

Personal Hygiene and Appearance Code .....	1
I. Personal Hygiene and Appearance .....	1
II. Personal Hygiene Services/Supplies .....	1
A. Bathing Facilities .....	2
B. Hair Care Services .....	2
C. Personal Hygiene Items (4-4342, 4-ACRS-4B-01) .....	2
III. Hair and Facial Hair Grooming Standards .....	2
A. Hair and Facial Hair for Male Offenders .....	3
B. Hair Styles for Females .....	3
IV. Personal Hygiene and Appearance Enforcement .....	3
V. Prohibited Items .....	4
VI. Exceptions .....	4
VII. Notification of Personal Hygiene and Appearance Code .....	4
VIII. References .....	4
IX. Action .....	5

Section-03 Facility Operations	OP-030501	Page: 1	Effective Date: 11/04/2014 Annual Review: 08/2015
Personal Hygiene and Appearance	ACA Standards: 2-CO-4D-01, 4-4144, 4-4262, 4-4283, 4-4285, 4-4341, 4-4342, 4-4343, 4-ACRS-4B-01, 4-ACRS-6A-04-2		
Robert Patton, Director Oklahoma Department of Corrections	Signature on File		

## Personal Hygiene and Appearance Code

A personal hygiene and appearance code is maintained and enforced as it affects the safety, health and welfare of the offenders, the security of the facility, prevention of unrest and friction among offenders and staff and the mission of the department. (2-CO-4D-01, 4-4283) Personal hygiene will be considered when reviewing offenders for level promotions in accordance with [OP-060107](#) entitled "Systems of Incarceration" and [OP-060203](#) entitled "Adjustment Review."

For the purpose of this procedure, the term "offender" will apply to anyone under the authority, custody or care of a prison or a community-based facility operated by or contracted with the Oklahoma Department of Corrections (DOC).

### I. Personal Hygiene and Appearance

All offenders will maintain proper personal hygiene and appearance as outlined in this procedure. Clothing will be neat, clean and appropriate for the situation. Hair will be kept clean and free of unpleasant odors at all times. Fingernails will be clean and not extend past the finger tip. Clean is defined as free of dirt, body odor, body oil, lice, ticks, nits, dandruff or foreign substances. Reasonable accommodations will be made to ensure offenders with disabilities are provided the opportunity to perform self-care and personal hygiene. (4-4144, 4-ACRS-6A-04-2)

### II. Personal Hygiene Services/Supplies

<b>Section-03 Facility Operations</b>	<b>OP-030501</b>	<b>Page: 2</b>	<b>Effective Date: 11/04/2014</b>
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A. Bathing Facilities

To maintain personal hygiene, sufficient bathing/shower facilities will be available to provide all offenders with the opportunity to shower/shave a minimum of three times per week. (4-4262, 4-4285, 4-4341)

B. Hair Care Services

Hair care services will be in compliance with sanitation/health standards and will be made available to all offenders upon request or as specified by the facility head during facility offender orientation and through posting in one or more offender accessible areas. (2-CO-4D-01, 4-4343)

C. Personal Hygiene Items (4-4342, 4-ACRS-4B-01)

Hygiene items will be provided through reception, canteen services or as necessary to provide for continual adequate hygiene. The process for obtaining hygiene items and the frequency of distribution will be addressed during facility offender orientation and through posting in one or more offender accessible areas. Indigent offenders will be given the minimum amount needed to accommodate their need between issuances. At a minimum, items available through the canteen or to indigent offenders will be:

1. Soap/deodorant soap;
2. Shampoo (Institutions may provide shampoo through canteen services as defined during facility offender orientation and through posting in one or more offender accessible areas);
3. Toothbrush/tooth powder/paste (denture cleanser/adhesive, if needed);
4. Comb;
5. Toilet paper;
6. Razors (The use of razors may be limited per [OP-040204](#) entitled "Segregation Measures," when such items may be destroyed or used to inflict injury);
7. Sanitary napkins/tampons (females); and
8. Deodorant.

