

Idaho Department of Correction 	Standard Operating Procedure Division of Prisons Inmate Management	Control Number: 306.02.01.001	Version: 2.0	Page Number: 1 of 10
		Title: Hygiene of Offenders, Offender Barbers, and Facility Housekeeping		Adopted: 8-21-1995 Reviewed: 5-2-2008 Next Review: 5-2-2010

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BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT NUMBER 306

[Standard of Cleanliness to be Observed by Offenders](#)

POLICY DOCUMENT NUMBER 306

[Standard of Cleanliness to be Observed by Offenders](#)

DEFINITIONS

[Standardized Definitions List](#)

Security Threat Group (STG): Individuals, acting together, who pose a potential threat to the safety, security, or orderly operation of a facility or the public.

PURPOSE

This standard operating procedure (SOP) identifies standards of cleanliness and sanitation to protect the health and safety of offenders and staff.

SCOPE

This SOP applies to all employees who observe, supervise, and enforce hygiene standards for offenders and are involved in the selection, training, and monitoring of offender barbers housed in Idaho Department of Correction (IDOC) facilities.

RESPONSIBILITY

Facility heads or designees are responsible for:

- Implementing and ensuring staff members follow the guidelines and procedures contained herein this SOP.
- Ensuring that all barbering areas are open to authorized agents of the Idaho Bureau of Occupational Licenses (IBOL) for inspection.

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GENERAL REQUIREMENTS

1. General Sanitation and Housekeeping

IDOC staff will ensure IDOC facilities are kept clean and free of accumulated trash. Unit staff members will make visual inspections daily to ensure that trash does not accumulate and is removed from the unit when needed. Staff members will not allow anything to block access to emergency exits, eye-wash stations, fire extinguishers, electrical panels, etc.

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Offender workers will be used to provide janitorial services in common areas of a facility on a regular schedule. Offenders will keep their living areas clean and free of unauthorized and excess property.

At least once a week, an administrative staff member will conduct a visual (walk-through) facility inspection to ensure these guidelines are being met.

Reporting Infestations

If a staff member observes evidence of an insect or vermin infestation, it must be reported immediately to the facility head or designee.

Reporting Maintenance Needs

Staff will report non-life threatening maintenance problems in accordance with facility protocols within 24 hours.

Reporting Life-threatening or Security Related Problems

Staff members will immediately report life-threatening or security-related problems to the shift commander or duty officer.

2. Laundry

The IDOC provides institutional laundry service, offender-accessed laundry service, or a combination of the two (2). State-issued clothing, bed linens, and blankets will be laundered before being placed back into inventory.

Laundry Schedule

At a minimum, blankets and clothing must be laundered or exchanged for laundered items as follows:

Blankets (blankets and bed linens): blankets at least once every two (2) weeks and bed linens at least once a week.

Clothing items: at least once a week.

Institutional Laundry Standards

Laundry services will use water temperature, detergent, and cycle settings in accordance with the manufacturer's recommended settings. To prevent sending soiled laundry back to the unit, laundry procedures will ensure that soiled laundry is kept separate from clean laundry.

Blood and Body Fluid Procedures

Facilities that frequently have laundry soiled with blood or body fluids will stock water-soluble laundry bags clearly marked or colored red to indicate bio waste. When bagging such soiled items, workers will wear protective gloves and have access to soap and water for washing their hands after the items are bagged.

The laundry supervisor will ensure that the water-soluble bags are designed to melt at the water temperature setting of the first wash cycle.

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If water-soluble bags are not available, items soiled with blood or body fluids can be bagged in a standard laundry bag. If the body fluids soak through one (1) bag, the items should be double-bagged.

When laundering items soiled with blood or body fluid, only one (1) bag will be laundered at a time.

3. Accountability

All exchanges are done on a one (1) for one (1) basis. No exchange will be made without turning in an item.

Offenders are responsible for all clothing, blankets, and bed linens. Lost, stolen or damaged clothing, blankets, or bed linens will be replaced at the offender's expense, unless the offender is indigent. Possession of the property of another offender or property that has been altered will be considered a violation of institutional rules and reported in accordance with SOP [318.02.01.001](#), Disciplinary Procedures.

