

 <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	15.1	5
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	October 15, 2024	February 4, 2025
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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

“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.

“Dreadlocks” or “locs” 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.

"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.

“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 neat, well-groomed, and adhere to the standards set forth in this policy. Inmates refusing to do so may be subject to disciplinary action and forced compliance with the policy.
- B. Inmates shall be provided with basic hygiene items without charge as authorized in CPP 14.2.

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- 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. Inmates shall be neatly and fully dressed at all times and shall be in uniform as required by CPP 17.1.
- E. An inmate 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.
- F. 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, 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. Natural baldness is excluded from this requirement.
 - 3. Braided facial hair, weaves, and hair extensions shall not be permitted.
 - 4. If an institution documents a connection of a hairstyle to membership in a security threat group, the institution may require inmates to select a different hairstyle.
 - 5. 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.
 - 6. Haircuts shall be provided as necessary and according to established institutional schedules.
- G. Weaving or braiding of items into the hair shall not be permitted. Rubber bands, bread ties, and other similar items shall not be worn in the inmate's hair including facial hair. Hair accessories shall not be worn other than as authorized in CPP 17.1.
- H. Hair shall be subject to search for contraband at any time.
 - 1. Ordinary search procedure shall include:
 - a. Passing a hand-held metal detector over the inmate's hair and scalp

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to determine whether any metal object is 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 a foreign object; or
 - d. Using a body scanner to search for contraband.
2. Inmates shall be required to remove pigtails, buns, braids, ponytails, woven hair, or other hairstyles that can be removed prior to transport outside of or return to the institution, and upon entry to and exit from a high security unit.
 3. Inmates with dreadlocks or locs, cornrows, or any other hairstyle that is not removable prior to transport outside of or return to the institution or upon entry to and exit from a high security unit shall be subject to a search by body scanner. If the body scanner is not functional or otherwise unavailable, the inmate's hair shall be searched using the other search procedures described in section II(H)1.
 4. If an inmate refuses to remove a hairstyle as required in II(H)2 or has a hairstyle that cannot be removed as set forth in II(H)3 and refuses to submit to a body scan or other hair search method as set forth in II(H)1, force may be used to complete a search.
 5. Staff shall search the hair of an inmate being transported by ambulance in the most thorough manner possible as the opportunity permits.

I. Safety and Sanitation Practices

1. Hair shall be kept clean at all times.
2. 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.
3. 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.
4. Inmates who continue to maintain unsanitary hair or use their hair for unsafe practices such as self-harm may have hair restrictions imposed as determined by a clinical provider.
5. Inmates who attempt to use hair style or length to conceal contraband or aid

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in an attempted escape shall receive disciplinary action and be subject to prosecution.

6. Any inmate assigned to an institutional hair care job shall receive a medical review and clearance prior to assignment by the classification committee.
 7. 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.
 8. Hair cuttings, nail clippings, or any other similar body parts shall not be retained by an inmate and shall be considered contraband.
- J. Inmates who request a religious exemption to any portion of this policy shall submit the request to the chaplain using the procedure set forth in CPP 23.1 II(G)(8).
- K. Every inmate shall maintain an identification card that matches the inmate's current appearance (hair length, beard, mustache).
1. An inmate ID card shall be made by the Assessment and Classification Center during intake.
 2. A new ID card shall be issued annually, according to a schedule established by the institution, and shall include an updated photograph.
 3. Updated photographs shall be placed in the inmate's record in the offender management system.
 4. A new ID card, with an updated photo, shall be issued if the Warden or designee determine the inmate has made a significant change in physical appearance. The cost of a new ID card issued due to an inmate who has made a significant change in physical appearance shall be at the cost of the inmate. The cost of the ID card shall be determined by the cost of the new ID card to the institution.
- L. Forced Hair Cut
1. A forced haircut shall only be given if a health care 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 self-harm. The health care provider's determination shall be documented in the inmate's medical record prior to the inmate receiving a forced haircut.

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2. When the health care provider determines and advises the warden of the need for a forced haircut for health reasons, the following procedures shall take place:
 - a. Staff performing the forced hair cut shall use the least amount of force necessary and follow all procedures established in CPP 9.1.
 - b. 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.
 - c. An inmate shall be placed into a restraint chair during a forced haircut to ensure the safety of the inmate and staff. The authorization and procedures for a planned cell entry, to include usage of a compliance team and restraint chair, shall be followed as outlined in CPP 9.17.
 3. Staff shall remove only the amount of hair necessary to remedy the health or sanitation issue. Staff shall cut hair in the most dignified manner possible and remain professional at all times.
 4. Proper sanitation and medical treatment may be provided as determined by the health care provider.
 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
 - d. Circumstances surrounding the reason for a forced haircut.
- N. Employees who do not comply with this policy shall be subject to disciplinary action.