



Operating Procedure

Effective Date August 1, 2016	Number 864.1
Amended 7/29/16	Operating Level Department
Supersedes Operating Procedure 864.1 (4/1/16)	
Authority COV §53.1-10; §53.1-23; §53.1-25	
Subject OFFENDER GROOMING AND HYGIENE	
ACA/PREA Standards 4-4262, 4-4263, 4-4283, 4-4341, 4-4342, 4-4343; 4-ACRS-4B-01 2-CO-4D-01	
Incarcerated Offender Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachments Yes <input checked="" type="checkbox"/> #2 No <input type="checkbox"/>
Office of Primary Responsibility Security Operations Manager	

I. PURPOSE

In order to facilitate the identification of offenders and to promote safety, security, and sanitation, this operating procedure establishes uniform personal grooming standards for offenders incarcerated in Department of Corrections facilities and provides for a Grooming Standards Violator Housing Unit to manage and encourage compliance for male offenders.

II. COMPLIANCE

This operating procedure applies to all facilities operated by the Department of Corrections (DOC). Practices and procedures shall comply with applicable State and Federal laws and regulations, Board of Corrections policies and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

III. DEFINITIONS

Grooming Standards Violator - An offender that is in violation of DOC grooming standards and has been convicted of Disciplinary Offense Code 133 and is in segregation or restrictive housing status

Grooming Standards Violator Housing Unit (VHU) - An offender housing unit designated to house Grooming Standards Violators with the objective to manage and encourage compliance of male offenders determined to be in violation of Department of Corrections grooming standards

Violator Housing Unit Review Team - A combination of treatment and security staff designated to review, counsel, and make decisions concerning grooming standards violators

IV. PROCEDURE

A. Notice of Grooming Standards

Each facility's Offender Orientation Handbook will address appropriate clothing requirements for each area of the facility and will include grooming and personal hygiene requirements and the sanctions for non-compliance.

B. Personal Hygiene (2-CO-4D-01)

1. All offenders are expected to maintain good personal hygiene to promote a safe and healthy environment for themselves and others.
2. General population offenders will have ready access to a sink for washing, shaving, and brushing their teeth. Offenders should be given the opportunity to shower no less than three times per week. (4-4341)
3. Special housing offenders will have access to a sink, and will be given the opportunity to shower and shave at least three times per week. (4-4262)
4. Personal hygiene items will be made available to all offenders for purchase through the facility's commissary. Identified indigent offenders will be provided personal hygiene items in accordance with Operating Procedure 802.2, *Offender Finances*. (4-4342, 4-ACRS-4B-01)

5. Fingernails
 - a. Offenders will trim their fingernails to extend no more than 1/8 inch beyond the tip of the finger or thumb.
 - b. Fingernails will be rounded, not filed to a point.
 - c. Offenders in Security Level 4, 5, and S/6 institutions are not allowed to possess personal nail clippers.
 - i. These institutions shall make nail clippers available to offenders (generally through housing unit control centers) using a check-out/check-in log.
 - ii. The nail clippers will be thoroughly cleaned with the currently approved disinfectant (same as for barber equipment) after each use and prior to storage.
 - d. Offenders in Security Level 1, 2, and 3 institutions may possess personal nail clippers (maximum 2" length, no file), but are not allowed to possess personal toe nail clippers.
 - i. These institutions shall make toe nail clippers available to offenders (generally through housing unit control centers) using a check-out/check-in log.
 - ii. The toe nail clippers will be thoroughly cleaned with the currently approved disinfectant (same as for barber equipment) after each use and prior to storage.

6. Identification photographs

- a. To ensure a current likeness, identification photographs for inclusion in permanent records and on offender identification cards will be updated whenever an offender's appearance changes.
- b. When an offender, whose appearance does not comply with grooming standards in this procedure, has come into compliance, a new photograph shall be taken for all records and face cards, and a new offender identification card shall be issued.
- c. An offender who turns in an old identification card should not be charged for a new identification card needed due to change in appearance.
- d. Offenders with authorized beards
 - i. Each offender who desires to have a beard shall notify the Unit Manager (major institutions) or Lieutenant (field units and work centers) so that separate identification photos can be maintained in VACORIS showing the offender without facial hair and with facial hair.
 - ii. The initial identification card showing the offender without facial hair and with facial hair will be made at no charge to the offender.

