

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 334.01

EFFECTIVE DATE: 15 July 2022

**SUBJECT: GROOMING & PERSONAL
HYGIENE STANDARDS FOR
INMATES/RESIDENTS**

POLICY DIRECTIVE

PURPOSE:

To provide guidelines for grooming and personal hygiene for adult inmates and juvenile residents that allows as much freedom as practical in their personal grooming, pursuant to safety, security, identification, sanitation, and hygienic needs and issues.

REFERENCE:

Prison Rape and Elimination Act (PREA) §§115.15 and 115.315.

RESPONSIBILITY:

Superintendents are responsible for establishing Operational Procedures to ensure compliance with this Policy Directive.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 334.01, dated 01 March 2019; DOC Policy Directive 408.00, dated 01 January 2004; RJA Policy 12002, dated 10 October 1990; and DJS Policy 406.00, dated 01 October 2013.

APPLICABILITY:

All facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution and shall be made available for inmate and resident review upon the effective date.

DEFINITIONS:

None.

POLICY:

- I. All facilities will provide the ability for inmates/residents to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine security checks.
 - A. Inmates and residents should be encouraged to practice good personal grooming and hygiene habits.
 - B. Inmates and residents should be provided the opportunity and encouraged to shower daily and after strenuous exercise but are required to shower at least three (3) times a week. Inmates/residents working in food service are required to shower daily.
 - C. Inmates and residents will be provided the following basic personal hygiene items by the facility at no expense to the inmate or resident. Operational procedures will define the replacement schedule and procedures for issuance. Additional hygiene items may be available for purchase through the commissary.
 1. Soap*
 2. Shampoo*
 3. Deodorant
 4. Toilet paper
 5. Toothbrush and toothpaste
 6. Shaving equipment*
 7. Comb
 8. Both tampons and feminine hygiene pads

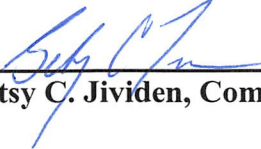
*These may be provided by a combined shower, shave and shampoo product.
- II. Superintendents shall not restrict hair length of inmates/residents unless there is a demonstrated security or hygiene purpose.
 - A. An inmate/resident may have a shaved head or long hair.
 - B. Inmates/residents are required to keep their hair neat and clean.
 - C. Inmates/residents with long hair will be required to wear a cap or hairnet when working in food service or where their hair length could result in increased likelihood of work injury.

- D. RESTRICTIONS AND EXCEPTIONS - The Superintendent may impose restrictions or exceptions for documented medical reasons.
- III. Inmates/residents will be permitted facial hair, provided it is kept clean and neat.
- A. Inmates/residents with beards will be required to wear beard coverings when working in food service or where a beard could likely result in a work injury.
- B. Facial hair cannot be stylized in a manner which jeopardizes or subverts the safe, secure, orderly operation of the facility. The Chief of Security/Chief Correctional Officer will make the determination as to whether an inmate's/resident's facial hair style meets this guideline.
- IV. Superintendents shall make available to all inmates/residents, hair care services which comply with applicable health and sanitation requirements.
- A. Where practical, hair is to be cut in a room or rooms specifically designated for that purpose. A multi-purpose area may be used where this is not practical. Appropriate sanitation procedures will be maintained.
- B. Hair cutting shall be done in an area that permits observation by staff.
- C. Equipment must be stored securely when not in use. A current inventory of hair cutting equipment shall be maintained by staff.
- D. Appropriate service providers (staff or inmates/residents) will be provided.
- E. A schedule of normal operations for haircare services will be posted for the inmate/resident population.
- F. The Superintendent will establish procedures for costs and methods of payment, if appropriate.
- G. The Superintendent will address special needs, if any, for female inmates/residents.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: _____


Betsy C. Jividen, Commissioner


Date