooming
- A. Hair grooming services will be made available to all youth.
 - B. Wig/Hairpiece

Any youth owning a wig or hairpiece shall request permission to wear the wig or hairpiece from the Superintendent, Regional Chief, or designee.
 - C. All cutting of hair shall be done by the facility barber/beautician or authorized HSU staff for medical reasons.
 1. Youth are not permitted to cut or shave their or other youth's hair.
 2. Youth may request haircuts through staff members.
 3. Haircuts shall be scheduled on a monthly basis.
 - D. Programs may require hair to be cut to participate in program.
 - E. The spread of disease in a facility shall be minimized by healthy living conditions, and may necessitate the cutting of hair for the purpose of curbing infection/infestation of individual youth.
- VI. Hair/Facial Hair Grooming Standards
- A. Haircuts or styles perceived to display affiliation with security threat groups will not be allowed.
 - B. Youth shall be encouraged to shave facial hair as needed.

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1. Facial hair is expected to be well-groomed and maintained.
 2. Braided, parted, partial shaved, or other unacceptable facial haircuts are not allowed.
- VII. Youth performing work assignments that may be considered hazardous shall be required to maintain suitably cropped hair or wear protective headgear for safety purposes.
- State Health Regulation 96.08 requires effective hair restraints, such as hairnets or caps to be used by food preparation personnel. Hair sprays and hair bands are not acceptable hair restraints. This regulation applies to all youth and staff handling food in the main kitchen, dining room, or living unit kitchen. Hairnets are available from the storeroom.
- VIII. New identification photographs may be required of any youth whose appearance changes or is altered significantly as a result of change in hair style, hair length, facial hair growth or removal, maturation or other changes.

cc: Office of the Secretary
DJC Leadership Team

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Division of Juvenile Corrections Facility/Region Implementation Procedure	
Facility/Region:	
DJC Policy Number: 300.05.21	
Subject:	
New Effective Date: 12/27/2018	Original Effective Date: 02/01/2016
Will Implement: <input type="checkbox"/> As Written <input type="checkbox"/> With following procedures for facility implementation	
Superintendent's/Regional Chief's Approval:	

REFERENCES

DEFINITIONS, ACRONYMS, AND FORMS

FACILITY PROCEDURE

- I.
 - A.
 - B.
 - 1.
 - 2.
 - a.
 - b.
 - c.
 - 3.
 - C.

II.

III.

RESPONSIBILITY

- I. Staff

- II. Youth

- III. Other