

GEORGIA DEPARTMENT OF JUVENILE JUSTICE	Transmittal # 18-20	Policy # 18.12
Applicability: { } All DJJ Staff { } Administration { } Community Services {x} Secure Facilities (RYDCs and YDCs)	Related Standards & References: ACA: 4-JCF-4B-01, 02, 4-JCF-4B-10, 4-JCF-4C-27, 4-JCF-5A-01, 3-JDF-3D-07, 3-JDF-3B-14, 3-JDF-4B-15, 3-JDF-4B 13, 3-JDF-4C 34 DJJ 7.30, 7.31, 8.4, 11.30, 17.1	
Chapter 18: FACILITY PROGRAMS AND SERVICES	Effective Date: 11/15/18 Scheduled Review Date: 11/15/19	
Subject: PERSONAL GROOMING	Replaces: 11/15/17 Secure Facilities Division	
Attachments: A - Barber/Cosmetology Sanitation Standards B - Barber/Cosmetology Sanitation Inspection Report C - Weekly Youth Hair Cut and Shaving List D - Razor Checklist E - Razor/Sharps Container Return Log	APPROVED:  _____ Avery D. Niles, Commissioner	

I. POLICY:

Department of Juvenile Justice secure facilities will provide youths with freedom in personal grooming as long as their appearance does not conflict with the facility's requirements for safety, security, identification, and hygiene.

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. Youth will be allowed to shower daily and after strenuous exercise.
- B. Core health education program will be provided for the development of sound habits and practices regarding personal hygiene in accordance with DJJ 11.11, Health Education Services.
- C. 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 facility Director or designee will ensure that the orientation

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includes training in tool control, control of hazardous materials, key control, and other basic procedures.

D. 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 DJJ 7.31, Control of Hazardous Materials.

E. 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. Medical services staff will be notified and will provide medical care when bleeding does not stop. 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 as established in DJJ 8.4, Inspections.

F. The facility Director will ensure local operating procedures describe a clear process for youth to request and receive hair care services, including shaving, within a reasonable amount of time.

G. Hair Care Guidelines for Youth

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1. Each youth will have hair (including facial 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. (See Attachment C.) Each male youth will have an opportunity to shave.
2. Youth will be issued culturally sensitive hair maintenance items (e.g. hair grease) enough for a one-time use, combs and brushes.
3. For female youth, the hair will be pulled off the shoulders and bangs will not extend over the eyebrows.
4. Hairpins/bobby pins will be prohibited for all youth.
5. Hair must not contain excessive amounts of grooming aids.
6. 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.
7. 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.
8. Wigs, hairpieces, and extensions must be approved by medical and may be used only for medical reasons and at the expense of the youth's parent or legal guardian.
9. Hair may be processed (e.g. perms) only with parental permission for youth under the age of 18 or with the youth's consent for youth 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.
10. 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.
11. Youth will have the right to file a grievance regarding hair care services.
12. Youth will neatly groom their hair.
13. Both males and females may shave with a one-use disposable razor under direct staff supervision. All razors will be securely disposed of. (See Attachment D and Attachment E.)
14. The behavior management system will be used to provide incentives for neatly groomed hair.

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15. The Department will cut a youth's hair that presents health, safety, or security concerns.

H. When a youth's appearance changes, including a significant change in their hair style or length, an updated photograph of the youth will be taken. (See DJJ 17.1, Admission to a Secure Facility.)

I. 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: YES

- Process for youth to request and receive hygiene services, including hair care services and shaving.