Each facility will maintain a clothing record for each offender, which includes the following information:

- A listing of all issued items;
- A receipt signed by the offender for all reissued items, along with his request;
- Date of issue of each item; and
- Any correspondence regarding the issued items.

Replacement should be made by the facility when

- the item has equaled or exceeded normal life expectancy, or
- a lost or stolen item is authorized for replacement by the clothing officer, or
- the offender reimburses the facility for the lost or stolen item.

Each facility will establish a means for the identification of all issued items and the replacement cost of each item.

Storage

Each facility will provide the following:

- Appropriate storage facilities for blankets, linens, and clothing;
- An inventory of clothing, blankets, and linens equal to or exceeding the amount required to supply the facility's maximum capacity; and
- Laundering of all blankets, sheets, and state-issued clothing before issue or storage.

4. Hygiene Supplies

Each offender will be issued the following items:

- One (1) small bar of soap (after leaving the Reception/Diagnostic Unit (RDU), issued only to indigent offenders),
- Tooth powder or paste (after leaving RDU, issued only to indigent offenders),

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- Toothbrush (after leaving RDU, issued only to indigent offenders),
- Disposable razor (after leaving RDU, issued only to indigent offenders), and
- Toilet paper.

These Items may be issued as necessary:

- Sanitary napkins for female offenders, as needed;
- Denture cleaner and adhesive, as needed for offenders with dentures; and
- A comb (facility's option).

Indigent Hygiene Supplies

Indigent offenders, as defined in SOP [402.02.01.001](#), Mail Handling in Correctional Facilities, will be issued the following items on a weekly basis upon request:

- One (1) small bar of soap,
- One (1) container of tooth powder or paste,
- Toilet paper,
- Toothbrush, and
- A disposable razor.

Note: Toothbrush, disposable razor, and toilet paper (empty roll insert) will be reissued only on an exchange basis.

5. Hygiene

General

Offenders are required to

- wear clean clothing consistent with the facility schedule of clothing exchange, self-service exchange, or a combination of the two (2);
- shower/bathe regularly consistent with the facility/unit schedule; and
- practice hygiene habits consistent with good health.

Hair

Offenders are allowed to wear their hair at any length, but it must be kept clean and neat at all times and styling must be in accordance with SOP [325.02.01.001](#), Prison Rape Elimination.

Facial Hair

Male offenders are allowed to grow facial hair. Facial hair must remain neatly trimmed, clean, and cannot exceed one-half inch (½') in length. In facilities where offenders have access to barbering scissors or electric facial hair clippers, offenders may trim their own facial hair. Offender barbers may also trim facial hair using electric facial hair clippers. In facilities where offenders do not have access to scissors, offender barbers must trim facial hair.

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Mustaches

Mustaches, goatees, etc. are permitted and are subject to the same grooming standard as for facial hair.

Sideburns

Sideburns are permitted and are subject to the same grooming standard as for facial hair.

Note: Facility Exception -- Offenders housed at the Northern Idaho Correctional Institution (NICI) are not permitted to grow facial hair, to include mustaches, and sideburns. Facial hair is not permitted at NICI because it would interfere with the standards developed for that retained jurisdiction program. However, offenders are allowed to grow facial hair in accordance with the religious exception as described below.

Religious Exception

Offenders may submit a request for a religious exception to grow their facial hair up to one inch (1") in length. The offender must submit a notice to the religious activities oversight coordinator in accordance with standard operating procedure [403.02.01.001](#), Religious Activities.

6. Barbering Services in Prison Facilities

A deputy warden or designee is the approval authority for the placement of an incarcerated offender into an offender barber position. (In facilities without a deputy warden position, this approval authority will be the second in command.) The facility head will designate a staff member(s) to supervise offender barbers. The offender barber supervisor will normally conduct the training of offender barbers and inspections of the barbering areas and practices.

Staff Training

The facility head will designate staff members authorized to deliver training to offender barbers. (Record the training in the Training Administrative System (TAS).) Before training incarcerated offenders, designated staff members will do the following:

- Read this SOP, paying special attention to the information, standards, and procedures regarding offender barbers;
- Be familiar with the barbering locations at their facility;
- Be familiar with the barbering tools and sanitation procedures; and
- Be familiar with the barbering inspection process.

