

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 12-13	Policy # 18.12
Applicability: <input type="checkbox"/> All DJJ Staff <input type="checkbox"/> Administration <input type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: ACA: 4-JCF-4B-02 DJJ 7.30, 7.31, 8.4, 11.30, 17.1	
Chapter 18: FACILITY PROGRAMS AND SERVICES	Effective Date: 7/1/12 Scheduled Review Date: 7/1/14	
Subject: HAIR AND NAIL HYGIENE	APPROVED:	
Attachments: A. Barber/Cosmetology Sanitation Standards B. Barber/Cosmetology Sanitation Inspection Report C. Weekly Youth Haircut and Shaving List D. Razor Checkout Log E. Razor/Sharps Container Return Log	<div style="text-align: center;">  <hr style="width: 80%; margin: auto;"/> L. Gale Buckner, Commissioner </div>	

I. POLICY:

Department of Juvenile Justice secure facilities shall provide hair care services in a safe and sanitary manner.

II. DEFINITIONS:

Hair Care Services: Shaving or trimming the beard, cutting or dressing the hair, giving facial or scalp massages, giving facial or scalp treatment with oils or cream or other preparations made for this purpose, either by hand or by means of mechanical appliances, singeing and shampooing the hair, dyeing the hair, or permanently waving or straightening the hair of any living person for compensation.

III. PROCEDURES:

- A. Only persons licensed by the State of Georgia as a barber or cosmetologist and hired in that capacity will provide hair care services to youth. Staff will not groom, cut or style the hair of youth.
1. The barber/cosmetology license will be displayed at the location where hair care services are provided.
 2. The contracted barber/cosmetologist will have a documented facility-specific pre-service orientation. The Director or designee will ensure that the orientation includes training in tool control, control of hazardous materials, key control, and other basic procedures.
- B. Security:
1. The contracted barber/cosmetologist will be required to follow all facility security procedures.
 2. All tools, equipment, and chemicals assigned to or brought into the barber/cosmetology shop will be controlled in accordance with DJJ 7.30, Tool Control and 7.31, Control of Hazardous Materials.
 3. Youth may work in the barber/cosmetology shop only as part of a vocational program. In

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these cases, the youth will receive a written orientation to the safety and sanitation requirements and will be required to follow them.

C. Sanitation:

1. The contracted barber/cosmetologist will abide by sanitation standards set for licensure. (See Attachment A)
2. When the barber/cosmetologist observes an open lesion on the scalp, neck, or facial area, a Help Request Form will be completed for the youth to be referred for medical services. Discretion will be used to protect the youth's privacy and confidentiality. The youth will not be provided barber/cosmetology services until medically cleared.
3. No barber, cosmetologist, or student will perform medical therapy of any skin condition. In particular, there will be no opening or draining of pustules, crust, or other skin conditions.
4. In the event of a cut or break in the skin during barbering, bleeding will be controlled by use of standard First Aid procedures. Bleeding that does not stop will be attended to by medical services staff. Any blood present will be handled according to standard body fluid precautions. (See DJJ 11.30, Infection Control)
5. The barber/cosmetologist will conduct a sanitation inspection of the barber/cosmetology shop prior to and after hair care services are provided. This inspection will be documented on the Barber/Cosmetology Shop Sanitation Inspection (Attachment B).
6. The barber/cosmetology shop will be inspected during weekly and quarterly inspections (see DJJ 8.4, Inspections).

D. The facility Director will notify the Regional Administrator anytime barber services will not be provided for a week or more.

E. Youth will make all requests for shaving or haircuts via a Help Request or a direct request to the facility case manager.

F. The facility Director will ensure that a Hair and Shaving Plan binder is up to date and kept in the Director's office and in the central control room.

1. The binder will contain a set schedule for hair cutting services and shaving at a minimum of once per week or more often, if needed, in order to meet policy requirements. The schedule will contain the dates and times for each unit/dorm to receive barber services.
2. The identification of the barber, including contact information and the location where the services are provided, will be maintained in the binder.
3. A list of all provider tools will be maintained in the binder with a checklist documenting the date, and names of service tools brought in and out of the facility. Prior to the barber leaving the facility, security staff will ensure that all tools checked in are also checked out.
4. The binder will contain a weekly list of youth scheduled to receive haircuts for the current

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week.

G. Assignment of Youth for Hair Care Services:

1. The facility case manager will review all youth on his/her caseload weekly and will determine which youth are in need of haircuts and shaving. The case manager will submit a list of all youth requiring services to the facility Director or designee no later than a weekly day set by the Director. (See Attachment C-Weekly Youth Haircut and Shaving List).
2. The facility case manager will be responsible for tracking new admissions to ensure that youth receive haircuts in accordance with Section H.4. of this policy.
3. The Director's secretary or designee will ensure facility case managers submit the Weekly Youth Haircut and Shaving List and will complete a master schedule each week for when youth will receive haircuts and shaving. Once a youth has been scheduled for services, the Weekly Youth Haircut and Shaving List will be placed in the Hair and Shaving Plan Binder.
4. The facility Director or designee will ensure that the date of when each youth receives haircutting services and shaving is documented on the Weekly Youth Haircut and Shaving List immediately upon the completion of the services. A copy of the completed Haircut and Shaving List will be provided to the facility case manager. The original will be maintained by the Director's secretary or designee, according to month of service.
5. The facility case manager will record all hair and shaving services received in the Juvenile Tracking System.

