



# Virginia Department of Corrections

## Offender Management and Programs

### Operating Procedure 864.1

#### *Inmate and CCAP Probationer/Parolee Grooming and Hygiene*

**Authority:**

Directive 864, *Offender Grooming and Hygiene*

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**Access:**  Restricted  Public  Inmate

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4-ACRS-4B-01; 2-CO-4D-01

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|-----------------------|--|-------------------------------|---------|
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|                       |  | Signature                     | Date    |

### REVIEW

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

*The content owner reviewed this operating procedure in July 2023 and determined that no changes are needed.*

### COMPLIANCE

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, American Correctional Association (ACA) standards, Prison Rape Elimination Act (PREA) standards, and DOC directives and operating procedures.

## Table of Contents

DEFINITIONS ..... 3

PURPOSE ..... 4

PROCEDURE ..... 4

    I. Grooming and Hygiene Requirements ..... 4

    II. Head and Facial Hair Security Restrictions ..... 5

    III. Identification Photographs ..... 5

REFERENCES ..... 6

ATTACHMENTS ..... 6

FORM CITATIONS ..... 6



## DEFINITIONS

**Community Corrections Alternative Program (CCAP)** - A system of residential facilities operated by the Department of Corrections to provide evidence-based programming as a diversionary alternative to incarceration in accordance with COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*.

**Facility** - Any institution or Community Corrections Alternative Program.

**Inmate** - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence.

**Institution** - A prison facility operated by the Department of Corrections; includes major institutions, field units, and work centers.

**Probationer/Parolee** - A person who is on community supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of Courts, paroling authorities, the Virginia Department of Corrections, or other release authority; this includes post release supervision and Community Corrections Alternative Programs.

**Restorative Housing Unit** - A general term for special purpose bed assignments including restorative housing, and step-down statuses; usually a housing unit or area separated from full privilege general population.

- **Alt-GP Status** - General population bed assignments operated with increased privileges above RHU status but more control than full privilege general population for inmates making an informed voluntary request for placement and inmates assigned to the restorative housing unit for their own protection.
- **RHU-Restorative Housing (RHU) Status** - Special purpose bed assignments operated under maximum security regulations and procedures, and utilized under proper administrative process, for inmates requesting placement with informed voluntary consent, inmates needing confinement for their own protection, when there is a need to prevent imminent threat of physical harm to the inmate or another person, or the inmate's behavior threatens the orderly operation of the facility.
- **RH Step-Down 1 (SD-1), RH Step-Down 2 (SD-2) Status** - General population bed assignments operated with increased privileges above RHU status but more control than full privilege general population.



## PURPOSE

This operating procedure establishes uniform personal grooming and hygiene standards for inmates and CCAP probationers/parolees in order to promote safety, security, and sanitation in Department of Corrections (DOC) facilities.

## PROCEDURE

- I. Grooming and Hygiene Requirements (2-CO-4D-01)
  - A. Inmates and CCAP probationers/parolees must keep themselves and their hair clean and neat in appearance.
    1. Inmates and CCAP probationers/parolees have freedom in their personal hairstyles, mustaches, and beards unless the hairstyle, mustache, or beard could promote identification with a gang or create a health, hygiene, or sanitation hazard. (5-ACI-3D-18)
    2. Staff will ensure that all inmates and CCAP probationers/parolees, regardless of their housing status, have sufficient access to adequate hair care and barbering services that comply with applicable DOC requirements and state health regulations; see Operating Procedure 801.6, *Inmate and CCAP Probationer/Parolee Services* and Operating Procedure 841.4, *Restorative Housing Units*. (5-ACI-5D-15)
    3. Inmates and CCAP probationers/parolees will not alter their hair color; facilities with Correctional Education Cosmetology Programs may allow inmates to have their hair colored within the same range as the original color.
  - B. All inmates and CCAP probationers/parolees must maintain good personal hygiene to promote a safe and healthy environment for themselves and others.
    1. Inmates assigned to general population and CCAP probationers/parolees will have ready access to a sink for washing, shaving, and brushing their teeth. Staff should give inmates and CCAP probationers/parolees the opportunity to shower daily; must be no less than three times per week. (5-ACI-5D-13)
    2. Inmates assigned to a restorative housing unit will have access to a sink and staff must give them the opportunity to shower and shave at least three times per week; see Operating Procedure 841.4, *Restorative Housing Units*. (5-ACI-4A-16, 5-ACI-4B-16)
    3. Personal hygiene items are available to all inmates and CCAP probationers/parolees for purchase through the facility's commissary. Staff will provide identified indigent inmates and CCAP probationers/parolees with personal hygiene items in accordance with Operating Procedure 801.6, *Inmate and CCAP Probationer/Parolee Services*. (5-ACI-5D-14; 4-ACRS-4B-01)
  - C. All inmates and CCAP probationers/parolees must trim their fingernails to extend no more than 1/8 inch beyond the tip of the finger or thumb; fingernails must be rounded and not filed to a point.
    1. Inmates assigned to Security Level 4, 5, 6 and S institutions are not allowed to possess personal nail clippers.
      - a. Staff will make nail clippers available to inmates, generally through housing unit control centers, using a check-out/check-in log.
      - b. Staff must thoroughly clean the nail clippers with the currently approved disinfectant, same as for barber equipment, after each use and prior to storage.
    2. Inmates assigned to Security Level W, 1, 2, and 3 institutions and CCAP probationers/parolees may possess personal nail clippers, maximum 2" length, no file, but are not allowed to possess personal toenail clippers.
      - a. Staff will make toenail clippers available to inmates and CCAP probationers/parolees, generally through housing unit control centers, using a check-out/check-in log.