III. Hair and Facial Hair Grooming Standards

Except when a valid interest justifies otherwise (as described in this procedure), facilities will allow freedom in personal grooming. (4-4283)

A. Hair and Facial Hair for Male Offenders

1. Procedures upon Arrival at the Assessment and Reception Center

Upon reception at the assessment and reception center, each newly incarcerated male offender is required to meet the following standards without exception:

- a. Hair will be cut and facial hair removed by appropriate method including shaving, depilatory or clippers.
- b. For purposes of proper identification and photographs, facial hair will be removed as close as health reasons allow. (4-4285)

2. Hair Styles for Men

Thereafter, male hairstyles and appearances, including facial hair, will not conflict with security, sanitation, safety, or health requirements of the department.

- a. The growing, shaving, cutting, or styling of hair will remain in compliance with this procedure.
- b. The growing, shaving, or cutting of hair, which results in a change in the offender's appearance, will require a new identification picture to be taken at the offender's expense in accordance with [OP-040115](#) entitled "Offender Identification and Crime Alert Bulletin."
- c. Bleaching, dying, or engraving in hair and any type of foreign objects/ornaments woven/worn in hair is prohibited.

B. Hair Styles for Females

Upon reception at the assessment and reception center and upon assignment to a facility, hairstyles for female offenders will comply with conventional community standards.

1. Grooming and appearance will not conflict with the security and safety requirements of the facility.
2. The growing, shaving, or cutting of hair, which results in a change in the offender's appearance, will require a new identification picture be taken at the offender's expense in accordance with OP-040115 entitled "Offender Identification and Crime Alert Bulletin."
3. Bleaching, dying, or engraving in hair and any type of foreign objects/ornaments woven/worn in hair is prohibited.

IV. Personal Hygiene and Appearance Enforcement

<b>Section-03 Facility Operations</b>	<b>OP-030501</b>	<b>Page: 4</b>	<b>Effective Date: 11/04/2014</b>
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- A. Offenders are responsible for maintaining their personal hygiene and appearance.
  - 1. Offender appearance standards prohibit the sagging of pants, wearing clothing items that have holes in them as a style of dress, are extensively stained or the display of any security threat group identification.
  - 2. Shirrtails will be tucked in.
- B. Relaxed appearance standards may be specified by the facility head for recreational activities such as ball games, during exercise periods and after work hours while on the unit. Conditions when appearance standards may be relaxed will be posted in appropriate areas.
- C. Offenders will be dressed at all times except for approved shower times and bathroom use.
- D. Disciplinary actions may be taken for violations of hygiene, safety and appearance regulations.

V. Prohibited Items

With the exception of religious headgear, as specified in [OP-030112](#) entitled "Religious Services," headbands, do-rags and bandannas are prohibited.

Tattooing and body piercing, to include wearing any pierced jewelry, is prohibited during the offender's period of incarceration, with the exception of female offenders who may possess and wear earrings in accordance with [OP-030120](#) entitled "Offender Property."

VI. Exceptions

Offenders assigned to a regimented treatment program are required to adhere to appearance standards established in each program.

VII. Notification of Personal Hygiene and Appearance Code

The facility head will ensure offenders are notified of personal hygiene and appearance guidelines during facility offender orientation and through posting in one or more offender accessible areas.

VIII. References

Policy Statement No. P-030100 entitled "Provision of Services/Offender Rights and Responsibilities"

OP-030112 entitled "Religious Services"

OP-030120 entitled "Offender Property"

OP-040115 entitled "Offender Identification and Crime Alert Bulletin"

OP-040204 entitled "Segregation Measures"

OP-060107 entitled "Systems of Incarceration"

OP-060203 entitled "Adjustment Review"

Lefors v. Maynard, No. CIV-91-1521-R (W. D. Okla. Jan. 2, 1992)

Perry v. Davis, 757 F.S. 1223 (D. Kan. 1991)

IX. Action

The appropriate division manager is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

Any exceptions to this procedure will require prior written approval from the director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-030501 entitled "Personal Hygiene and Appearance Code" dated December 13, 2013

Distribution: Policy and Operations Manual  
Agency Website