I. PURPOSE

The purpose of this General Order is to provide directives for the accountability, control, and sanitation of inmate haircuts in the Loudoun County Adult Detention Center.

II. POLICY

It shall be the policy of the Corrections Division to provide regular and sanitary haircut services to all inmates. Haircut services shall be available to inmates once (1) per month. This is to uphold the hygiene and cleanliness of inmates at acceptable levels. Inmate Trustees assigned to food service duties shall comply with the grooming requirement outlined in General Order # 506.11, Inmate Trusty Program.

III. PROCEDURE

A. Barber Shop

1. The Adult Detention Center shall maintain a barbershop or designated area within the facility to conduct inmate haircuts. The barbershop shall be inspected daily as part of the squad supervisor’s facility inspection.

2. Security and Control

   a. The barbershop and barber cart will remain secured when not in use.

   b. Prior to each use, the barbershop will be thoroughly searched.

   c. Only one (1) inmate shall be allowed in the barbershop at a time.

3. The programs deputy will ensure the barbershop is cleaned after each scheduled haircut day as follows:

   a. Trash receptacles will be emptied.

   b. The floor swept and mopped.

   c. Tables and sinks disinfected and wiped clean.
d. The barber chair and cart disinfected and wiped clean.

e. The hairdresser cape will be laundered, immediately after each haircut day.

f. All chairs wiped clean.

g. All hallways swept and mopped in the areas that haircuts took place.

B. Barbers

1. A licensed barber(s) shall be provided to the Adult Detention Center through contractual services with the County of Loudoun. In the event the contractual barbers are not available, inmate barbers may be utilized at the discretion of the Programs Supervisor.

2. Haircut costs are fixed by contract between the County of Loudoun and the barber(s) and are not controlled by the Adult Detention Center. No money, gift, favor or other gratuity, actual or promised, may be requested or accepted by the barber.

3. The hours of operation will be set by contract.

4. Employees of the Loudoun County Sheriff’s Office are not authorized to use the services of the barber while they are performing contractual work within the Adult Detention Center.

5. Security staff and non-approved inmates will not be allowed to cut hair in the Adult Detention Center. Approved inmate barbers are authorized to assist with haircuts in the event the contract barber cannot completed the assigned housing units for the scheduled week.

6. The barber is responsible for the cleaning of the haircutting equipment.

C. Accountability, Inventory, and Sanitation of Supplies

1. All hair cutting supplies will be provided by the facility using funds from the Inmate Commissary and approved by the Division Commander.

2. No inmate shall be permitted to handle any haircutting supplies.

3. A squad supervisor is responsible for retrieving and inventorying the hair cutting supplies from the Armory and delivering these items to the Central Control room. They will verify that all equipment is accounted for and sign out the haircut equipment on the Barber Equipment Inventory Sheet.
4. Haircut supplies and equipment will be retrieved by the Programs Deputy from Central Control. Haircut equipment will then be logged into the secure area of the facility on duty post activity log in Central Control. Log entries will include date, time, and the deputy transferring equipment to the barbershop.

5. The Programs or designated Deputy will inspect the haircut equipment for sanitary conditions and verify that the equipment is in proper working order prior to starting haircuts.

6. The barber must clean and sanitize all haircutting equipment after each haircut using the barbicide spray.

7. At the conclusion of haircuts, the Programs Deputy must collect all haircut equipment, verify that it is cleaned and sanitized, and return it to Central Control.

8. Central Control personnel will document on the duty post activity log that the haircutting equipment has been removed from the secure area of the facility.

9. The squad supervisor must inventory the equipment by use of the Barber Equipment Inventory Sheet, signing the Barber Equipment Inventory Sheet verifying that all items are present. The Barber Equipment Inventory Sheet will be filed with the daily activity logs.

10. Once the squad supervisor inventories these items, and inspects them for cleanliness, they will then be taken back to the Armory and secured.

11. The barber cart will remain locked in the barbershop when not in use.

D. Haircuts

1. Inmates requesting barber services will be provided one (1) free service (haircut or beard trim) per month. Inmates may request an additional service during their free haircut or beard trim. This additional service will be at the inmates own expense and funds will be verified in advance. In the event an inmate is on sharps restriction, that inmate will be provided a beard trim (if needed) free of charge.

2. All post deputies shall submit a list of inmates requesting haircuts and/or beard trims to the Programs Deputy the day prior to the scheduled haircut day.

3. This will allow time for the Programs Deputy to review and compile a list of all inmates requesting haircuts. A Programs Deputy shall then create an Inmate Haircut Form.
4. The Programs or designated Deputy is assigned to supervise the inmate haircuts and must remain with the barber at all times. Haircuts must be suspended and the inmates returned to their housing unit if the Programs Deputy needs to leave that area. The barber will be escorted to either the staff break room or Main Public Lobby where they are to remain until the Programs Deputy is available to supervise the haircuts. The barbershop door must be secured during this time.

5. A Squad Deputy will be assigned to assist in escorting inmates to and from the barbershop. The Squad Deputy will notify a squad supervisor when additional manpower is needed for maximum-security inmates.

6. The program rooms may be used as holding areas for inmates awaiting haircuts.

7. Inmates departing the barbershop must be searched by a deputy prior to returning to their housing unit.

8. If an inmate’s appearance is drastically altered due to a haircut or beard trim, a new photograph shall be taken of them prior to return to their housing unit.

9. Upon conclusion of haircuts, the Inmate Haircut Form shall be submitted to the squad supervisor for inclusion in the daily activity logs along with a copy forwarded to the Inmate Account Clerk for payment.

IV. **DOC STANDARD #**

6VAC15-40-770: Provisions of Hygiene Articles

The facility shall provide soap, a toothbrush and toothpaste or tooth powder to each inmate upon admission to the general population. Notwithstanding security considerations, shaving equipment, including a mirror, and haircuts shall be made available, and hygiene needs of all inmates shall be met.

Compliance Documentation:

- Review property issue records
- Interview staff/inmates

Newly admitted inmates must be provided with hygiene items to maintain proper health care.

This General Order becomes effective October 29, 2020, and rescinds all previous rules and regulations pertaining to the subject.