Offender Barber Selection

Each facility will select incarcerated offenders to act as barbers ("offender barbers") for other offenders housed at the same facility. The facility head will designate a deputy warden or other staff member to be the final approval authority.

Eligibility Criteria for Offender Barbers

- Barbers are eligible for an institutional job.
- Barbers must be reviewed and clearance obtained from medical.

Note: Because incarcerated offenders are not members of the general public, "offender barbers" are not required to possess state licensure.

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Process Steps: Offender Barber Selection

Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Incarcerated Offender	1	Submit Appendix B, <i>Offender Barber Application</i> , to the offender barber supervisor.
Offender Barber Supervisor	2	Review the application. <ul style="list-style-type: none"> Mark “yes” if the incarcerated offender is eligible for institutional work and proceed to step 3. Mark “no” if the incarcerated offender is not eligible for institutional work and return the application to the offender noting the reason why.
Offender Barber Supervisor	3	Forward the incarcerated offender barber’s application to medical.
Medical Staff	4	Review the application. <ul style="list-style-type: none"> Mark “yes” if there <u>are not</u> any known medical conditions that would prevent the incarcerated offender from working as a barber. Mark “no” if there <u>are</u> medical conditions that would prevent the incarcerated offender from working as a barber.
Medical Staff	5	Return the application to the offender barber supervisor.
Offender Barber Supervisor	6	Forward the application to the deputy warden or designee.
Deputy Warden or Designee	7	Review the application and approve or deny the incarcerated offender as an offender barber. (<i>Note: the application <u>cannot</u> be approved if medical indicates that there are medical conditions that would prevent the offender from working as a barber.</i>) <ul style="list-style-type: none"> Document the approval or denial in the Corrections Integrated System (CIS) under the offender work assignment link.
Deputy Warden or Designee	8	<ul style="list-style-type: none"> File the original application in a file for offender barbers. (See ‘Assessments’ for retention guidance.) Forward a copy of the application to the staff member assigned to supervise offender barbers.
Offender Barber Supervisor	9	Inform the incarcerated offender of the decision. <ul style="list-style-type: none"> If approved, proceed to step 10. If denied, the process ends here.

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Functional Roles and Responsibilities	Step	Tasks CIS steps are in bold
Offender Barber Supervisor	10	<p>If the incarcerated offender was approved to work as an offender barber, schedule the offender for training. Give the offender a copy of Appendix A, <i>Offender Barber Guidelines</i>, and ensure the offender is trained in the following areas:</p> <ul style="list-style-type: none"> • Prevention of blood exposures to the offender barber and offenders, • Procedures to take if offender or offender barber is exposed to blood, and • Inspection, cleaning, and sanitation of haircutting equipment.
Offender Barber Supervisor	11	<ul style="list-style-type: none"> • Complete Appendix A and give a copy to the incarcerated offender; forward a copy to the medical staff and to the deputy warden or designee. • Complete Appendix C, <i>Certificate of Completion Offender Barber Orientation Training</i>; forward a copy to the deputy warden or designee.
Medical Staff	12	File Appendix A, <i>Offender Barber Guidelines</i> , in the offender's medical file
Deputy Warden or Designee	13	<ul style="list-style-type: none"> • File Appendix A, <i>Offender Barber Guidelines</i>, and Appendix C, <i>Certificate of Completion Offender Barber Orientation Training</i>, in a file for offender barbers. (See 'Assessments' for retention guidance.) • Notify the offender barber supervisor that the incarcerated offender is clear to begin work duties.
Offender Barber Supervisor	14	<p>Schedule the incarcerated offender to begin duties.</p> <ul style="list-style-type: none"> • Enter offender's job start date in the Corrections Integrated System (CIS) under work assignments. (Note: when the barber job assignment ends, enter the end date into CIS also.)

For further assistance with CIS, see your designated CIS super user.

Note: If medical staff diagnoses a current offender barber with a condition that prevents him from serving as an offender barber, the offender will be restricted from working as an offender barber until medical clearance is obtained.

Haircutting Areas

Facility heads will designate one (1) or more haircutting areas within their facilities. Haircutting areas must be separate from living areas. All hair cutting areas must meet the following criteria:

- Must be located adjacent to a sink with hot and cold running water, and
- Must be supplied with an infectious waste disposal unit, which is exclusively used for disposing of materials contaminated with blood.

