Minnesota Department of Corrections

Division Directive:	**204.0421**	**Title: Cosmetology and Barbering Programs**
Issue Date:	**9/18/12**	
Effective Date:	**10/2/12**	

AUTHORITY: Minn. Stat. §§241.01; 242.20; and 244.03

PURPOSE: To provide incarcerated offenders with career/technical programming through the barbering and cosmetology programs and to establish guidelines for haircutting services provided to facility staff.

APPLICABILITY: Minnesota Department of Corrections (DOC); Minnesota Correctional Facility - St. Cloud (MCF-SCL), Minnesota Correctional Facility - Moose Lake (MCF-ML), and Minnesota Correctional Facility - Shakopee (MCF-SHK)

DIRECTIVE: The barbering and cosmetology programs must conform to all disinfection requirements governed by applicable Minnesota state laws and rules. Offenders in the barbering and cosmetology programs are permitted as part of the curriculum, to provide haircutting services to staff. Offenders in the barbering and cosmetology programs must only provide hair care services to staff under the supervision and with the approval of the barbering/cosmetology instructors. Offenders providing hair care services to staff obtain experience in a wider variety of haircutting styles and this better prepares them for seeking and securing employment following release.

Staff members requesting barbering and cosmetology hair care services must follow the procedures below.

DEFINITIONS:
Career/technical program - approved vocational education programming that leads to a verifiable and accepted credential in a specific field.

PROCEDURES:

A. The barbering and cosmetology program

1. Offender program eligibility - cosmetology – offender must:
   a) Be 90 days segregation discipline free; and
   b) Have a minimum of 16 months remaining in the facility.

2. General program requirements – cosmetology – offender must:
   a) Have his/her high school diploma or GED; and
   b) Have TABE scores 11.0 test A for reading and TABE score 6.0 in math.

3. Offender program eligibility – barbering – offenders must:
   a) Be six months discipline free; and
   b) Have a minimum of two years remaining in the facility.

4. General program requirements-barbering – offender must have a high school diploma or GED diploma.

5. Licensure

a) Offenders in the barbering and cosmetology program must accrue satisfactory levels of client services as stipulated by Minnesota state laws and rules, prior to the completion of the career/technical program and licensure.
b) The DOC provides offenders enrolled in barbering or cosmetology the opportunity to take state board exams needed for licensure. In order to take these exams, offenders must have sufficient time in the facility, successfully complete all prerequisites, and be in good standing within the career technical program.
c) The DOC provides offenders with sufficient variety and contact hours of hair care practice to:
(1) Optimize the attainment of job-specific skills; and
(2) Better ensure job placement and success following release.

B. Hair care services for staff – facilities providing hair care services to staff may develop an instruction containing facility specific information.

1. General offender qualifications to provide staff hair care services
a) Only offenders participating in the barbering/cosmetology vocational program are authorized to provide hair care services to staff.
b) The barbering/cosmetology instructor authorizes qualified offenders to provide hair care services.
c) All hair care services provided to staff must be completed under barbering/cosmetology instructor direct supervision.
d) Limited services are available for staff, based on the needs of the various programs.

2. Rules for offenders
a) Offenders providing hair care services must not accept tips or other compensation from staff, nor sell or provide products.
b) All tools are controlled and signed in and out by offenders with instructor supervision and accountability.

3. Rules for staff
a) Staff must not provide any compensation to offenders.
b) Staff may not receive cosmetology services on work time.

4. Services available and fees
a) Services available and fees at MCF-SCL - haircuts: $5.
b) Services available and fees at MCF-ML - haircuts: $5 and chemical services $20 and up.
c) Services available and fees at MCF-SHK - haircuts: $5.

5. How staff pay fees and how funds are used
a) Staff must purchase barbering/cosmetology tickets in the same manner as meal tickets are purchased (see Policy 104.480, "Employee/Visitor Meals,") in the amount necessary for the desired hair care service.
b) The barbering/cosmetology instructor must receive the appropriate amount of tickets from the staff prior to service.
c) Tickets amounts must be sent to finance by the barbering/cosmetology instructor at the end of the work week. Funds are to be placed back into specific career-technical program for supplies

6. Appointments/scheduling

a) Staff sign up for appointments by contacting the barbering/cosmetology instructor. The barbering/cosmetology instructor schedules an offender to provide the staff hair care services. Staff cannot request a specific offender.

b) Staff are added to the appointment list. The staff must ensure that the appointment time does not conflict with work time or responsibilities.

c) Although staff may sign up for haircutting services weekly, the barbering/cosmetology instructor may cancel any appointments as necessary. Staff haircut appointments may be limited, suspended, or cancelled entirely at any time depending on needs of the program, security concerns, or other facility issues.

REVIEW: Annually

REFERENCES: Policy 104.480, "Employee/Visitor Meals"

SUPERSESSION: All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: none

/s/
Assistant Commissioner, Facility Services