


NH DEPARTMENT OF CORRECTIONS  POLICY AND PROCEDURE DIRECTIVE	CHAPTER Resident Case Mgt. & Programming STATEMENT NUMBER <u>652.00</u>
SUBJECT: <b>RESIDENT HAIR CARE SERVICES</b>  PROPONENT: <u>Nicholas K. Duffy, Director</u>  <u>Division of Rehabilitative Services</u> <u>603-271-5603</u> <i>Office Phone #</i>	EFFECTIVE DATE <u>07/17/2023</u> REVIEW DATE <u>07/17/2026</u> SUPERSEDES PPD# <u>8.05</u> DATED <u>07/12/2023</u>
ISSUING OFFICER:   Helen E. Hanks, Commissioner	DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.	

- (a) **PURPOSE:**  
To establish a policy and procedure for providing resident hair care services.
- (b) **APPLICABILITY:**  
This policy applies to all staff and residents and patients under the custody and care of the New Hampshire Department of Corrections.
- (c) **POLICY:**  
It is the policy of the NHDOC to provide residents and patients with the opportunity to obtain hair care services, such as a haircut or shaving facial hair, that comply with applicable health requirements and prison safety needs.
- (d) **PROCEDURE:**
- (1) **Facility:** Each facility will provide a table, chair, hair care supplies in a secured location, sink, and waste basket. A multi-purpose room may be used. In all cases, hair should be cut under sanitary conditions pursuant to the attached protocols (Attachment A & B) and in an area that permits observation by staff. The designated area will be identified by the Warden/Director or designee.
  - (2) **Staff:** Hair care services will be provided by a resident worker at NHSP/M, NNHCF, SPU & RTU, NHCF/W, and Rehabilitative Services. In restricted housing units, staff will facilitate and supervise the use, sanitation, and access to hair care supplies under the principles described in Attachment B.
  - (3) **Supervision:** A Correctional Officer will monitor the operation and ensure compliance with **PPD 767.00 – Tool and Equipment Control.**
  - (4) **Operations:**

- a. The hair care service schedule is posted in each unit/facility.
  - b. The Captain or designee will determine the operational hours in each unit/facility for the hair care service to ensure that all residents and patients are afforded the opportunity.
  - c. The Captain or designee will be responsible for the safe and sanitary operation and will:
    - 1. Maintain work reports for all resident barbers/hair service workers.
    - 2. Coordinate any problems with the respective issues regarding barbers/hair services.
    - 3. Inspect the barbering/hair care supplies on a daily basis, according to **PPD 767.00 – Tool and Equipment Control**, and make a request in writing to the Recreation Department for replacements.
  - d. Residents may apply for vacant positions through the Captain or designee. If the Chief of Security approves the recommendation, it will be sent to Classifications for action.
    - 1. Resident workers will receive standard compensation for a five-day work week.
    - 2. The Recreation Department will provide all equipment and supplies necessary to effectively operate a barbering/hair care location.
    - 3. All resident workers employed by the Department to provide hair care services will complete the Haircare/Barbershop Services Resident Worker Rules & Expectations Form and Haircare Services/Barbershop Safety & Sanitation Protocols Form (Attachment A & B) prior to the start of their job. These forms were developed to support the intent of the State of New Hampshire rules and regulations governing hair care areas which have been adapted to conform to the institutional needs pursuant to the exemptions outlined in NH RSA 313-A:25. These completed forms will be sent to client records for inclusion in the electronic client record.
- (5) NH Correctional Facility for Women Only: As a result of having a licensed cosmetology and hair care program at the NHCFW and to ensure quality services and educational programming, the Granite State School of Cosmetology will be authorized to charge a fee to residents who receive services through their Cosmetology or Barbering program.
- a. Residents will continue to be offered free basic haircuts once per month following PPD 652.00.
  - b. All other hair services conducted by the Salon will now require a \$3.00 charge per appointment as well as an additional \$1.00 charge for any waxing services provided. These fees will be paid by a Cash Withdrawal Slip submitted to your Cosmetologist at the time of service. If funds are not in your account during your scheduled appointment you will be declined services and returned to your unit.
  - c. Services provided includes but is not limited to:
    - 1. Blow-dry Style and Finish
    - 2. Deep Conditioning
    - 3. Scalp Treatment
    - 4. Facial Waxing
    - 5. Clarify Treatments
    - 6. Retexturing
    - 7. Foil Highlights
    - 8. Cholesterol Treatment
    - 9. Shampoo/Conditioner
  - d. All fees collected will go directly into the Career & Technical Education fund and will be used to fund supplies and equipment purchases needed to continue to offer quality services and instruction to all Residents.

REFERENCES:

Standards for the Administration of Correctional Agencies  
Second Edition Standards  
**2-CO-4D-01**

Standards for Adult Correctional Institutions  
Fifth Edition Standards, 2019

**5-ACI-4A-17 (Ref. 4-4263)**  
**5-ACI-5D-15 (Ref.4-4343)**

Standards for Adult Community Residential Services  
Fourth Edition Standards

Standards for Adult Probation and Parole Field Services  
Fourth Edition Standards

Other

**NH RSA 313-A:25**  
**PPD 767.00 – Tool and Equipment Control**



<b>Guidelines:</b> Hair Care/Barbershop Services Resident Worker Rules & Expectations		
<b>Applicability:</b> All Resident Haircare/Barbershop Workers		<b>Date Issued:</b> 07/17/2023 PPD 652.00 – Attachment A
<b>Issued By:</b> Helen E. Hanks, Commissioner		