b. Staff must thoroughly clean the toenail clippers with the currently approved disinfectant, same as for barber equipment, after each use and prior to storage.

D. Each facility will address the clothing requirements for each area of the facility, personal grooming and hygiene requirements, and the sanctions for non-compliance in the institution's *Orientation Manual or Packet* or other written materials at CCAP facilities.

## II. Head and Facial Hair Security Restrictions

A. Staff will require any inmate convicted of concealing contraband in their hair to maintain their head and facial hair at a length, generally not to exceed two inches, to facilitate searches and minimize the inmate's ability to conceal contraband.

1. Staff will note this restriction on the inmate's DOC identification card (ID).
2. For the first offense, staff will enforce the restriction for two years.
3. For a second offense, staff will enforce the restriction for the remainder of the inmate's period of incarceration.
4. After five years, the inmate may request a review of the grooming restriction at their annual review. The Institutional Classification Authority (ICA) may recommend removal of the restriction based on an acceptable period of good behavior.

B. Staff will require any inmate who removes their long hair or facial hair in an attempt to disguise their identity to maintain head and facial hair at a length not to exceed 1/2 inch.

1. The inmate will be subject to attempted escape or other such appropriate charges.
2. Staff will note this restriction on the inmate's DOC ID.
3. For the first offense, staff will enforce the restriction for two years.
4. For a second offense, staff will enforce the restriction for the remainder of the inmate's period of incarceration.
5. After five years, the inmate may request a review of their grooming restriction at their annual review. The ICA may recommend removal of the restriction based on an acceptable period of good behavior.

C. For CCAPs, any probationer/parolee who does not comply with grooming requirements may be subject to removal from the program.

## III. Identification Photographs

### A. Initial Intake to the Department of Corrections

1. On initial intake into a reception center, parole violator unit, or a CCAP facility staff will take a photograph of every inmate and CCAP probationer/parolee; see Attachment 1, *Identification Card Photo Requirements* of Operating Procedure 410.3, *Offender Movement Control*,
  - a. Inmates and CCAP probationers/parolees with long or bulky hair must pull their hair back into a ponytail or cover it with a swim or shower cap to reveal the shape of the inmate's or probationer's/parolee's head to allow a photograph simulating their appearance as clean-shaven and with short hair.
  - b. When applicable, inmates and CCAP probationers/parolees must cut their facial hair not to exceed 1/4 inch length.
  - c. If an inmate refuses to cooperate, staff are authorized to use reasonable force or restraints to the extent needed to bring the inmate into compliance with requirements.
  - d. For CCAPs, any probationer/parolee who does not comply with identification card requirements may be subject to removal from the program.
2. Staff will take a second photograph of any inmate or CCAP probationer/parolee who has long or bulky



hair with the hair worn naturally and their facial hair trimmed to 1/4 inch; see with Operating Procedure 410.3, *Offender Movement Control*.

- B. Whenever an inmate's or CCAP probationer's/parolee's appearance changes, staff will update the inmate's or CCAP probationer's/parolee's identification photograph to ensure a current likeness for inclusion in VACORIS and on their ID card
1. Staff should maintain separate identification photographs in VACORIS to show the inmate's or CCAP probationer's/parolee's appearance at the time of reception into the DOC with actual or simulated clean-shaven and short hair and the inmate's or CCAP probationer's/parolee's current appearance.
  2. Staff will not charge any inmate or CCAP probationer/parolee who turns in an old identification card, due to a change in their appearance, for a new identification card.
- C. Inmates, previously classified to a Security Level 5 institution with an override due to the security risks of not having a clean-shaven and short hair simulation photograph, will remain at Security Level 5 until they comply. Staff will reclassify inmates who comply with the clean-shaven and the simulated short hair photograph requirement to the appropriate security level and will transfer the inmate to a suitable institution.

## REFERENCES

COV §53.1-67.9, *Establishment of community corrections alternative program; supervision upon completion*

Operating Procedure 410.3, *Offender Movement Control*

Operating Procedure 801.6, *Inmate and CCAP Probationer/Parolee Services*

Operating Procedure 841.4, *Restorative Housing Units*

## ATTACHMENTS

None

## FORM CITATIONS

None

