DEPARTMENT OF CORRECTIONS

Policy:	**303.020**
Title:	**Incarcerated Person/Resident Dress/Linen Exchange/Hygiene/Hair Care**
Effective Date:	**12/28/2024**

PURPOSE: To provide guidelines for incarcerated person/resident dress, linen expectations, hygiene, and hair care. Incarcerated persons /residents are permitted freedom in personal grooming if their appearance does not conflict with the facility's requirements for safety, security, identification, and hygiene. The warden/superintendent ensures that there are enough bathing facilities in the housing area to permit adult incarcerated persons in the general population to shower at least three times per week, and juvenile residents to shower daily and after strenuous exercise.

APPLICABILITY: All facilities

DEFINITIONS:
Barber – an incarcerated person who is trained and authorized to provide hair care services.

Damaged linen – A piece of clothing with a significant tear, missing section, or hole larger than a fifty-cent piece. Stains are not considered damage.

Fully clothed – no portion of the incarcerated person's /resident's undergarments may be visible through the incarcerated person's 's/resident's clothes. Pants must be worn at the waistline.

Hair care – haircuts/styling and trimming of head and facial hair.

Religious head covering – see definition in Policy 302.300, "Religious Programming."

Undergarments – underpants/briefs/boxers and bras.

PROCEDURES:

A. Dress

1. Male incarcerated persons/residents must keep their genitalia always covered, except when changing clothes, showering, or using the toilet. Female incarcerated persons /residents must keep their breasts and genitalia always covered, except when changing clothes, showering, or using the toilet.

2. Incarcerated persons/residents must be fully clothed and wear appropriate footwear when out of their cells/rooms. All incarcerated person/resident clothing must be clean, in good condition, and not altered. Clothing must be worn in the manner it was intended to be worn. Incarcerated persons/residents must follow the guidelines below for dress expectations.
   a) Shirts
      (1) When an incarcerated person/resident leaves their room, they must wear a shirt at all times throughout the facility and grounds (unless authorized for a specific activity).

(2) If the shirt has buttons, the incarcerated person /resident must have it buttoned within two buttons from the top.

b) Pants

(1) Pants, shorts, and sweatpants must be the appropriate size for the incarcerated person /resident.

(2) Pants must always be worn at waist level. This includes shorts and sweatpants.

c) Incarcerated persons /residents must follow the clothing guidelines set forth by individual vocational assignments, programming, or visiting.

d) Specific clothing required by a vocational assignment may only be worn for that assignment.

e) Sunglasses may not be worn indoors without medical authorization.

f) Hats or coats may not be worn while in a living unit, unless authorized for a vocational assignment.

g) Headgear and religious head coverings

(1) Headgear issued for a specific vocational assignment is only to be worn during that assignment.

(2) Do-rags may only be worn in the incarcerated person's /resident's cell/room.

(3) Headgear (baseball caps, stocking hats, etc.) may only be worn outdoors.

(4) A religious head covering that the incarcerated person's /resident's religion requires to be worn throughout the day, as approved by the religious coordinator, must generally be accommodated, subject to the need to identify incarcerated persons /residents and maintain security and safety.

(5) Athletic headbands must be white and may only be worn during recreational activities.

(6) Plastic caps and curlers may not be worn outside the living unit.

B. Personal hygiene

1. Every incarcerated person/resident must maintain a socially acceptable level of personal hygiene by using hygiene products and hair care.

2. Certain vocational assignments, such as food service, may require a higher standard of hygiene as determined by the work supervisor.

3. Incarcerated person /resident nails must not exceed the fleshy tip of the finger or toe.

4. Sanitary napkins and tampons are offered at MCF-Shakopee at no cost to people housed there. Menstruating incarcerated people housed in any male-designated correctional facility pursuant to Policy 202.045, "Management and Placement of Incarcerated People Who are

Transgender, Gender Diverse, Intersex, of Nonbinary" may request free sanitary napkins and tampons from their facility gender identity committees. Additional products and different brands can also be purchased via canteen addressed in Policy 302.010 "Canteen."

C. Hair care

This section applies only to incarcerated persons at adult facilities. Juvenile resident hair care is provided for by contracted barbers and beauticians.