The following list of rules & expectations must be followed by resident workers assigned to provide Haircare/Barbershop services for NHDOC:

1. Follow all haircare/barbershop safety and sanitation protocols.
2. No sculpting of hair or facial hair is permissible.
3. Only staff, assigned resident workers, and the individual receiving services are allowed in the haircare services/barbershop area at any given time.
4. The door to the haircare services/barbershop area must remain locked and closed at all times when not in operation.
5. The resident worker must not leave the area unattended. The resident worker may leave the work area only to get security staff in an emergency situation.
6. Only authorized items for use in conducting haircare services/barbershop services are allowed inside the haircare services/barbershop area.
7. Prior to securing the haircare services/barbershop area, the assigned resident worker must be searched and have the work area inspected and secured by security staff.
8. Each time the haircare services/barbershop area is closed, the resident worker must present to the security staff a trash bag containing all hair trimmed during that time.
9. Any injuries that are sustained in the haircare services/barbershop area must be reported to the security staff immediately for triage by health services staff.
10. Only assigned resident workers are permitted to cut and/or trim hair.
11. Assigned resident workers are required to have good personal hygiene. Resident workers must report to work clean and showered. Resident workers must wash hands after visiting the bathroom and whenever needed to maintain proper hygiene.
12. Ensure material usage log is complete and accurate consistent with **PPD 757.00 – Hazardous Materials**.
13. Resident workers must wear the approved smock when cutting or trimming hair.
14. Resident workers may only utilize the assigned equipment in the haircare services/barbershop area. No personal cutting, clipping or trimming items may be brought into the haircare services/barbershop area.
15. Resident workers are responsible to ensure towels, capes, and smocks are clean, washed and sanitized.
16. Resident workers shall immediately alert security staff if any assigned item is broken, damaged or missing (i.e., clipper, trimmer, scissors, capes, etc.).

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Resident Worker Signature

Date

Witnessing Officer Signature

*CC: Copy of guidelines to be placed in a highly visible location in haircare services/barbershop area.*

*Original signed contract to Client Records and copy retained by worksite supervisor.*



<b>Guidelines:</b> Haircare/Barbershop Services Safety & Sanitation Protocols	
<b>Applicability:</b> All Resident Haircare/Barbershop Workers	<b>Date Issued:</b> 07/14/2023
<b>Issued By:</b> Helen E. Hanks, Commissioner	
PPD 652.00 – Attachment B	

The following list of protocols must be followed by resident workers assigned to areas designated to provide Haircare/Barbershop Services within the NHDHC:

1. The work area must be well lit and ventilated in order to keep proper cleanliness and sanitation.
2. Walls, floors, and windows in the work area must be kept clean.
3. Area must have access to hot and cold water to maintain appropriate sanitation.
4. Area shall not be used for consuming food.
5. All implements, after each use, shall be cleaned and disinfected in accordance with section 12 below and then returned to their proper place.
6. Work areas, chairs, and mirrors must remain clean and disinfected in accordance with section 12 below.
7. Remove all hair and waste material from floor and dispose of in a trash bin.
8. Resident workers must cleanse their hands thoroughly before and after serving a client.
9. Neck strips shall be used as a barrier between the cape and the resident's skin. If neck strips cannot be used or are unavailable a new cape will be used for each resident.
10. Combs and other implements shall not be carried in the pockets of a resident worker uniform.
11. Only clean towels shall be used. One towel must be used per resident.
12. Combs, shears, clippers, and trimmers must be cleaned and disinfected after use on each resident per the directions on the cleaner/disinfectant. Gloves must be worn during cleaning.
  - a. Resident workers must use an EPA registered disinfectant with bactericidal, fungicidal, and virucidal properties. These disinfectants must be used according to the directions on the label.
  - b. Clippers/Trimmers:
    - i. Step One: Unplug equipment.
    - ii. Step Two: Use Oster Blade Wash as a first step to thoroughly clean blades, removing all hair/soil.
    - iii. Step Three: Hold Clippicide 6-8 inches away from the blades, spraying disinfectant in between the teeth, thoroughly saturating all surfaces.
    - iv. Step Four: Keep surfaces moist for ten minutes.
    - v. Step Five: Allow to air dry.
  - c. Combs, Brushes, Shears, Instruments/Equipment:
    - i. Step One: Thoroughly rinse.
    - ii. Step Two: Prepare Barbicide Plus Tuberculocidal Disinfectant Concentrate according to the label.
    - iii. Step Three: Place tools into solution and soak for ten minutes.
    - iv. Step Four: Remove tools and rinse thoroughly.
    - v. Step Five: Discard used solution and clean container.
13. The use of razors in the haircare services/barbershop area is prohibited.
14. No services shall be performed on residents if there is a reason to believe upon visual inspection of the skin that it is inflamed, infected, broken, raised, swollen, or open wounds that would be cause for concern regarding communicable or contagious disease or conditions.

- 15. All used instruments and equipment must be disinfected before placing these items in a dust proof container or cabinet. The sink and all surfaces must also be disinfected according to the procedures outlined above in paragraph 12, d.
- 16. Objects dropped on the floor may not be used until they are disinfected according to the procedures outlined above in paragraph 12.

The signature below confirms I am aware of the importance of the established Safety & Sanitation protocols required and shall ensure they are followed at all times in the safe operation of the haircare services/barbershop area.

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Resident Worker Signature                      Date                      Witnessing Officer Signature

*CC: Copy of guidelines to be placed in a highly visible location in haircare services/barbershop area.*

*Original signed contract to Offender Records and copy retained by worksite supervisor.*