

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	15.1	7
	Date Filed	Effective By Memorandum Date
	**	June 1, 2023
	Supersedes Effective Date June 1, 2018	
Authority/References KRS 196.035, 197.020 ACA 5-ACI-3D-18, 5-ACI-5D-15, 2-CO-4D-01 CPP 9.1, 9.17, 14.2, 17.1, 23.1	Subject HAIR, GROOMING, AND ID CARD STANDARDS	

I. DEFINITIONS

“Dreadlocks” means a hairstyle in which the hair is styled into ropelike sections formed by matting, braiding, or twisting that causes the strands of hair to lock together and due to the locking of the hair is not removable by combing or brushing in a brief period of time.

“Cornrows” means a hairstyle in which the hair is arranged in an intricate pattern of tight rows of braids close to the scalp. For people with tightly curled hair textures, this style is not removable by combing or brushing in a brief period of time.

"Hair length" means the length of hair, as well as beard and mustache length.

"Inmate identification card" or "ID card" means the bar-coded card worn by all inmates.

"KOOL system" means the Kentucky Offender Online Lookup system.

“Religious exemption” means an approved justification to not be required to conform to a particular grooming standard set forth in this policy based upon a sincerely held religious belief.

“Removable” means a hairstyle that is removable by combing or brushing in a period of time that is less than one-half hour without the use of special tools or products.

“Weaves” means an artificial or natural extension of the hair that are sewn, braided or glued into a person’s own hair to give the appearance of having longer or thicker hair.

II. POLICY and PROCEDURES

A. Inmates shall be required to be neat and well-groomed, and otherwise conform their appearance to the standards set forth in this policy. Inmates refusing to do so may be required to comply, and may be subject to disciplinary action and forced compliance with the policy.

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- B. Inmates may purchase personal hygiene items as authorized in CPP 14.2. The institution may issue these items without charge if the inmate is indigent.
- C. Inmates shall not perform any cosmetic procedure on another inmate, unless the inmate is classified to an authorized job assignment to perform cosmetic procedures or the inmate has been authorized by the institution to perform such duties.
- D. Hair, nail clippings, or any other bodily type parts shall not be retained by the inmate and shall be considered contraband.
- E. Inmates shall be neatly and fully dressed at all times when outside of their living area in the uniform established by the housing institution.
- F. Male inmates may not have piercings or wear earrings. Female inmates may wear only one pair of ball post or ball stud type of earrings in the lobe of the ear. Body piercings shall not be permitted.
- G. The Department of Corrections recognizes the need for contemporary hairstyles and an inmate may select the hairstyle of his choice within the requirements of this policy.
 - 1. An inmate may choose to wear a beard, sideburns, a mustache, or a combination of these choices. If worn, these shall be neatly trimmed and groomed.
 - 2. Cutouts, symbols, dyes, initials, objects braided into hair, or hair cut to be disproportionately longer in one area over another shall not be permitted for body hair, facial hair or hair on the head to include the eyebrows. Braided facial hair shall not be permitted. Natural baldness is excluded from this requirement.
 - 3. If an institution documents a connection of a hairstyle to membership with membership in a security threat group, the institution may require inmates to select a different hairstyle.
 - 4. Hair shall be kept clean at all times.
 - 5. Weaves, hair extensions, or weaving items into the hair shall not be permitted. Rubber bands, bread ties and other items of the like shall not be worn in the inmate's hair to include facial hair.

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6. Hair accessories shall not be worn other than as authorized in CPP 17.1.
7. Other hairstyles not specifically listed in this policy may be prohibited if the hairstyle is determined to be either a threat to security or orderly operations as determined by the Commissioner or designee.
8. Haircuts shall be provided as necessary and according to established institutional schedules.
9. In the interest of security or proper enforcement of department rules, hair may be searched or checked for compliance with this policy at any time.
10. Ponytails may be worn but shall be subject to search procedures at any time as outlined in this policy and shall be required to be removed and subject to being properly searched.
11. Pigtails or buns may be worn but are subject to search procedures at any time as outlined in this policy and shall be required to be removed and subject to being properly searched.

H. Hair shall at all times be subject to search for contraband.

Ordinary search procedures include:

- a. Passing a hand-held metal detector over the inmate's hair and scalp to determine whether any metal objects are present;
- b. Directing an inmate to turn his head upside down and run his fingers vigorously through his hair to include facial hair;
- c. Pressing the hair with the thumb and forefinger to detect for foreign objects; and
- d. Using a body scanner to search for contraband.

III. Security Practices

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Every inmate shall maintain an identification card that matches his current appearance (hair length, beard, mustache).

