

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Barber Shop Supplies

**Policy Number:** 401.03

**Effective Date:** 03/10/2022

**Page Number:** 1 of 2

**Authority:**  
Commissioner

**Originating Division:**  
Executive Division (Office of  
Professional Development -  
Care & Custody)

**Access Listing:**  
Level II: Required Offender  
Access

**I. Introduction and Summary:**

It is the policy of the Georgia Department of Corrections (GDC) to provide the necessary Barber Shop supplies to all facilities. This policy applies to all State Prisons, Transitional Centers, Detention Centers, units, sections, and offices operating under GDC management.

**II. Authority:**

Standard Operating Procedure (SOP): 228.02 Facility-Center Barber-Cosmetology Shops.

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

A. Barber Shop Supplies by Chair:

1. Each facility is responsible for ensuring the issuance and proper replacement of Barber Shop Supplies.
2. The basic issuance of Barber Shop supplies will be issued per barber chair and maintained by the Business Office.
3. The standards for the issuance of Barber Shop supplies and quantity of articles per chair are listed on Attachment 1 to this SOP.
4. Each facility is responsible for establishing and maintaining an inventory and auditing system for all Barber Shop supplies.
5. All approved Barber Shop Supplies will be purchased through Central Care and Custody.

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Barber Shop Supplies

**Policy Number:** 401.03

**Effective Date:** 03/10/2022

**Page Number:** 1 of 2

**Authority:**  
Commissioner

**Originating Division:**  
Executive Division (Office of  
Professional Development -  
Care & Custody)

**Access Listing:**  
Level II: Required Offender  
Access

6. All Barber Shop supplies shall be replaced in an economic and efficient manner.

**B. Barber Shop Supply Replacement:**

1. Barbershop supply replacements are provided on the facility 120-day requisition order, that is generated in SCRIBE or on Attachment 2, Barbershop Requisition Form.
2. The Facility Care & Custody Advisor establishes Barbershop supply replacements. Allocations are based on the facility size and mission.

**V. Attachments:**

Attachment 1: Barber Shop Supplies - Maximum Per Chair

Attachment 2: Barbershop Requisition Form

**VI. Record Retention of Forms Relevant to this Policy:**

Attachments 1 and 2 shall be utilized per the SOP and then destroyed.