C. Personal Grooming and Hair Care (2-CO-4D-01)

1. Offenders will keep themselves and their hair clean and neat in appearance.
2. Offenders are permitted freedom in personal grooming within the standards set forth in this operating procedure. Hair styles and beards that could conceal contraband; promote identification with gangs; create a health, hygiene, or sanitation hazard; or could significantly compromise the ability to identify an offender are not allowed. (4-4283)
3. Facilities will ensure that all offenders, regardless of housing status, have sufficient access to hair care and barbering services that comply with applicable DOC requirements and state health regulations. (4-4343)
4. Community Corrections facilities may have more stringent grooming requirements in accordance with the facility mission.

D. Hair Style Requirements for Male Offenders

1. Male offenders' hair will be neatly cut, no longer than above the shirt collar and around the ears (see Attachment 1)
2. Sideburns will not extend below the middle of the ear.
3. Hair will not be more than one inch in thickness or depth.

4. Styles such as braids, plaits, dreadlocks, cornrows, ponytails, buns, mohawks, partially shaved heads, designs cut into the hair, etc., or any style that could conceal contraband are not permitted.
5. Hair color will not be altered, tinted, or dyed.

E. Hair Style Requirements for Female Offenders

1. Female offenders' hair shall be neatly cut, no longer than shoulder length (see Attachment 1).
2. Hair will be kept out of the face and eyes. Bangs are permitted but must be kept trimmed above the eyebrows.
3. One or two ponytails or multiple neat, tight braids are allowed.
4. Styles such as mohawks, "tailed" haircuts, shaved or partially shaved heads, more than two ponytails, dreadlocks, designs cut into the hair, and any style that could conceal contraband, are not permitted.
5. Hair color will not be altered; however facilities with DCE operated Cosmetology Programs may allow female offenders to have their hair colored within the same range as the original color.
6. Female offenders may be required to remove excess facial hair.

F. Beards and Mustaches

1. Beards of a ¼ inch maximum length are permitted for all offenders.
 - a. No prior approval or shave pass is required.
 - b. Each offender who desires to have a beard shall notify the Unit Manager (major institutions) or Lieutenant (field units and work centers) so that separate identification photos can be maintained in VACORIS showing the offender without facial hair and with facial hair.
 - c. Offenders must continually trim and maintain the beard to not exceed ¼ inch in length.
 - i. The beard must cover the ~~entire~~ offender's natural facial hair area (those areas in which the offender is able to grow facial hair) with no shapes or designs cut into the beard. The mustache area may exceed ¼ inch in accordance with mustache requirements. (changed 7/29/16)
 - ii. To define the beard, the offender may shave hair that grows below the jaw line and above the line from the bottom of the nose to the middle of the ear ensuring that no shapes or designs are cut.
 - iii. The Facility Unit Head will be responsible for monitoring compliance, and offenders that appear to be out of compliance, will be required to trim to come into compliance.
 - iv. Each facility barbershop will be equipped with a ¼ inch beard trimmer to be used instead of rulers or measurements to determine compliance.
2. A mustache is authorized for male offenders; however, it must be neatly trimmed and must not extend beyond the corner of the mouth or over the lip.

G. Compliance with Grooming Standards

1. Initial Intake
 - a. On the day of initial intake into a reception or parole violator unit, every offender will receive a haircut and a shave or trim to ¼ inch beard if the offender prefers, if needed to comply with this operating procedure.
 - b. If an offender in an institution refuses to cooperate, the use of reasonable force or restraints is authorized to the extent needed to bring the offender into compliance with grooming standards.
 - c. In a Community Corrections facility, an offender that refuses to cooperate may be subject to removal from the program.
2. Transfer
 - a. Offenders who are scheduled for transfer to a lower security level facility must be in compliance with offender grooming standards at the time of transfer.

- b. If an offender refuses to comply, the facility should contact Central Classification to cancel the transfer.
3. Facilities should ensure that adequate hair care or barbering services are accessible to all offenders, regardless of housing status, so that they are able to maintain compliance with the grooming standards. (4-4263)
4. Failure to comply could pose a security risk, health hazard, or identification difficulties. Offenders who refuse to comply, or who chronically violate offender grooming standards, will be managed as potential risks to facility order and safety.