- A. An inmate ID card shall be made by the Assessment and Classification Center during the month an inmate enters the correctional system.
- B. A new ID card shall be issued annually.
- C. Each new ID card shall include an updated photograph of the inmate and be made according to a yearly schedule established by the institution.
- D. The institution shall be responsible for making the updated photograph available to the KOOL and KOMS systems.
- E. A new photograph shall be taken of the inmate, by the institution, if in the judgment of the Warden or designee, the inmate has made a significant change in physical appearance.
- F. A new photograph and corresponding ID card made because of the inmate significantly changing his or her appearance shall be at the inmate's expense. An inmate who changes his appearance may be required to pay for a new identification card that matches the inmate's current appearance. The cost shall not exceed three dollars and fifty cents (\$3.50) for a standard inmate ID card or seven dollars and fifty cents (\$7.50) for the combined inmate ID and inmate electronic lock proximity key card.
- G. Inmates shall be required to remove pigtails, buns, braids, ponytails, woven hair, or other hairstyle that can be removed prior to transport outside of or return to the institution, and during entry and exit into the restrictive housing unit and subject to search as set forth in section II(H).
- H. Inmates with dreadlocks, cornrows, or any other hairstyle that is not removable prior to transport outside the institution, during entry into the institution, or prior to entry into the restrictive housing unit shall be subject to a search by body scanner. If the body scanner is not functional or otherwise unavailable, the inmate shall be subjected to the other reasonable search procedures described in section II(H).
- I. If an inmate refuses to remove a hairstyle as set forth in III(G) above, or if an inmate with a dreadlocks, cornrows or other non-removeable hairstyle refuses to submit to a body scan or other reasonable hair search

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method as set forth in III(H), the inmate's hair may be cut to preserve institutional security.

IV. Safety and Sanitation Practices

- A. Inmates shall wear a hair net and beard and mustache covering if working in food service or in an area where long hair or a beard may increase the likelihood of food contamination.
- B. An inmate who chooses long hair and works around machinery, shall wear the hair in a ponytail or in a bun to decrease the likelihood of a work injury.
- C. Inmate who are determined to be at risk because of unsanitary hair, or use their hair for unsafe practices such as suicide attempts may have hair restrictions imposed as determined by a clinical provider.
- D. Inmates who attempt to use hair length and styles for concealing contraband or to aide in escape attempts shall be restricted from the hairstyle for one year as determined by the Warden or designee.
- E. Any inmate assigned to an institutional hair care job shall receive a medical review and clearance prior to assignment by the classification committee.
- F. Institutions shall require inmates to cut their fingernails and toenails. Fingernails and toenails shall not extend beyond one quarter inch past the tip of the finger or toe.

V. Religious Exemptions

Inmates who request a religious exemption to any portion of this policy shall submit such a request to the chaplain using the procedure set forth in CPP 23.1 II(G)(8).

VI. Forced Hair Cut

- A. A forced haircut shall only be given under the following conditions:
 - 1. The inmate has refused to remove a hairstyle that is removable for a search of his or her hair or has refused to submit to a body scan or other reasonable search of his or her hairstyle as set forth in section II(H) that is not removable.

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2. A medical provider has determined and documented that the inmate has a medical or mental health condition that creates a safety or security risk to the inmate or others. Examples of a medical or mental health condition may include: lice infestation, mold, treatment requiring stitches or hair removal for further appropriate medical treatment, or the inmate is using the hair strands for suicide attempts. The medical provider's determination shall be documented in the inmate's medical record prior to the inmate receiving a forced haircut.
- B. If the warden, for non-medical forced haircuts, or medical provider, for medically required determines that a forced haircut is necessary, the following procedures shall be followed:
1. Staff performing the forced hair cut shall follow all procedures established in CPP 9.1 and CPP 9.17.
 2. The process of a forced haircut shall be documented using a video camera beginning with the order given by staff to the inmate and shall include an explanation for the forced haircut.
 3. An inmate shall be placed into an emergency restraint chair during a forced haircut to ensure the safety of the inmate and staff.
 4. The inmate's hair may be cut only to the extent that the inmate is brought within this policy's requirements. Proper sanitation and medical treatment may be provided as determined by the clinical provider. Total hair removal shall not be the exclusive and only choice. Staff shall attempt to perform the task of cutting hair in the least restrictive and most humane and dignified manner possible regarding the final haircut results.
 5. A log shall be maintained for all forced haircuts containing:
 - a. Inmate's name, number and race;
 - b. Date of the haircut;
 - c. Official authorizing the haircut; and

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- d. Circumstances surrounding the reason for a forced haircut.
- C. If an inmate is to be transported on an emergency basis, staff shall search the inmate's hair in the most thorough manner possible as the opportunity permits.
- D. Employees who do not comply with the policy shall be subject to disciplinary action.