Minnesota Department of Corrections

Policy:	**303.020**
Title:	**Offender/Resident Dress/Linen Exchange/Hygiene/Hair Care**
Effective Date:	**7/21/20**

PURPOSE: To provide guidelines for offender/resident dress, linen expectations, hygiene, and hair care. Offender/residents are permitted freedom in personal grooming as long as 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 offenders 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 offender who is trained and authorized to provide hair care services.

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

Fully clothed – no portion of the offender's/resident's undergarments may be visible through the offender'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 brassiere.

PROCEDURES:

A. Dress

1. Male offenders/residents must keep their genitalia covered at all times, except when changing clothes, showering, or using the toilet. Female offenders/residents must keep their breasts and genitalia covered at all times, except when changing clothes, showering, or using the toilet.

2. Offenders/residents must be fully clothed and wear appropriate footwear when out of their cells/rooms. All offender/resident clothing must be clean, in good condition, and not altered. Clothing must be worn in the manner it was intended to be worn. Offenders/residents must follow the guidelines below for dress expectations.
   a) Shirts
      (1) When an offender/resident leaves the offender's/resident's room, the offender/resident 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 offender/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 offender/resident.
(2) Pants must be worn at waist level at all times. This includes shorts and sweatpants.

c) Offenders/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 offender's/resident's cell/room.

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

(4) A religious head covering that the offender'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 offenders/residents and the need to 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 offender/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. Offender/resident nails must not exceed the fleshy tip of the finger or toe.

C. Hair care
This section applies only to offenders 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. Offenders/residents are not allowed to cut their own hair.

3. Offenders authorized to provide hair care services must not accept tips or other compensation from other offenders, 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 offender providing hair care services must wear clean clothes at all times.

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

   d) The offender 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 (e.g., 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 offender. 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

Offender/residents are expected to exchange dirty linens for clean linens weekly in unit linen exchanges. Offender/resident blankets are exchanged quarterly.

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

2. Offenders 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 offender.

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

4. Offenders/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 Division Directive 303.015, "Informal Sanctions," or Policy 303.010, "Offender Discipline").

2. Offender/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 offender/resident record in the correctional operations management system (COMS) and/or in the offender'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 offender/resident's unit or program file.

ACA STANDARDS: 2-C0-4D-01; 4-4283; 4-4340; 4-4341; 4-4342; 4-4343; 4-4334

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

REPLACES: Policy 303.020, "Offender/Resident Dress/Linen Exhange/Hygiene/Hair Care," 4/3/18.
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:
Deputy Commissioner, Community Services
Deputy Commissioner, Facility Services
Assistant Commissioner, Operations Support
Assistant Commissioner, Criminal Justice Policy, Research, and Performance

Instructions
303.020OPH, "Unit Laundry"
303.020-1OPH, "Offender Dress/Hygiene/Hair Care"