H. Institutions - Offender Management as a Result of Non-Compliance with Grooming Standards

1. When an offender does not comply with DOC offender grooming standards, the offender will be given an order to comply.
 - a. If the offender refuses to comply with the order, the offender will be charged with Offense Code 133, *Refusal to obey an order to comply with the Department's grooming standard*, (see Operating Procedure 861.1, *Offender Discipline, Institutions*) and placed in Pre-Hearing Detention (see Operating Procedure 861.3, *Special Housing*) or placed in General Detention at institutions operating under the restrictive housing program (see Operating Procedure 841.4, *Restrictive Housing Units*).
 - b. No offender will be charged more than once for each separate grooming violation incident. A grooming violation incident will consist of an order, a conviction, and an assignment to segregation or restrictive housing.
 2. All offenders who refuse to comply with DOC grooming standards will remain in segregation or restrictive housing status until the offender is in compliance with the grooming standards or is housed in the Grooming Standards Violator Housing Unit.
 3. If an offender complies with the grooming standards and is released from segregation/restrictive housing status, the offender could be eligible to receive a subsequent 133 charge for failure to comply in the future.
 4. Offenders will not be restricted from earning good conduct time based solely on refusal to comply with grooming standards. An offender's class level will be determined by merit (see Operating Procedure 830.3, *Good Time Awards*). Offenders may not be assigned to Class Level I while assigned to segregation.
- I. For Community Corrections facilities, an offender who does not comply with grooming requirements may be subject to removal from the program.

V. GROOMING STANDARDS VIOLATOR HOUSING UNIT (VHU)

- A. Wallens Ridge State Prison (WRSP) has established a Grooming Standards Violator Housing Unit (VHU) to manage and encourage compliance of male offenders determined to be in violation of Department of Corrections grooming standards.
- B. The VHU provides an evidence based approach to address non-compliance by affording grooming standards violators with an opportunity to gain certain privileges through participation in programs while reducing the use of segregation and restrictive housing in institutions. Evidence based principles are used to:
 1. House and manage grooming standards violators distinctively in order to provide the opportunity for participation in services and programs and increase quality of life.
 2. Motivate offenders to comply with the grooming standards.
 3. Discourage offenders from non-compliance with grooming standards merely for disrespectful, rebellious, or manipulative reasons.
 4. Reinforce respect for operating procedure by ensuring there are consequences for willfully

disobeying the rules and regulations.

5. Establish a team consisting of treatment and security staff to manage the Violator Housing Unit. This team will collaborate in the review and the placement of offenders into the VHU and will ensure that the specific criteria and requirements of this operating procedure are followed. This team will consist of:
 - a. Assistant Warden
 - b. Chief of Housing and Programs
 - c. Chief of Security
 - d. Building Unit Manager
 - e. Building Unit Lieutenant
 - f. Unit Counselor
 - g. Qualified Mental Health Professional
 - h. Medical staff
- C. The VHU should be reserved for grooming standards violators who meet the specific criteria for assignment.
1. To be eligible for the VHU at WRSP, grooming standards violators should meet the following criteria:
 - a. Convicted of Offense Code 133 *Refusing to comply with the Department's grooming standards*
 - b. No past history of disruptive or assaultive behavior as determined by review team
 2. All exceptions made to the above criteria will be subject to approval by the Facility Unit Head at WRSP.
 3. To initiate a transfer to WRSP for the Grooming Standards Violator Housing Unit, the institution currently housing the eligible offender should conduct an ICA Hearing in accordance with Operating Procedure 830.1, *Facility Classification Management*, documenting the offender's eligibility and recommending assignment to the VHU.
 4. Central Classification Services (CCS) will review each assignment to VHU and, in VACORIS, escalate eligible offenders for review by the Facility Unit Head at WRSP and the Regional Operations Chief.
 5. Prior to an offender's transfer to WRSP for placement in the VHU, the Facility Unit Head at WRSP and the Regional Operations Chief must approve the offender's admission into the VHU and will arrange transportation for offenders accepted into the VHU.
 6. Movement of an approved offender to WRSP or into the VHU may be delayed pending available bed space.
 7. Immediately on arrival at WRSP for placement in the VHU, a photograph of the offender will be taken and uploaded into VACORIS to document the offender's non-compliance with grooming standards. (changed 7/29/16)
- D. Violator Housing Unit Incentives (See Attachment 2, *VHU Incentive Levels* for a listing of the Basic, Phase I and Phase II Level Incentives.)
1. Basic Incentives
 - a. Wallens Ridge State Prison has designated two pods to be utilized as the Grooming Standards Violator Housing Unit.
 - b. These two pods will be divided based upon a phased incentive program
 - i. Pod 1: Designated for phase I offenders, less incentive phase
 - ii. Pod 2: Designated for phase II, most incentive phase
 - c. All cell assignments will be managed by the Unit Manager and counselor who will review case

files and compare offenders for double bunks based on compatibility in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments*.

