



POLICY STATEMENT
Commonwealth of Pennsylvania • Department of Corrections

Policy Subject: Inmate Grooming and Barber/Cosmetology Programs		Policy Number: DC-ADM 807
Date of Issue: July 1, 2016	Authority: Signature on File John E. Wetzel	Effective Date: July 15, 2016

I. AUTHORITY

The Authority of the Secretary of Corrections to direct the operation of the Department of Corrections is established by Sections 201, 206, 506, and 901-B of the Administrative Code of 1929, 71 P.S. §§61, 66, 186, and 310-1, Act of April 9, 1929, P.L. 177, No. 175, as amended.

II. APPLICABILITY

This policy is applicable to all facilities operated under the jurisdiction of, or conducting business with the Department of Corrections.

III. POLICY

It is the policy of the Department to allow inmates personal freedom in their appearance as long as it does not conflict with the facility's procedures for safety, security, identification, sanitation efforts and to provide vocational programming in the barber/cosmetology fields.¹

IV. PROCEDURES

All applicable procedures are contained in the procedures manual that accompanies this policy document.

¹ 4-4283

V. SUSPENSION DURING AN EMERGENCY

In an emergency or extended disruption of normal facility operation, the Secretary/designee may suspend any provision or section of this policy for a specific period.

VI. RIGHTS UNDER THIS POLICY

This policy does not create rights in any person nor should it be interpreted or applied in such a manner as to abridge the rights of any individual. This policy should be interpreted to have sufficient flexibility to be consistent with law and to permit the accomplishment of the purpose(s) of the policies of the Department of Corrections.

VII. RELEASE OF INFORMATION AND DISSEMINATION OF POLICY

A. Release of Information

1. Policy

This policy document is public information and may be released upon request.

2. Confidential Procedures (if applicable)

Confidential procedures for this document, if any, are not public information and may not be released in its entirety or in part, without the approval of the Secretary of Corrections/designee. Confidential procedures may be released to any Department of Corrections employee on an as-needed basis.

B. Distribution of Policy

1. General Distribution

The Department of Corrections policy and procedures shall be distributed to the members of the Central Office Executive Staff, all Facility Managers, and Community Corrections Regional Directors on a routine basis. Distribution of confidential procedures to other individuals and/or agencies is subject to the approval of the Secretary of Corrections/designee.

2. Distribution to Staff

It is the responsibility of those individuals receiving policies and procedures, as indicated in the "General Distribution" section above, to ensure that each employee expected or required to perform the necessary procedures/duties is issued a copy of the policy and procedures either in hard copy or via email, whichever is most appropriate.

VIII. SUPERSEDED POLICY AND CROSS REFERENCE

A. Superseded Policy

1. Department Policy

- a. DC-ADM 807, Inmate Grooming and Barber/Cosmetology Programs, issued August 24, 2011, by Secretary John E. Wetzel.
- b. DC-ADM 807, Inmate Hygiene and Grooming issued December 15, 2003, by former Secretary Jeffrey A. Beard, Ph.D.

2. Facility Policy and Procedures

This document supersedes all facility policy and procedures on this subject.

B. Cross Reference(s)

1. Administrative Manuals

- a. DC-ADM 801, Inmate Discipline
- b. 6.3.1, Facility Security

2. ACA Standards

- a. Adult Correctional Institutions: 4-4283, 4-4343, 4-4453
- b. Adult Community Residential Services: None
- c. Correctional Training Academies: None



PROCEDURES MANUAL
Commonwealth of Pennsylvania • Department of Corrections

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Release of Information:

Policy Document: This policy document is public information and may be released upon request.

Procedures Manual: The procedures manual for this policy may be released in its entirety or in part, with the prior approval of the Secretary/designee. Unless prior approval of the Secretary/designee has been obtained, this manual or parts thereof may be released to any Department employee on an as needed basis only.

