
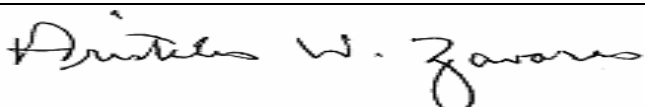


<u>ADMINISTRATIVE REGULATION</u>		REGULATION NUMBER 850-11	PAGE NUMBER 1 OF 4
		CHAPTER: Offender Personnel	
COLORADO DEPARTMENT OF CORRECTIONS		SUBJECT: Hygiene and Grooming	
RELATED STANDARDS: ACA Standards 2-CO-4D-01, 4-4139, 4-4262, 4-4283, 4-4338, 4-4340 through 4-4343		EFFECTIVE DATE: December 15, 2009	
		SUPERSESION: 12/15/08	
OPR: DCC	REVIEW MONTH: September	 Aristedes W. Zavaras Executive Director	

I. POLICY

It is the policy of the Department of Corrections (DOC) to **allow offenders freedom in personal grooming as long as their appearance does not conflict with requirements for safety, security, identification, and hygiene.** [4-4283] Offender living areas shall be maintained in a clean and sanitary condition.

II. PURPOSE

The purpose of this administrative regulation (AR) is to establish guidelines for offender hygiene, grooming, sanitation, and cleanliness, and to establish procedural criteria for the use of force in accomplishing hair cutting for offenders refusing to comply with DOC employee orders. All planned uses of force will be in accordance with AR 300-16RD, *Use of Force Options*.

III. DEFINITIONS:

- A. Basic Hygiene Items: Comb, **soap, toothbrush, toothpaste/tooth powder, toilet paper, feminine hygiene supplies, and if needed, denture cleaner and adhesives. Shaving equipment will be made available upon request, [4-4342]** which may include a razor and shave soap/cream.
- B. Contract Worker: Any person employed under contractual arrangement to provide services to the DOC: any person employed by private or public sector agencies who is serving under DOC special assignment to provide services or support to DOC programs. The employee/employer relationship lies with the contractor. All Department agreements are for a specified period and are renewable.
- C. DOC Employee: Someone who occupies a classified, full or part-time, position in the State Personnel System in which the Department has affect over pay, tenure, and status.
- D. Volunteer: A person approved by Faith and Citizen Programs and the respective facility administrative head/designee to provide services without compensation for DOC correctional programs.

IV. PROCEDURES

- A. Hair Grooming and Identification: **The DOC will ensure that offender hair care services comply with applicable health requirements. [2-CO-4D-01] [4-4343]**

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1. Initial Intake: Admission procedures, for security purposes, require that newly admitted offenders be clean shaven during the admission process. For purposes of achieving an acceptable photograph during the admission process, male offenders with long hair shall wear the hair as it is for the first photograph, and then be required to wear the hair pulled to the back of the head in a “ponytail” for the second photograph. The following criteria shall apply:
 - a. Beards will not be permitted.
 - b. Sideburns will not extend below the ear lobe.
 - c. Moustaches will be neatly trimmed and not exceed the corner of the mouth.
 - d. An offender who claims that long hair and/or a beard is a fundamental tenet of a sincerely held religious belief will not be required to have a hair cut as long as the offender obtains documentation from the Office of Faith and Citizen Programs’ coordinator.
 - e. An offender who is unable to shave due to medical reasons must have a documented medical order.
 - f. An offender who will be assigned to the Colorado Correctional Alternative Program (CCAP) will adhere to hair grooming standards and procedures as reflected in CCAP’s operational memorandum governing hygiene and grooming.
 - g. Any offender refusing DOC employees orders to cut hair/beard/moustache for documented security and/or sanitation purposes, may be subject to use of force to accomplish the cutting of hair.
 - h. No lines, designs, patterns, or symbols will be shaved or woven into hair.
 - i. Offenders assigned to the Youthful Offender System will adhere to facility policy regarding specific grooming standards and hygienic practices.

2. Facility Placement: ***The DOC will allow freedom in personal grooming except when a valid interest justifies otherwise. [4-4283]*** Once placed in a facility from the Denver Reception and Diagnostic Center (DRDC), the following conditions shall apply:
 - a. Offenders’ hairstyle shall be neat and clean and shall not be associated with any disruptive group affiliation. No lines, designs, patterns, or symbols will be shaved or woven into hair.
 - b. Beards and moustaches will be permitted provided they are kept neat and clean.
 - c. When the length or style of hair is found to present a sanitation or safety problem, such as working around food or machinery, corrective measures such as wearing of hair restraints or job reassignment will be enforced.
 - d. Only products sold through canteen, specifically for use as hair products, may be used for hair care, coloring, or shaping. No substances, e.g., toothpaste, Kool-Aid, or other food products may be used for shaping or coloring hair.
 - e. Facilities shall take an identification photograph of any offender upon arrival and anytime during the offender’s incarceration at that facility, if the overall appearance has changed significantly from the most recent photograph available.
 - f. Offenders assigned to the Youthful Offender System will be expected to maintain facility grooming standards in accordance with facility policy.

