

## 5-08-060 Barbershop Operation

**Reference:** California Code of Regulations (CCR) Title 15 Section 1267

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the operation of the facility barbershop and the disbursement of free inmate haircut tickets.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility, with special attention to custody assistants assigned to Inmate Services.

### **ORDER:**

Per California Code of Regulations (CCR) Title 15, inmates, except those who may not shave for reasons of identification in court, shall be allowed to shave daily and receive hair care services at least once a month. Inmates selected to perform barbering services will be trained and educated in basic hygiene and cleanliness by Inmate Services staff. Inmate Services staff will maintain a posted roster of inmates who have met these requirements. The requirements include how to properly sterilize barbering equipment and general cleanliness standards. Proper attire will be worn by inmate barbers. A daily inspection of the sink for hot water will be checked by Inmate Services staff.

Barbers are classified as inmate workers and do not earn income for inmate haircuts; however, they shall be compensated for performing haircuts for department personnel. Personnel shall purchase a haircut "chip" from the watch commander or from Inmate Services for \$2.00 per chip. The funds will be collected by the Inmate Service Supervisor at the end of each work week. These funds will be placed on the inmate worker's spending account, for subsequent deposit to the barber's trust account.

Under no circumstances will staff "trade" food or other items for a haircut. All services will be compensated for in the manner described above, without exception. At the end of each work week, a report documenting the total number of paid haircuts and indigent haircuts performed will be given to the Inmate Services Supervisor.

The barbers will report to assigned Inmate Services personnel, who shall supervise them at all times while barbering. Haircuts will be offered by barrack, in a continuously rotating order. Inmate Services shall be responsible for logging which barracks have been offered haircuts to ensure no barrack is skipped, before beginning the rotation again.

Inmates who are eligible and want to go to the barbershop to receive a haircut will be escorted to the barbershop and supervised at all times by Inmate Services personnel.

Inmates deemed eligible to receive haircuts are those who possess a valid haircut ticket that has been purchased or issued due to being indigent.

The Inmate Services officer shall obtain haircut tickets from the warehouse for disbursement to indigent inmates. The Inmate Services officer will verify the question of indigence by accessing and reviewing the requesting inmate's trust account through the "Inmate Balances" query on the intranet. If the requesting inmate is determined to be indigent, a haircut ticket will be issued.

Haircut tickets for non-indigent inmates will be sold by commissary services on a weekly basis.

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