

GEORGIA DEPARTMENT OF CORRECTIONS Standard Operating Procedures		
<b>Policy Name:</b> Resident Hygiene, Appearance, and Hair Care		
<b>Policy Number:</b> 215.13	<b>Effective Date:</b> 4/2/2020	<b>Page Number:</b> 1 of 3
<b>Authority:</b> Commissioner	<b>Originating Division:</b> Facilities Division (Transitional Centers)	<b>Access Listing:</b> Level I: All Access

**I. Introduction and Summary:**

All Transitional Center residents will be required to maintain a high standard of personal cleanliness. They will be responsible for the order and cleanliness of their living area and other areas as assigned by staff. Work Release Residents are responsible for maintaining their personal appearance and haircuts at their own expense.

**II. Authority:**

- A. Ga. Comp. R. & Regs. 125-2-3-.04; 125-3-2-.04(g);
- B. GDC Standard Operating Procedures (SOPS): 205.07 Post Orders, 206.01 Offender Personal Property Standards, 206.02 Management of Offender Property or Contraband, 215.07 Resident Passes and Leaves, 226.01 Searches, Security Inspections, and Use of Permanent Logs, and 228.01 Safety-Sanitation Inspections; and
- C. ACA Standard: 4-ACRS-4B-01.

**III. Definitions:**

- A. **Work Release Resident** - Offender assigned to a Transitional Center who is currently participating in work release.
- B. **Maintenance Resident** - Offender assigned to a Transitional Center to assist in the daily operation of the facility. The offender does not participate in the work release program.

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

- A. Personal Hygiene:
  - 1. Residents shall be furnished the basic necessities to maintain a high standard of personal cleanliness if unable to purchase their own. When residents are able to pay for their own or earn enough money to purchase their own necessities, they will no longer be furnished. Necessities shall include but are not limited to soap, razor blades or other shaving devices, toothbrushes, toothpaste or

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powder, deodorant, toilet paper, and special hygiene items for female residents.

2. Residents will be expected to bathe daily and will be supplied necessary items for this.
3. Residents will be required to maintain their clothes in such a manner as to ensure continuous cleanliness.
4. Each Transitional Center shall either maintain an operationally adequate laundry facility for resident needs or shall ensure that such facilities are available and residents are provided adequate time to use such facilities.
5. Each resident is responsible for the order and cleanliness of his or her assigned area, and other areas as assigned by staff.

**B. Hair Requirements for Male Residents [GDC Rule 125-2-3-.04(6)]:**

1. Residents must have a conventional haircut no longer than three (3) inches (limited exception defined in paragraph IV.B.3.) Hair must not be worn in extreme or fad style. Example: Shaving parts into the head or shaving the head completely.
2. Hair shall not extend beyond a point that would reach the collar on an ordinary shirt and shall not cover any part of the ears or eyebrows.
3. Residents may wear sideburns no longer than a point even with the bottom of the ear canal.
4. Mustaches are permitted but shall not extend beyond the edge of the mouth and must be kept neat and trimmed at all times.

**C. Hair Requirements for Female Residents:**

1. Hair must be clean, well groomed, and neat. If dyed, must look natural or match natural color.

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2. Hair must not contain excessive amounts of grooming aids; bangs must not touch below eyebrows when groomed.
  3. When long hair is cut to a shorter style, the resident must obtain a new ID card.
  4. Hair must not be worn in extreme or fad style. Example: Shaving parts into the head or shaving the head completely.
- D. Wigs and Hairpieces: Wigs and hairpieces must be approved by medical services for medical reasons. Expense will be borne by the resident.
- E. General Access to Hair Care: Residents will be given access to either an in-house barber shop, an outside source, or shall be permitted to make arrangements through the pass procedure to maintain hair care standards. Residents are prohibited from cutting, grooming, perming, tinting, or otherwise styling another resident's hair.
- F. A resident may choose to obtain a haircut/style while on pass at his/her own expense ONLY if he or she is pass eligible under the terms and conditions of SOP 215.07, Resident Passes and Leaves. Maintenance Residents and all residents ineligible for pass will be provided access to an in-house barber shop or will be transported to the nearest state institution.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.