1. Hair, including facial hair and eyebrows, must be kept clean and may not be styled or cut to contain lettering, signs, or symbols.

2. Haircuts must be provided by barbers trained in the sanitary conditions outlined in this policy and in an approved area. Incarcerated persons/residents are not allowed to cut their own hair.

3. Incarcerated persons authorized to provide hair care services must not accept tips or other compensation from other incarcerated persons, and may not sell or provide products.

4. Each facility is required to maintain a tool control inventory documenting barber equipment, equipment sanitation, and, when necessary, the disposal of equipment.

5. Hair care sanitation regulations
   a) Chairs used for hair care services must be spaced no less than five feet apart center to center.

   b) The barber providing hair care services must always wear clean clothes.

   c) The barber providing hair care services must cleanse their hands thoroughly with soap and clean water before attending each incarcerated person receiving hair care services.

   d) The barber providing hair care services must follow the Hair Care Services Disinfectant Procedures (attached).
      (1) Razors, combs, hairbrush and all other instruments or appliances that come in contact with the head, neck, or face must be thoroughly cleaned and sanitized, by submersion, in a suitable chemical bactericide solution which is effective, such as 0.1 percent suitable quaternary ammonium compound, or by other means having a solution equivalent to five percent phenol, or other chemical sanitizing agent having equivalent efficacy. For example, Barbicide® or Marvicide®.
         (a) The instruments must be submerged for ten minutes, or as recommended by the manufacturer after use on each offender/resident.
         (b) The chemical solution must be changed daily or more often as needed.

      (2) All non-immersive or electrical implements such as clippers, clipper blades and shears must be sprayed with Marvicide® or an equivalent.

      (3) Aerosol and clipper lubricant must be controlled by staff.

(4) When hot and cold running water is not present within five feet of the working chair, a container must be provided that is large enough to accommodate all soiled implements and in which those instruments such as combs and brushes, may be totally immersed for washing.

(5) Clean disinfected implements must be kept in a closed clean container.

e) A separate, clean towel and/or neck band must be used for each incarcerated person. These items are stored in a clean closed cabinet.

f) The walls, ceilings, floor, and furniture in a hair care service area must be kept clean and in good repair. Floors must be covered with a washable and nonporous material.

D. Linens

Incarcerated persons /residents are expected to exchange dirty linens for clean linens weekly in unit linen exchanges. Blankets are exchanged quarterly.

1. Incarcerated persons /residents must display linens to be examined by staff for damage and to make sure they have the proper number of allowed items.

2. Incarcerated persons who have damaged linens or do not have the correct number of linens are charged for the linens. Unit staff must write an incident report detailing the items damaged and forward this information to the facility finance department for charging the IP.

3. Incarcerated persons /residents must look over their new linens before leaving the area to make sure they are not receiving damaged linens.

4. Incarcerated persons /residents leaving on delegation or being released must be in compliance with the linen allotment prior to leaving the facility.

E. Violations

1. Dress, personal hygiene, hair care, or linen violations are handled through the informal sanctions or discipline process (see 303.015, “Informal Sanctions,” or Policy 303.010, “Offender Discipline”).

2. Incarcerated persons/residents who fail to maintain these minimum standards of personal hygiene may be given a direct order to correct the situation or be subject to discipline. If appropriate, a security supervisor may authorize a staff-assisted shower, nail clipping, or the removal of unauthorized letters or symbols from the hair.

3. All discipline must be recorded in the incarcerated person /resident record in the correctional operations management system (COMS) and/or in the incarcerated person’s /resident’s unit or program file.

INTERNAL CONTROLS:

A. Informal sanctions or formal discipline issued by staff are retained electronically in COMS and/or in the incarcerated person’s /resident’s unit or program file.

REFERENCES: Minn. Stat. §§ 241.01, subd. 3a, 154.02 and 154.04
Policy 303.300, "Religious Programming"
Policy 302.010, "Canteen"

REPLACES: Policy 303.020, "Offender/Resident Dress/Linen Exchange/Hygiene/Hair Care," 7/21/20.
All facility policies, memos, or other communications whether written, verbal, or transmitted by electronic means regarding this topic.

ATTACHMENTS: Hair Care Services Disinfectant Procedures (303.020A)

APPROVED BY:
Commissioner of Corrections