

Section 7: Sanitation and Environmental Conditions

Subject: Haircuts

Minimum Standard: 5120:1-8-05(J)

Revised: 10/2008, 03/2009, 12/2011, 01/2015

Authorized: _____ Effective date: _____
Sheriff Paul A. Sigsworth

POLICY

The Erie County Jail shall make provisions for inmate haircuts. A cosmetologist licensed by the State of Ohio shall provide this service once a month. An Inmate must be incarcerated for 30 days before they are eligible to receive a haircut. There is no charge to the inmate for this service.

PROCEDURE

- A. A Corrections Officer will be assigned to supervise the procedure. This officer should:
 - a. Obtain a list of those inmates requesting a haircut.
 - b. Present the list to the shift supervisor for approval.
 - c. Escort the cosmetologist to the classroom.
 - d. Inventory the haircutting tools present (especially scissors and any sharp item).
- B. Once the cosmetologist is prepared the escorting officer shall call to the respective control room where the inmate is housed.
- C. The escorting officer shall always remain with the cosmetologist and never leave him/her alone with any inmates.
- D. When the inmate arrives to the classroom, the escorting officer shall have the inmate sign a dated roster to indicate they have received this service.
- E. After the inmate has received a haircut he/she will be sent back to their housing area.
 - a. The officer should notify the respective control room (via radio) of the returning inmate.
 - b. This process should continue until all approved requests are completed.
- F. When completed with all haircuts the escorting officer shall:
 - a. Re-inventory the barber's equipment before it is stored
 - b. Inspect the area for any contraband that may have been left behind
 - c. Escort the barber out of the jail.
 - d. Present the haircut roster to the jail administrator.
 - e. Document the haircuts in the Jail Record Management System as a HAIR (Haircut) Event in the Jail log to include:
 - i. Date and Time
 - ii. Officer Involved
 - iii. Inmates Involved.
- G. The officer directing haircuts is responsible for having the haircut area cleaned and cut hair shall be properly disposed of:
 - a. Gathered and placed in a plastic garbage bag
 - b. This bag should be tied, closed, and placed inside the dumpster.