

5-16-025 Hair Salon Services and Disinfecting Procedures (Approved by CSS on 5/22/2023)

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmates utilizing hair salon services at the Century Regional Detention Facility (CRDF) and to specify disinfecting procedures for tools used for hair care services.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

Hair care services shall be made available to inmates housed at CRDF with the exception of inmates on discipline, and inmates with documented incidents of misconduct within the last ninety (90) days. Services include shampoo and basic haircuts. Services such as blow drying and hair braiding may be done if time permits.

Any disruptive behavior in the hair salon will be cause for immediate termination of services.

The hair salon staff member shall supervise inmates in the hair salon at all times. The hair salon shall remain secure at all times when custody personnel are not present.

The hair salon shall open after count clears, at approximately 0700 hours, and will conclude at approximately 1330 hours, Monday through Friday.

Module Procedures

Module personnel shall provide all inmates the opportunity to request hair care services. The hair salon staff member shall provide each module officer with an inmate haircut sign-up list every Friday. A maximum of twenty (20) inmates per module may be eligible for hair care services. If time permits, more inmates may utilize these services. The sign-up lists will be collected every Monday by the hair salon staff member, and the identified inmates shall be escorted to the hair salon. Module personnel shall document inmates who received hair salon services in the e-UDAL.

Mental Health Observation Units

Mobile units may be deployed to the mental health observation units when space permits. Services provided will include shampoo and haircut. Inmates housed in these units may request additional services; however, the module deputy, in consultation with the mental health clinician, shall evaluate each situation on a case-by-case basis. Mental health inmates may be escorted to the CRDF hair salon if, and when, the mobile units are not being utilized due to present circumstances (e.g., quarantine modules, lack of space, etc.).

Administrative Segregation Unit

Inmates housed in Module [REDACTED TEXT], with the exception of [REDACTED TEXT] inmates, shall have the opportunity to receive basic hair care services at the CRDF hair salon one day per month. Services provided include shampoo and haircuts. No additional services will be provided.

Administratively segregated inmates with documented incidents of misconduct or violations of jail rules within the last ninety (90) days prior to any service shall not be eligible (this shall be strictly enforced). These inmates, as well as [REDACTED TEXT] inmates, may request hair clippers from module personnel. Inmates may use the clippers during their program time and must return them to module personnel at the conclusion of their program time. The inmate shall be supervised by custody personnel at all times, while in possession of the hair clippers. Module personnel shall return the hair clippers to the floor control. Hair care services for inmates attending court or being released will not be accommodated.

NOTE: All policies and procedures SHALL be adhered to when handling, escorting, or supervising any inmates classified as [REDACTED TEXT]

Locks of Love Donations

Inmates who wish to donate their hair (10 inch minimum) to the Locks of Love Foundation shall not have a security level greater than seven (7) and be fully sentenced. Inmates who donate their hair to this program are eligible to receive a complimentary wash, haircut, and blow-dry.

Hair Care Supplies

The hair salon staff member shall be responsible for ordering all hair care supplies and shall be accountable for maintaining all hair care equipment. When not in use, all hair care equipment shall be stored and secured in the hair salon.

Beautician Qualification

All potential inmate beauticians shall be tested for their hair styling ability prior to being utilized. Testing will be conducted by the hair salon staff member or other qualified custody personnel, who will provide training, on equipment sterilization, Department of Public Health rules and regulations, California Board of Barbering and Cosmetology, and hair salon policy and procedures.

Tools

There are a total of four stylist stations located in the hair salon. Each stylist station is equipped with one hair dryer, two hair brushes, two combs, one dust brush, neck strips, one bottle of talcum powder, one cape, and one smock. The hair salon staff member shall complete the Hair Salon Inventory List (see attached) at the beginning and end of each shift to ensure all items are accounted for and that all salon equipment is thoroughly cleaned, disinfected, and secured. Should any items come up missing, the watch sergeant shall be notified immediately and all appropriate measures to locate the items shall be implemented.

The hair salon will supply the following instruments:

1. 4 hair dryers with 8 attachments

2. 8 combs
3. 8 hair brushes
4. 16 hair clips
5. 2 Oster hair trimmer
6. 2 sets of 10 piece attachment combs (total of 20 pieces)
7. 2 dust brushes
8. 2 flat irons
9. 2 curling irons

Instrument Cleaning & Storage Procedures

Inmates hired to work in the hair salon shall be responsible for cleaning all equipment and tools used for hair care services. Equipment shall be disinfected after each use by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations. A copy of these procedures shall be posted in the hair salon.

All barbicide and clippercide solutions shall be stored in a locked storage area, outside of the hair salon, at all times.

Search of Inmate Beauticians

All inmate worker beauticians shall be escorted to the CRDF reception center at the end of their shift to be searched (B-SCAN) prior to being escorted back to their housing locations.

Employee Services

Employees who utilize hair salon services at CRDF may do so; however, such services shall be sought during off-duty time. Hair salon services will be made available to CRDF personnel every Friday, from 10 a.m. to 12 p.m. Prices for services are as follows:

Haircut	\$5.00
Blow-dry	\$5.00
Press/Curl	\$5.00

Employees shall submit payment to the Cashier's Office for services rendered. The cashier will place the money onto the inmate's account and provide a receipt. The receipt will be given to the inmate by the hair salon staff member.

Inspections

The hair salon staff member shall be available to assist the operations deputy with all inspections of the CRDF hair salon.

HAIR SALON INVENTORY LIST

	Start of Shift	End of Shift
(2) Clippicide bottles	[]	[]
(2) Sanitizing disinfecting plastic jars	[]	[]
(3) Spray Bottles (water)	[]	[]
(2) 1 pack, neck liners	[]	[]
(2) Clubman Talc Powder, 9 oz.	[]	[]
(8) Hair brushes	[]	[]
(8) Combs	[]	[]
(2) Dust brushes	[]	[]
(4) Styling capes	[]	[]
(4) Barber smock	[]	[]
(16) Hair clips	[]	[]
(4) Hair dryers with (8) attachments	[]	[]
(2) Oster hair trimmer	[]	[]
(2) Flat irons	[]	[]
(2) Curling irons	[]	[]

Additional Items:

Inventoried by:

Date: _____

NOTE: All items on this page **SHALL** be accounted for each day at the beginning and end of each shift the beauty shop is in operation. All items **SHALL** be secured at the end of the shift as stated in CRDF's Unit order 3-05-025. Inventory lists shall be maintained for 1 year.

HAIRCUT SIGN UP SHEET

Module: _____

Date: _____

Last Name	First Name	Booking Number	Pod/cell

REVISED 5/02/23

REVISED 2/25/19

REVISED 8/06/14