DC-ADM 807, Inmate Grooming and Barber/Cosmetology Programs Procedures Manual
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Section 1 – General Procedures

A. Hairstyles and Security

1. General

Hairstyles of different types will be permitted provided they do not conflict with the facility's procedures for safety, security, identification, and sanitation efforts.¹

2. **Hairstyles and Grooming Regulations for all Inmates**

- a. ***Inmates are not restricted with regard to the length of their hair. All hair must be maintained in a manner that does not pose a concern relating to the health, safety, and security of the facility. Inmates may have all hair searched for the purposes of health, safety, and security.***
- b. Specialty haircuts ***or styles*** such as Mohawks, razor/clipper cut designs, ***or hair styles which alter the hairline*** are prohibited. ***Haircuts and styles are to be symmetrical.***
- c. ***Any haircut, style, or service which requires an unjustified amount of time and impedes services that are to be provided to the facility population is prohibited.***
- d. ***A beard, goatee, mustache, or sideburns shall be permitted.***
- e. ***Coloring, waving, styling, and the use of chemicals are*** permitted only as provided by the certified training program for ***barbering and*** cosmetology in the facility ***barbering and cosmetology schools and shops.***
- f. ***All hair shall be maintained in a manner so that it will not impede the safe operation of mechanical equipment in both work assignments and in educational programming. Hair shall not impair the effectiveness of safety devices or facility security.*** Inmates ***may*** be required to wear a protective or safety device such as a hardhat, hairnet, hair covering, and face or respiratory protection on assignments where such items are appropriate. ***Hair may not interfere with the proper sealing of respiratory protection devices.***
- g. At facilities having certified barber/cosmetology programs, there may be occasions where special grooming procedures require the use of "models." In such instances, the instructor shall request authorization from the Facility Manager/***designee*** for such procedures to be performed on inmate volunteers. The Facility Manager/***designee*** shall make a determination and advise the instructor of the decision.

¹ 4-4283

- h. Hairpieces shall be permitted when it is necessary to present a normal appearance due to accident, injury, or disease as certified by the facility physician. ***This information should be noted as a security concern on DOCNet.***

3. Security

- a. Inmates who refuse to comply with the provisions of this directive are subject to disciplinary action in accordance with Department policy **DC-ADM 801, “Inmate Discipline.”**
- b. Inmates are not permitted to cut or groom the hair or beard of another inmate except as part of the facility barber **and** cosmetology programs.²
- c. All hairstyles must be able to be searched by facility staff utilizing facility security equipment or pat searches.
- d. ***Any cut or style that creates a significant change in the inmate’s appearance will require a new identification photo which is paid for by the inmate. It is the responsibility of the barber/cosmetology instructor when this cut or style has been completed in the barber or cosmetology shop to notify the Property Department so that the change of the photo identification card is completed in a timely manner.***
- e. ***Barber/Cosmetology services may be delayed due to institutional needs.***

B. Barber/Cosmetology Vocational Programs

The Barber/Cosmetology Instruction Program is a vocational training opportunity extended to selected inmates on a discretionary basis by the Department.

1. Enrollment Guidelines

- a. Enrollment in the Barber/Cosmetology Instruction Program is neither a right nor an earned privilege. Inmates are not entitled to participate by virtue of technical compliance with program guidelines. Factors to be considered are: published guidelines, public safety, security, efficiency of operation, and availability of facility resources.
- b. First consideration will be given to inmates having a high school diploma or General Educational Development (GED). If more participants are needed, this requirement may be satisfied by using a standardized test to establish at least a 10th grade-reading level as determined by the Tests of Adult Basic Education (TABE) **Level A**. The facility’s education department shall conduct testing.

² 4-4343

2. Criteria for Participation

- a. The inmate must have **more than** 18 months to serve until the expiration of his/her minimum sentence.
- b. Long-term offenders, to include inmates serving a life sentence, are eligible, but not to exceed one per class.
- c. Inmates returned for a parole violation or serving a new conviction who obtained a barbers/**cosmetology** license during a prior state incarceration may not be re-enrolled into the barber school.
- d. Each inmate must fill out an application for enrollment on the **Barber/Cosmetology Program Student Application (Attachment 1-A)** or **Barber Manager Application (Attachment 1-B)**.
- e. All **fees related to barber and cosmetology initial licensure applications** must be paid by the inmate.
- f. Each inmate must attend practical and theory classes that will require study in the evening and on weekends.
- g. A one-hour theory class is to be held each day. The inmate must maintain a 70% average to remain in the program.
- h. A six to eight week probationary period is given to each inmate. The inmate must show acceptable progress. If progress in the various areas is not acceptable, the inmate can be removed from the program.
- i. The inmate must have a satisfactory facility record that includes:
 - (1) no Class I misconducts **within the previous 18** months; and
 - (2) a positive housing unit report **for the previous 18 months**.
- j. Inmates who receive Class I misconducts may be removed from the program or waiting list.
- k. Each inmate shall be considered on an individual basis by designated staff. The Department has determined that inmates with sexual offense convictions may not be enrolled in the barber or cosmetology program.
- l. **Requirements for the Barber Manager Program**
 - (1) All inmates who are accepted into the Barber Manager Program must be current Pennsylvania-registered barbers.

