



# Virginia Department of Corrections

## Offender Management and Programs

### Operating Procedure 864.1

#### *Offender Grooming and Hygiene*

**Authority:**

Directive 864, *Offender Grooming and Hygiene*

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Incarcerated Offender

**ACA/PREA Standards:** 5-3D-4283, 5-4A-4262, 5-4A-4263, 5-4B-0017, 5-4B-0018, 5-5D-4341, 5-5D-4342, 5-5D-4343; 4-4262, 4-4263, 4-4283, 4-4341, 4-4342, 4-4343; 4-ACRS-4B-01; 2-CO-4D-01

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4/1/19

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Date

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### REVIEW

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

### 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, ACA standards, PREA standards, and DOC directives and operating procedures.

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## PURPOSE

In order to promote safety, security, and sanitation, this operating procedure establishes uniform personal grooming and hygiene standards for offenders incarcerated in Department of Corrections facilities.

## PROCEDURE

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

- A. On initial intake into a reception or parole violator unit, a picture will be taken of every offender in accordance with *Identification Card Photo Requirements* of Operating Procedure 410.3, *Offender Movement Control*, to record the offender's appearance as received.
  - 1. Facial hair must be cut as needed to not exceed ¼ inch length.
  - 2. Long or bulky hair will be pulled back into a ponytail or covered with a swim/shower cap revealing the shape of the offender's head to allow a photograph simulating the offender's appearance as clean-shaven and with short hair.
  - 3. If an offender refuses to cooperate, the use of reasonable force or restraints is authorized to the extent needed to bring the offender into compliance with requirements.
- B. An identification card photograph of the offender with the hair worn naturally and any facial hair trimmed to ¼ inch will be taken in accordance with Operating Procedure 410.3, *Offender Movement Control*.

### II. 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.

### III. Personal Hygiene (2-CO-4D-01)

- A. All offenders are expected to maintain good personal hygiene to promote a safe and healthy environment for themselves and others.
- B. 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 daily, must be no less than three times per week. (5-5D-4341; 4-4341)
- C. Restrictive housing offenders will have access to a sink and will be given the opportunity to shower and shave at least three times per week. (5-4A-4262, 5-4B-0017; 4-4262)
- D. 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*. (5-5D-4342; 4-4342, 4-ACRS-4B-01)
- E. Fingernails
  - 1. Offenders will trim their fingernails to extend no more than 1/8 inch beyond the tip of the finger or thumb.
  - 2. Fingernails will be rounded, not filed to a point.
  - 3. Offenders in Security Level 4, 5, and S/6 institutions are not allowed to possess personal nail clippers.
    - a. These institutions will make nail clippers available to offenders (generally through housing unit control centers) using a check-out/check-in log.
    - b. The nail clippers will be thoroughly cleaned with the currently approved disinfectant (same as for barber equipment) after each use and prior to storage.
  - 4. Offenders in Security Level W, 1, 2, and 3 institutions may possess personal nail clippers (maximum



2" length, no file), but are not allowed to possess personal toenail clippers.

- a. These institutions will make toenail clippers available to offenders (generally through housing unit control centers) using a check-out/check-in log.
- b. The toenail clippers will be thoroughly cleaned with the currently approved disinfectant (same as for barber equipment) after each use and prior to storage.

F. Identification photographs

1. 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.
2. An offender who turns in an old identification card should not be charged for a new identification card needed due to change in appearance.
3. Whenever available, separate identification photos should be maintained in VACORIS showing the offender as received into the DOC, actual or simulated clean-shaven/short-hair, and current appearance.

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

- A. Offenders will keep themselves and their hair clean and neat in appearance.
- B. Offenders are permitted freedom in personal grooming. Hair styles and beards that could promote identification with gangs or create a health, hygiene, or sanitation hazard are not allowed. (5-3D-4283; 4-4283)
- C. Facilities will ensure that all offenders, regardless of housing status, have sufficient access to adequate hair care and barbering services that comply with applicable DOC requirements and state health regulations. (5-4A-4263, 5-4B-0018, 5-5D-4343; 4-4263, 4-4343)
- D. An offender convicted of concealing contraband in long hair or beard will be required to maintain head and facial hair at a length (generally not to exceed two inches) that facilitates search and minimizes ability to conceal contraband.
  1. This restriction should be noted on the offender identification card.
  2. For the first offense, the restriction will be enforced for a period of two years.
  3. For a second offense, the restriction will be enforced for the remainder of the offender's period of incarceration.
  4. After a period of five years, an offender may request review of grooming restrictions at their annual review. The ICA may recommend removal of the restriction based on an acceptable period of good behavior.
- E. An offender who removes long hair and/or facial hair in an attempt to disguise their identity will be required to maintain head and facial hair at a length not to exceed ½ inch.
  1. The offender will be subject to attempted escape or other such appropriate charges.
  2. This restriction should be noted on the offender identification card.
  3. For the first offense, the restriction will be enforced for a period of two years.
  4. For a second offense, the restriction will be enforced for the remainder of the offender's period of incarceration.
  5. After a period of five years, an offender may request review of grooming restrictions at their annual review. The ICA may recommend removal of the restriction based on an acceptable period of good behavior.
- F. Hair color will not be altered; however facilities with Correctional Education operated Cosmetology Programs may allow offenders to have their hair colored within the same range as the original color.



- V. Offenders in Violation of Prior Grooming Standards
- A. Within one month of the effective date of this operating procedure, all offenders that are in the Grooming Standards Violator Housing Unit (VHU) or a restrictive housing unit for violation of prior grooming standards will be provided the opportunity to allow a photograph to be taken simulating the offender's appearance as clean-shaven and with short hair.
  - B. The clean-shaven/short-hair simulation photograph will require that long or bulky hair will be pulled back into a ponytail or covered with a swim/shower cap to reveal the shape of the offender's head and to have facial hair trimmed to ¼ inch.
  - C. An offender who complies with the clean-shaven/short-hair simulation photograph requirement will be classified to the appropriate security level and transferred to a suitable institution.
  - D. An offender who refuses to comply with the clean-shaven/short-hair simulation photograph requirement will be classified to Security Level 5 based on an override due to the security risks of not having a clean-shaven/short-hair simulation photograph. Such an offender will remain at Security Level 5 until they comply with the clean-shaven/short-hair simulation photograph requirement.
- VI. For Community Corrections facilities, an offender who does not comply with grooming requirements may be subject to removal from the program.

## **DEFINITIONS OF TERMS USED IN THIS OPERATING PROCEDURE**

None

## **REFERENCES**

Operating Procedure 410.3, *Offender Movement Control*

Operating Procedure 802.2, *Offender Finances*

## **ATTACHMENTS**

None

## **FORM CITATIONS**

None

