

## 3-05-081 Staff Barber Shoeshine Operations



Reference: CDM 5-01/020.00

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding barber shop/shoeshine operations for staff members at Men's Central Jail (MCJ).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and/or working at MCJ.

### **ORDER:**

Inmate workers shall be utilized to provide haircuts and shoeshines for sworn and civilian personnel within MCJ. These inmate services shall be implemented as follows:

#### **BARBER SHOP OPERATIONS**

##### **I. STAFF BARBER SHOP**

- The barber shop shall be for the exclusive use of sworn and civilian personnel. All barbers shall be inmate workers and housed at MCJ.
- The staff barber shop shall be open from 0400-1200 hours, Monday through Friday. There will be no exceptions to the scheduled hours of operation.
- All barber shop equipment shall be secured during non-operating hours.
- [REDACTED TEXT]
- [REDACTED TEXT]

[REDACTED TEXT]

### **III. EQUIPMENT AND SUPPLIES**

- Equipment repairs shall be submitted to facility maintenance by completing a "Maximo Maintenance Request" section in the electronic Uniform Daily Activity Log (e-UDAL).
- The PPO deputy shall order supplies for the barbershop by submitting a request to Inmate Services Bureau. Upon approval, a purchase order number is issued. The PPO deputy may then order and pick up the supplies from the vendor. [REDACTED TEXT]

### **IV. ADDITIONAL INFORMATION**

- [REDACTED TEXT]
- The PPO deputy shall select all inmate barbers and determine their job location assignments.
- [REDACTED TEXT]
- All inmate workers assigned to barber shops shall thoroughly clean and maintain their areas and equipment.

## **SHOESHINE OPERATIONS**

### **I. SUPPLIES**

- The PPO deputy shall order shoeshine supplies by submitting a DSR to Inmate

Services. Upon approval, the PPO deputy will pick up the supplies from the warehouse at Twin Towers Correctional Facility (TTCF).

[REDACTED TEXT]

### **III. HOURS AND LOCATION OF OPERATION**

- AM shift - One (1) shoeshine inmate worker shall shine shoes in the first floor barber shop from 0400 to 1200 hours.
- PM shift - Closed
- EM shift - Closed

### **IV. ADDITIONAL INFORMATION**

- Shoeshine inmates shall only shine shoes in the designated locations. They shall not shine shoes in control booths, dorms, modules, locations within IRC, hospital, or any other location within the jail.
- At the completion of their duties, the AM shoeshine inmate shall leave their shoeshine equipment in the first floor barber shop. Shoeshine inmate workers shall not remove their shoeshine equipment from the barber shop at any time.
- **Shoes and boots shall not be dropped off to the barber shop.**
- Only those inmates designated as "khaki" shoeshine inmate workers shall be permitted to shine shoes

and receive shoeshine supplies.

**Note:**        **All barbers and shoe shine inmate workers shall be hired by the PPO deputy.**



**Revision Date 02/03/20**

**Revision Date 05/24/17**

**Revision Date 10/08/15**

**Revision Date 12/10/08**

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