- (2) **Where applicable, inmates must maintain the standards set forth in Subsection B.1. and 2. above.**
- (3) A registered inmate barber expressing interest in a transfer to a facility with the Barber Manager Program must fill out a **Barber Manager Application** and inform the Barber Instructor of his interest. The inmate must notify his/her Unit Counselor. If the inmate meets the program requirements, a transfer petition will be initiated by the inmate's Unit Counselor.

3. Termination

Termination from enrollment **in all barber/cosmetology programs will** occur whenever the inmate student fails to meet any of the requirements as outlined below.

- a. Attendance at theory and practical classes shall be mandatory. Excuses from class will be in accordance with established facility procedures. Poor attendance or unexcused absences are sufficient reasons for terminating enrollment.
- b. Each inmate must demonstrate acceptable progress in all areas of the barber/**cosmetology** school curriculum. The inmate student must maintain a 70% minimum average in barber/**cosmetology** theory class work and adhere to performance standards established by the program while engaged in barber practice work. Substandard theory or substandard performance are sufficient reasons for terminating enrollment.
- c. No inmate will be permitted to remain in the **Barber/Cosmetology Instruction** program after he/she has received a barber/cosmetology license. **This provision does not apply to the Barber Manager Program.**
- d. An inmate barber/cosmetology student whose medical clearance is revoked will be terminated from enrollment. Any inmate barber/cosmetology student terminated under this sub-section may apply for re-enrollment in the manner prescribed for initial enrollment when he/she receives medical clearance.
- e. All Class I misconducts may be considered sufficient grounds for terminating enrollment and the misconduct need not be work related. A misconduct which results in Restricted Housing Unit (RHU) status may be sufficient basis for terminating enrollment.
- f. Termination from enrollment may be ordered by the Hearing Examiner as a sanction imposed in accordance with Department policy **DC-ADM 801**. Appeals can be sought only in the manner provided for in that policy.

Section 2 – Barber/Cosmetology Program

A. General

1. The Department, in conjunction with the **Pennsylvania** State Board of Barber Examiners and State Board of Cosmetology, provides vocational training to certain eligible inmates. The Department's barber/cosmetology program curricula meet all standards set forth by the State Boards.
2. The barber/cosmetology programs include: hair cutting, hair styling, perming, coloring, shampooing, shaving (barber only), manicuring (cosmetology only), **facials, relaxers,** and comprehensive theory related to the arts and sciences **associated with the hair, scalp, and skin.**
3. The barber/cosmetology programs are registered programs. Students who successfully complete the programs are eligible for state licensure in three categories: barber, barber-manager, and cosmetology. The barber/cosmetology programs provide vocational skills as part of an overall goal of inmates returning to the community as employable, law-abiding citizens.

NOTE: Barber/cosmetology license renewal fees, for those inmates presently working in facility barbershops and cosmetology programs, will be paid using Inmate General Welfare Funds (IGWF). Initial barber/cosmetology examination/license fees should be the responsibility of the individual inmate.

4. Students participating in these vocational training programs will provide approved barber/cosmetology services to all inmates under Department supervision.

B. Corrections Barber Program Coordinator

1. The Curriculum Coordinator/Corrections Barber Program Coordinator, within the Bureau of Correction Education (BCE), supervises the Department's barber/cosmetology program.
2. All matters pertaining to instruction or operation within the facility barber/cosmetology program must be referred to the Corrections Barber Program Coordinator. Centralization of this function provides consistency and uniformity so that all laws and regulations of the Commonwealth governing the operation of barber/cosmetology programs are followed.
3. The Curriculum Coordinator/Corrections Barber Program Coordinator responsibilities are as follows:
 - a. liaison between the BCE and the Bureau of Professional & Occupational Affairs giving input about program operation as stipulated by barbering **and cosmetology** guidelines and laws;¹