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Note: In facilities where security levels prevent offenders from leaving the tier or unit, haircutting areas may be located in dayrooms if there is a minimum of 10 feet separating the haircutting area and tables where food is consumed.

Barbering Equipment

The facility will provide each haircutting area with the following haircutting/facial hair trimming equipment:

- Two (2) sets of cutting instruments (barbering scissors or clipper type machines). Scissors are permitted when consistent with the security level and tool control procedure of the facility.
- Eight (8) combs or four (4) brushes or a combination of both, not to exceed 12 items total.
- If clipping machines with detachable heads are used, the facility will provide one (1) motorized unit and two (2) detachable cutting heads. Facial hair grooming cutting heads should also be purchased if available.
- Single-use towels.
- Latex or similar disposable gloves.
- Cotton balls or tissue.
- Hospital grade or better sanitizing solution.
- Soap.
- Clean towels to use as capes or multi-use capes to cover offenders. If multi-use capes are used, the facility will also supply single-use neckbands.
- A clean storage area such as a cabinet, drawer, or container consistent with the security needs of the facility and SOP [509.02.01.001](#), Tool Control.
- Consistent with [509.02.01.001](#), Tool Control, a staff member will inventory barbering equipment before and after each barbering session and ensure that the equipment is stored in the approved location.
- A covered waste container and plastic liner bags.

Note: Beard clippers or other hair cutting equipment available for checkout to offenders must be cleaned and maintained by an offender barber. All equipment must be maintained in accordance with this SOP.

Offender Barber Practices

Offender barber practices are identified in Appendix A, *Offender Barber Guidelines*.

Prohibited Acts

Offenders and offender barbers are prohibited from the following:

- Cutting or forming symbols or any other wording or depictions into their scalp or facial hair,
- Using their scalp or facial hair to hide contraband, and

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- Violating the provisions of SOP [325.02.01.001](#), Prison Rape Elimination.

Failure to follow the provisions of this SOP may result in disciplinary action in accordance with SOP [318.02.01.001](#), Disciplinary Procedures. Sanctions could include having their scalp or facial hair cut to a shorter length to ensure security, cleanliness, and safety. In addition to disciplinary action taken in accordance with SOP [318.02.01.001](#), offender barbers could lose their offender barber position.

Assessment

Each facility head will identify the staff position responsible to conduct assessments of the barbering process and components identified in this SOP. These assessments will be no less than monthly using Appendix D, *Offender Barber Assessment Checklist*.

The staff member conducting the assessment will give the assessment to the designated deputy warden upon completion.

The deputy warden or designee is responsible for correcting (or addressing in writing) deficiencies within 30 days of receiving the assessment from the staff member. A copy of all assessments will be forwarded to the facility head.

Assessments will be retained for two (2) years and then destroyed.

Alternative Barbering Practices in Community Work Centers

Community work centers (CWCs) may use (1) offender barbers in accordance with the provisions of this SOP or (2) citizens who hold licenses issued by the Idaho Bureau of Occupational Licenses (IBOL) and approved by either the Idaho State Board of Barber Examiners or the Idaho State Board of Cosmetology.

Whether a CWC uses offender barbers or licensed citizens, the facility head must identify a hair cutting area in accordance with this SOP.

REFERENCES

Appendix A, Offender Barber Guidelines

Appendix B, Offender Barber Application

Appendix C, Certificate of Completion Offender Barber Orientation Training

Appendix D, Offender Barber Assessment Checklist

Idaho Code, Section 54-502

Standard Operating Procedure [318.02.01.001](#), Disciplinary Procedures

Standard Operating Procedure [325.02.01.001](#), Prison Rape Elimination

Standard Operating Procedure [402.02.01.001](#), Mail Handling in Correctional Facilities

Standard Operating Procedure [403.02.01.001](#), Religious Activities

Standard Operating Procedure [509.02.01.001](#), Tool Control

Standards for Adult Correctional Institutions, 4th Edition, Standard Nos. 4-4262, 4-4263, 4-4283, 4-4285, 4-4338, 4-4339, 4-4341, 4-4342, 4-4343.