- d. VHU offenders are identified by a specific clothing color selected by the VHU Review Team and worn by all offenders housed in VHU.
 - e. A television set will be mounted on the unit's wall with a volume box that allows individual headset volume control inside and outside of cell. The television is considered a privileged item and can be used as an incentive or sanction tool by the VHU Review Team with the exception of approved religious or educational programming.
 - f. All offenders may enroll in the distance learning program provide by the Division of Education.
 - g. Each offender housed in Phase II of the VHU will be provided and afforded the opportunity to participate in group religious services in accordance with the facility religious service schedule
 - i. Phase I offenders will not participate in group services; however, they may practice their personal religious beliefs privately/individually through prayer, meditation, reading, reflection, etc. in their cells.
 - ii. Offenders may possess individual faith objects as authorized on Attachment 5, *Approved Religious Items* to Operating Procedure 841.3, *Offender Religious Programs*.
 - iii. The Institutional Chaplain will be available upon written request.
 - h. All offenders housed in the VHU will be allowed one two-hour non-contact visit on Wednesday of each week. Special visits will be subject to approval by the Facility Unit Head.
 - i. All VHU offenders that qualify will be offered Re-entry services.
2. Violator Housing Unit Phase I and Phase II Incentives
- a. The Grooming Standards Violator Housing Unit is a two phased incentive living unit designed to enhance offender motivation, programming, and quality of life while deterring abuse of the program. The Phase sanctions and incentives are as follows:
 - b. Phase I
 - i. New grooming standards violators will be orientated into phase I and must comply with all mandated programming and cell compliance requirements for a minimum of six months before consideration for placement in Phase II.
 - ii. Each new grooming standards violator will be housed in a single cell until the completion of phase I.
 - iii. Grooming standards violators will be required to complete programing as specified by their Risk/Needs Assessment as well as the Challenge Series. Failure to comply or unsuccessfully complete the programming will result in removal from the VHU and initiation of disciplinary action under Operating Procedure 861.1, *Offender Discipline, Institutions*.
 - iv. During normal operations, Phase I offenders will receive one hour of inside pod recreation daily and one hour, five times per week in outside exercise modules. Phase I offenders will not be eligible to participate in Gym recreation.
 - v. Phase I offenders will receive their meals in the pod and will return to their cells to consume the meal.
 - vi. Phase I offenders will have a commissary spend limit of \$10.00 per week of consumable and hygiene items and will not be eligible to participate in the Securepak Program.
 - vii. Phase I offenders, at the discretion of the Unit Manager, will be eligible for job assignments subject to job availability.
 - c. Phase II
 - i. All Phase II offenders will be assigned to a double cell in accordance with Operating Procedure 425.4, *Management of Bed and Cell Assignments*. Refusal will result in removal from the VHU.
 - ii. Phase II offenders will have a commissary spend limit of \$50.00 per week and are eligible to participate in the Securepak Program.
 - iii. Phase II offenders will receive their meals in the pod and will return to their cells to consume

the meal.

- iv. During normal operations, phase II offenders will have a total of five hours out of cell activity and one hour of outside recreation daily. Phase II offenders will have access to gym recreation based on availability.
- v. Phase II offenders will be eligible for in pod job assignments. All job assignments will be at the discretion of the Building Unit Manager.

E. Removal from VHU

1. Any violation of the specific criteria set forth in this procedure will result in the removal of the offender from the VHU and placement in special housing.
2. Any grooming standards violator that chooses to comply with the uniform personal grooming standards will become eligible for reassignment to general population as determined by the VHU Review Team. The team may require a minimum of 30 days of compliance with grooming standards to ensure the sincerity of the offender.

VI. REFERENCES

Operating Procedure 425.4, *Management of Bed and Cell Assignments*

Operating Procedure 802.2, *Offender Finances*

Operating Procedure 830.1, *Facility Classification Management*

Operating Procedure 830.3, *Good Time Awards*

Operating Procedure 841.3, *Offender Religious Programs*

Operating Procedure 841.4, *Restrictive Housing Units*

Operating Procedure 861.1, *Offender Discipline, Institutions*

Operating Procedure 861.3, *Special Housing*

VII. FORM CITATIONS

None

VIII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

Signature Copy on File

6/27/16

A. David Robinson, Chief of Corrections Operations

Date