¹ 4-4453

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- b. assist the BCE with the formation of policy, standards, criteria, and procedures for student acceptance and training;
- c. coordinate and monitor licensing examinations for students;
- d. maintain a reporting system of students assigned to the barbering/cosmetology program, listing the level of training hours completed each quarter on the **Quarterly Hour Reports for Students (Attachment 2-A)** and identifying students eligible for the State Board examinations;
- e. coordinate services rendered from the licensing board through communication to the barber/cosmetology instructors regarding student applications and examinations;
- f. oversee the development of curriculum materials and workshops regarding the acquisition of materials and supplies related to barber/cosmetology school operations;
- g. provide annual operations inspection review by Bureau Division Chiefs;
- h. schedule State Board Examinations;
- i. review applications;
- j. coordinate gate clearance for proctors;
- k. report exam results to the facilities;
- l. address concerns or problems that may arise;
- m. attend all State Board **barber practical** examinations; and
- n. report concerns to Barber and Cosmetology Boards.

C. Barber/Cosmetology Instructor

1. To facilitate day-to-day operation, the School Principal is responsible for the supervision of the Barber/Cosmetology Instructor.
2. The Barber/Cosmetology Instructor performs the duties of a certified Barber Instructor or Cosmetology Instructor as prescribed by law, rules, and regulations under the jurisdiction of the Department of State, Bureau of Professional and Occupational Affairs, and the Department.
3. Responsibilities include, but are not limited to:
 - a. instructing theory classes (one hour per day) and testing and evaluating students;
 - b. instructing practical classes (one hour per day) and testing and evaluating students;

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- c. maintaining daily records **for** each student in the program **which will** include monthly attendance;
- d. ensuring students render services in a timely fashion **based on a student's ability**;
- e. assigning students a work area and ensuring that they maintain the work area in a clean, orderly, and sanitary manner;
- f. assigning students text books, tools, materials, supplies, and maintain an inventory of all items issued. Assign responsibility for the items issued to the students and upon completion or release from the program, ensure that the items are returned;
- g. completing and forwarding quarterly reports to the State Barber Board Examiners and the Curriculum Coordinator/Corrections Barber Program Coordinator with a duplicate copy to the facility School Principal;
- h. processing applications for State Board examinations and **seeing that this material is mailed** to the Curriculum Coordinator/Corrections Barber Program;
- i. **ensuring that, before a student is enrolled in the class, the student is informed that their opportunity to test is based on a decision of the Pennsylvania Barber/Cosmetology Board**;
- j. preparing for State Board **Barber Practical** Examinations (State Correctional Institution [SCI] Camp Hill) and ensure;
 - (1) the barber and cosmetology school is clean;
 - (2) the tools and materials are on hand for testing;
 - (3) a sufficient number of models **for the barber practical exam**;
 - (4) enough people are available to assist during the exam; and
 - (5) a **computer lab** is available for the theory exam.
- k. **preparing for State Board Theory Examinations and ensuring**;
 - (1) **computer testing is able to take place; and**
 - (2) **coordinates with the Curriculum Coordinator to see that tests are scheduled.**
- l. maintaining inmate traffic control in the school or shop in accordance with Department policy **6.3.1, "Facility Security"**;

- (1) no inmate is permitted in the school, shop, or immediate area without a valid pass or ID;
- (2) an inmate without a pass and/or ID is issued a misconduct for being in an unauthorized area, in accordance with Department policy **DC-ADM 801, “Inmate Discipline;”**
- (3) an inmate may not choose a barber or cosmetologist for his/her hair care services;
- (4) an inmate entering the school or shop will be seated promptly and will leave immediately after receiving services; and
- (5) an inmate must come on his/her assigned **appointment** day unless there is a valid excuse (visit, doctor, group). Yard and work are not valid excuses.

m. maintain security of school, tools, materials, related supplies, and area. The inventory of tools shall be maintained in accordance with Department policy **6.3.1**.

D. Shaving and Razor Cutting

Safe and sanitary methods of shaving and razor cutting which assure that personal services are provided according to Pennsylvania state law and the State Board of Barber and Cosmetology Examiners will be followed at all times.

