

 <p><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References KRS 196.035, 197.020 ACA 4-4283, 4-4343, 2-CO-4D-01	Subject <b>HAIR, GROOMING, AND ID CARD STANDARDS</b>	

## I. DEFINITIONS

"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.

## II. POLICY and PROCEDURES

Hair and grooming shall comply with the sanitation and security practices of the institutions. 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.

### A. An inmate may:

1. Wear a mustache, beard, or both; and
2. Choose the length of his hair.

### B. An inmate shall not have cutouts or symbols cut into body hair or eyebrows.

### C. Sanitation Practices

1. An inmate shall wear a hair net and beard covering if working in food service or in an area where long hair or a beard may increase the likelihood of work injury.
2. An inmate who chooses long hair, and works around machinery, shall wear the hair back in a pony tail to decrease the likelihood of a work injury.

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3. Hair, mustache, and beard length may be restricted if not kept clean and neat.
4. Body piercing shall not be allowed. Female inmates may wear one (1) post type earring in each ear.

D. Security Practices

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

1. An inmate ID card shall be made by the Assessment and Classification Center during the month an inmate enters the correctional system.
2. A new ID card shall be issued annually.
3. Each new ID card shall include an updated photograph of the inmate and be made according to a yearly schedule established by the institution.
4. The institution shall be responsible for making the updated photograph available to the KOOL system.
5. 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.