H. Hair Care Guidelines for Youth:

1. Each youth will have hair that is clean and neatly styled in such a way that it makes him/her easily identifiable to staff and does not present a health and/or safety/security concern.
2. Each male youth will have cleanly shaved facial hair, unless the lead Nurse has documented a medical reason exempting the youth. If there is a medical exemption, the Nurse must indicate how close the youth may shave and the youth must follow that directive.
3. Youth will be issued culturally sensitive hair maintenance items (i.e. hair grease) enough for a one-time use, combs and brushes.
4. Any youth entering any secure facility will comply with the length provisions of this policy within 1 week of:
 - Intake if DJJ staff know at the time of intake the youth will be detained for 30 or more days; or
 - When DJJ staff becoming aware that the youth will be at the facility for 30

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days or more; or

- In all other cases, as soon as the youth has been at the facility for 30 days.

5. Hairstyles for Males:

- The hair on top of the head shall be neatly groomed.
- The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance.
- Hair will not be longer than 3 inches from the base of the scalp.
- When combed the hair shall not fall over the ears or eyebrows.
- Hair on the sides and back of the head shall present a tapered appearance and shall not touch the collar except for the closely cut hair at the back of the neck. A tapered appearance is one where the outline of the youth's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck.
- Males may not wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) or any other style of hair that would allow contraband to be hidden.

6. Hairstyles for Females:

- Hairstyles for females shall not fall over the eyebrows or extend below the bottom of the uniform shirt collar.
- Hair should not extend beyond two inches from the left and right sides of the head; ear lobes should be exposed.
- Long hair that falls naturally below the bottom of the uniform collar, to include braids, will be neatly and inconspicuously placed in a scrunchie, so that there is no free-hanging hair.
- Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair-holding devices comply with this policy.
- Dreadlocks (unkempt, twisted, matted individual parts of hair) and any other style of hair that would allow contraband to be hidden are prohibited.

7. Hairpins/bobby pins will be prohibited for all youth.

8. Hair must not contain excessive amounts of grooming aids.

9. Cutting or styling of designs into the hair representing gang identification symbols will be prohibited. Youth may not color their hair or cut their hair into extreme styles after admittance to the facility.

10. Long hair must be pulled up off the shoulders when working details where safety or sanitation considerations so require. Hairnets will be provided as required. Examples include food service, floor maintenance, etc.

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11. Wigs, hairpieces, and extensions must be approved by medical and may be used only for medical reasons and at the expense of the youth.
12. Hair may be processed (i.e. relaxers) only with parental permission for youth under the age of 18 or with the youth's consent over the age of 18. The cost of materials and processing will be paid for by the facility. These services will only be provided by a licensed cosmetologist.
13. Hair care services will be provided free of charge to youth. Extra hair care services may be offered as a privilege as part of the behavior management system.
14. Youth will have the right to file a grievance regarding hair care services.
15. Youth will neatly groom their hair.
16. Both males and females may shave with a one-use disposable razor under direct staff supervision.
 - a. Razors will be stored in the clinic and will be checked out by the staff that will be directly supervising the youth shaving. (See Attachment D-Razor Checkout Log). Clinic staff will provide the supervising staff with a Sharps Container for razors to be returned in.
 - b. The staff supervising the shaving process will collect all razors once shaving is completed and will ensure that each razor has the blades attached.
 - c. The supervising staff will document the number of razors collected and both he/she and the Shift Supervisor will sign the Sharps Log indicating the number of razors disposed of prior to placing the razors in the Sharps Container. (See Attachment E-Razor/Sharps Container Return Log). The supervising staff will return the Sharps Container to the clinic once all youth have shaved.
 - d. The medical services staff will dispose of the razors.
17. The behavior management system will be used to provide incentives for neatly groomed hair. If the youth refuses to comply with the hair care guidelines, a rule violation will be filed in accordance with DJJ 16.5, Disciplinary Reports and Hearings.
18. The Department will cut a youth's hair that presents health, safety, or security concerns.
 - I. When a youth's appearance changes, including a significant change in their hairstyle or length, an updated photograph of the youth will be taken (see DJJ 17.1, Admission to a Secure Facility).
 - J. Nail Hygiene:
Fingernails and toenails must be kept clean and neatly trimmed so that the nail does not extend beyond the fingertip. Fingernails will not be shaped or roughened so that they may be used as a weapon.

IV. LOCAL OPERATING PROCEDURES REQUIRED: NO