1. The use of standard straight razors in the barber schools, barbershops, and cosmetology schools is prohibited, with the exception of demonstrating and teaching honing and stropping.
2. Only disposable blade straight razors are to be used when teaching shaving or razor cutting.
3. After shaving or razor cutting, the blade must be discarded in the manner prescribed by the security staff of the facility.
4. At no time will a blade be used on more than one person.
5. The blade holder and the handle are to be placed in the disinfecting solution immediately after each use.

E. Permanent Waving and Hair Coloring for Barber-Instructors Only

1. These services are for instructional use only and comply with guidelines set forth by the State Board of Barber Examiners regarding the practical examination.
 - a. Permanent waving services are to be provided in an instructional setting only.

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- b. Barber instructors shall provide adequate supplies for perm instruction. (Mannequin heads, perm rods, end wraps, etc.).
 - c. All supplies shall be maintained in accordance with Department policy **6.3.1**.
 - d. The instruction shall be made part of the **barber** practical curriculum in order for students to pass the practical examination.
 - e. A minimum of 50 hours of instruction shall be given to each student.
 - f. There will be no personal perm services on the inmate population without prior approval of the School Principal. The cost of materials shall be paid by inmates.
2. Hair coloring services are to be provided in an instructional setting only.
- a. Barber instructors shall provide adequate supplies for hair color instruction (Mannequin heads, color bottles, setting lotion, clips, etc.). **Mannequin heads must be inventoried, labelled, signed out, and stored in a secure area.**
 - b. Actual hair color will not be used for security reasons. A mixture of setting lotion and water consistent with color thickness shall be used.
 - c. The instruction shall be made part of the practical curriculum in order for students to pass the practical examination. All phases of hair color shall be taught.
 - d. A minimum of 30 hours **of** instruction for hair coloring shall be given to each student.
 - e. There will be no personal hair color services.
 - f. **For each student, coloring or relaxing of hair is permitted only as provided by the certified training program for cosmetology in the facility cosmetology school.**

F. State Board Examinations

1. **State Board Practical Examinations are held once every quarter during the year. There are no State Cosmetology Practical Examinations. Barber and Cosmetology Theory Examinations are computer-based and are held at each individual institution as needed.**
2. **Barber Instructors are** responsible to ensure that the students have smocks and appropriate dress when transferred for State Board exams.
3. **When applying to test for State Board Examination, testing candidates must be informed that their opportunity to test is based on a decision of the PA Barber/Cosmetology Boards.**

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Glossary of Terms

Barber/Cosmetology Instructor – A barber/cosmetology instructor licensed by the Department of State not employed by the Department of Corrections who shall voluntarily serve on the committee.

Barber Schools – Barber schools are the designated training areas requiring barber students to accumulate a minimum of 1250 hours and become eligible for the State Barber Board Licensing Examination. Upon successful passing of the examination, the barber student receives the barber license.

Barber Shops – Barbershops are the designated training areas requiring licensed barbers to become eligible to take the State Barber Board's Barber-Manager examination. Barbershops may also have one barber student training 1250 hours to become eligible for the State Barber Board Barber examination. Upon successful passing of the examination, barbers receive the barber/manager license and students receive the barber license. Additional information can be found in Barber Law, Act 589 Section 3 A, C, and Appendix A, Barber/Cosmetology Manual.

Cosmetology Schools – Cosmetology schools are the designated training areas requiring cosmetology students to accumulate 1250 hours and become eligible for the State Cosmetology Board Licensing Examination. Upon successful passing of the examination, the cosmetology student receives the cosmetology license.

Community Representative – Person from the community involved in the barber/cosmetology profession who shall voluntarily attend Exchange Committee meetings.

Department of Corrections Representative – A full time employee of the Department of Corrections serving as barber/cosmetology instructor at his/her respective facility.

Ex Officio Member – Ex officio members shall consist of the Director, Bureau of Inmate Services; Chief, Treatment Division; Correction Education Specialist, Department of Corrections, and other staff as directed by the Secretary of the Department.

Facility Manager – The Superintendent of a State Correctional Facility or State Regional Correctional Facility, Commander of a Motivational Boot Camp, Director of a Community Corrections Center, or the Director of the Training Academy.

School Owner – A volunteer who owns a registered barber or cosmetology school who shall serve on the committee. It is not mandatory for school owners to be licensed barber/cosmetology instructors.