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3. Criteria for Use of Force in Accomplishing Cutting of Hair:

- a. Documentation that an offender has hidden contraband within his/her hair and refuses orders to cut his/her hair to prevent hidden contraband.
- b. Documentation by Clinical Services' professionals that a contagious and/or unsanitary condition exists with an offender's hair and/or scalp which would warrant hair cutting and the offender refuses to cut his/her hair.
- c. Documented offender self mutilation of pulling his/her hair out and the offender refuses to cut the hair to a length which would prevent such behavior.
- d. Documented refusal by an offender who has not complied with a DOC employee's orders to cut his/her hair that has lines, designs, patterns, or symbols cut or woven into it may be subject to use of force to cut or unbraided/unweave the hair.

4. Procedures for Hair Cutting by Use of Force:

- a. All documentation supporting use of force to cut offender hair shall be reviewed by the shift commander prior to cutting of hair.
- b. The shift commander, or designee, shall, on videotape, perform a briefing justifying the need to cut the offender's hair.
- c. The shift commander, or designee, shall on videotape, give the offender specific orders to submit to a voluntary hair cutting, for the reason(s) stated in section IV.A.3., or be subject to hair cutting by force if necessary.
- d. All DOC employees engaged in physical contact with the offender during the hair cutting shall employ appropriate bio-hazard precautions.
- e. A videotape record of the complete voluntary or involuntary hair cutting will be retained as evidence in potential Code of Penal Discipline hearings or litigation.
- f. If available, a restraint chair shall be used to secure the offender for hair cutting.
- g. Only an electric trimmer will be used for hair cutting by force.
- h. A "Use of Force Report" shall be completed, by the shift commander, with copies of all documentation supporting the need to cut the offender's hair attached.

B. Shower Facilities

1. ***There shall be sufficient shower facilities providing both hot and cold water to permit all offenders to shower at least three times per week. [2-CO-4D-01] [4-4341]*** Shower facilities shall be maintained in a sanitary condition.
2. ***Offenders in segregation shall have the opportunity to shave and shower at least three times per week. [4-4262]***
3. ***Water for showers is thermostatically controlled to temperatures not to exceed 120° Fahrenheit to ensure the safety of offenders and to promote hygienic practices. [2-CO-4D-01] [4-4139]***

C. Hygiene Items

1. DRDC, DWCF, and YOS shall provide basic hygiene items.

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2. All facilities shall provide a controlled adequate issuance of toilet paper and feminine hygiene supplies. Other basic hygiene supplies may be provided to indigent offenders in accordance with administrative regulation 850-14, *Indigent Offenders*.
3. Except for indigent offenders, purchase of basic hygiene items, other than toilet paper and feminine hygiene supplies, is the responsibility of each individual offender through the DOC Canteen only.

D. Laundry Services: ***Clean clothing and linens shall be provided regularly and shall be laundered and exchanged no less than once each week. [2-CO-4D-01]***

1. ***Offenders shall be provided the opportunity to have three complete sets of clean clothing, per week. [2-CO-4D-01] [4-4338]***
2. ***There shall be a provision for linen exchange, including towels, at least weekly. [2-CO-4D-01] [4-4340]***

E. Offenders shall be required to be neat and clean at all times.

F. Male offenders are not allowed to place or apply any substance to their faces or bodies for cosmetic purposes, e.g., lipstick, eye shadow, eye liner, etc.

G. Cleaning Supplies: The areas in which offenders are housed shall be required to be maintained in a clean and sanitary condition. Offenders shall have access to cleaning supplies and shall keep their living areas in a neat and sanitary condition. Offenders shall also be familiar with the facility housekeeping plan.

V. RESPONSIBILITY

A. Administrative heads shall be responsible to ensure adherence to this administrative regulation.

B. All DOC employees, contract workers, and volunteers shall be responsible to be observant for unsafe or unsanitary conditions and to correct or report such conditions as appropriate.

C. The Delta Correctional Center administrative head shall review this administrative regulation annually.

VI. AUTHORITY

CRS 17-1-103. Duties of the executive director.

VII. HISTORY

January 15, 2008
December 1, 2007
December 1, 2006
December 1, 2005
December 1, 2004
October 15, 2004
August 1, 2004
August 1, 2003
August 1, 2002

ATTACHMENTS: A. AR Form 100-01A, Administrative Regulation Implementation/Adjustments

ADMINISTRATIVE REGULATION
IMPLEMENTATION/ADJUSTMENTS

AR Form 100-01A (04/15/08)

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(FACILITY/WORK UNIT NAME) _____
WILL ACCEPT AND IMPLEMENT THE PROVISIONS OF THE ABOVE ADMINISTRATIVE REGULATION:

AS WRITTEN NOT APPLICABLE WITH THE FOLLOWING PROCEDURES TO ACCOMPLISH THE INTENT
OF THE AR

(SIGNED) _____ (DATE) _____
 Administrative Head