– End of Document –

IDAHO DEPARTMENT OF CORRECTION

Offender Barber Guidelines

Congratulations. You have been selected as an offender barber. It is the policy and practice of the Idaho Department of Correction (IDOC) that offender barbers follow good hygiene practices, which reduce the risk of injury and the spread of infectious disease. Before you begin serving as an offender barber, you must become familiar with these instructions and practices. Check off the box when you complete training on each topic. Do not check the box until you feel you understand the procedure or requirement. If you have questions, please ask an IDOC staff member.

Offender Barber Instructions

1. A staff member must inspect your hands before each barbering session.
2. Wash your hands with soap and water before each haircut or facial hair grooming.
3. If you have any open wounds, dermatitis (inflammation, blistering, etc.), or other non-intact skin of the hands, you must wear latex gloves.
4. Wash your hands with soap and water before putting on latex gloves.
5. If gloves are required, use a new pair for each offender.
6. Consider every offender as potentially carrying an infectious disease.
7. The facility will provide single-use towels, paper neckbands, cotton balls, facial tissues, latex gloves, and soap. These items will be within convenient access of the haircutting work area. Ensure that these are available before beginning a haircutting session. If these items are not available or if the supply is low, contact the IDOC staff member responsible for supervising offender barbers.
8. A staff member will inventory the barbering instruments at the beginning and end of each barbering session.
9. Ensure that you have haircutting instruments to include combs, brushes, scissors, and cutting heads for electronic clippers.
10. Before each barbering session, clean and sanitize haircutting instruments using the following process:
 - Look at each haircutting instrument to ensure that it is in good condition.
 - Manually clean the equipment to remove hair and debris.
 - After inspecting and manually cleaning the instruments, use the cleaning solution according to the manufacturer's instructions to disinfect and sanitize the instruments.
11. After each haircut or facial hair grooming, the offender barber must do the following:
 - Manually clean each instrument.
 - Sanitize it using the cleaning solution according to the manufacture's instructions.
12. If towels are used to cover offenders when cutting hair, use clean towels for each offender. If multi-use capes or cloths are used, use a new paper neckband or clean towel for each offender.
13. The IDOC prohibits the use of styptic sticks, styptic pencils, alum or other similar means to control bleeding.
14. If a cut causes bleeding, do the following:
 - Absorb the blood using clean facial tissues or cotton balls.
 - Immediately put the contaminated materials into the bio waste container.

IDAHO DEPARTMENT OF CORRECTION
Offender Barber Application

Offender Name (print): _____ Date: _____
Offender Number: _____ Name of Facility: _____

List previous barbering experience and training or work experience:

1. _____
2. _____
3. _____
4. _____
5. _____

Staff Section
Do not write below this line

Offender Barber Supervisor

Offender Barber Supervisor Name and Associate Number (print): _____

Date Received: _____ Eligible for institutional work: Yes No

.....
Medical Review

Medical Staff Name (print): _____ Date: _____

Medical Staff Signature: _____

Offender able to work as an offender barber: Yes No

Comments: _____

.....
Approval Authority

Deputy Warden or Designee's Signature Associate ID Number Date

Approved Denied

Note: If medical indicates that medical conditions exists (box marked "no") that would prevent the offender from working as a barber, do not approve this application.

Comments: _____

IDAHO DEPARTMENT OF CORRECTION

**Certificate of Completion
Offender Barber Orientation Training**

_____, completed offender barber orientation
(Print Offender's name and IDOC number)

training on _____ at _____. The
(Print Date) (Print Name of Facility)

undersigned Idaho Department of Correction (IDOC) staff member(s) conducted the orientation. The following areas were covered during this training and orientation with the offender:

- The procedures outlined in standard operation procedure [306.02.01.001](#), Hygiene of Offenders, Offender Barbers, and Facility Housekeeping;
- Prevention of blood exposures to the offender barber and offenders;
- Procedures to follow if an offender or offender barber is exposed to blood;
- Inspection, cleaning, and sanitation of haircutting equipment; and
- The offender was given a copy of Appendix A, *Offender Barber Guidelines*.

IDOC Staff Member Signature

Associate ID Number

Date

Medical Staff Member Signature

Associate ID Number

Date

Offender's Signature

Note: the offender's signature acknowledges completion of training and receipt of Appendix A, *Offender Barber Guidelines*.

