

Appearance and grooming of female inmates.

- (A) Inmates shall be required to be neat and well groomed, and otherwise conform their appearance to the standards set forth in this rule. Inmates refusing to do so may be subject to force and/or appropriate disciplinary action consistent with this rule. Inmates may purchase personal hygiene items, to include shaving materials, deodorant, toothpaste, toothbrushes, soap, and towels through the commissary. The institution may issue these items without charge or on credit if the inmate does not have the available funds.
- (B) Toilet facilities and toilet paper shall be available to all inmates. The institution shall have authority to place limitations on such facilities when necessary for safety or security.
- (C) Inmates shall have the opportunity to shower no less than five times weekly. Inmates must be given a reasonable length of time under the shower to be able to soap and clean themselves properly.
- (D) Haircuts shall be provided as needed. Hair shall be clean, neatly trimmed, and shall not extend below the middle back area in length. Hair length will be at least two inches in length, unless there is a documented medical concern. Braids may be worn subject to the limitations of this rule. The following hairstyles or facial hair are not permitted: Initials, symbols, dyes, multiple parts, hair disproportionately longer in one area than another (excluding bangs or natural baldness), weaves, dreadlocks, and shaved heads. Hair coloring is not permitted unless approved by the warden and provided by an individual properly licensed to provide such a service and/or provided as part of an authorized program. If approved by the warden, an inmate may wear a wig for medical reasons or in conjunction with medical treatment. Other hairstyles not specifically listed herein may be prohibited if they are determined to be either a threat to security or contrary to other legitimate penological concerns as determined by the office of prisons.
- (E) In the interest of security or proper enforcement of department rules, hair may be searched or checked for length at any time. Length restrictions for braided hair shall be based on the length of hair when braided. Hair may not be worn in braids at any time the inmate is being transported out of the institution.
- (F) Sideburns, bangs, and other facial hair must be neatly trimmed. Facial hair must not protrude more than one-fourth inch from the skin.
- (G) A new photo shall be taken whenever in the judgment of the managing officer or designee any significant change in physical appearance has taken place. Rephotographing shall be at the inmate's expense if the change in appearance is occasioned by grooming changes.

- (H) Forced haircuts shall only be given if the inmate is issued a conduct report and the rules infraction board determines that the hairstyle or hair length is contrary to this rule and the inmate has not been given an exemption from the grooming restrictions set forth in paragraph (D) of this rule. All reception inmates shall receive a haircut before an institution picture is taken, if necessary to bring the inmate in compliance with paragraph (D) of this rule. Forced haircuts may be issued to reception inmates without a conduct report or rules infraction board approval. A log shall be maintained denoting forced haircuts. The log shall include the date, the inmate's name, number, race, the circumstances, and the employee authorizing the forced haircut. The institution must also comply with all required procedures regarding the use of force. Inmates shall conform their appearance to the standards set forth in this rule. Inmates refusing to do so shall be subject to appropriate disciplinary action, which may include requiring an inmate's hair to be cut or trimmed against her will.
- (I) The rules infraction board may indefinitely restrict the style or length of hair of any inmate who is convicted of concealing contraband in her hair or of wearing hair in violation of paragraph (D) of this rule.
- (J) Female inmates are permitted to wear earrings. Hoop and stud types are not to exceed one-half inch in diameter. Dangle type, those that hang from or attach to a post or wire are not to extend more than one-fourth inch below the bottom of the ear lobe. Earrings are not to be worn on any part of the body, except the ears. A maximum of two pair of earrings may be worn at one time.
- (K) Inmates performing work assignments which may reasonably be determined to include safety hazards or sanitary concerns may be required to wear appropriate protective equipment, such as hats, hair nets, etc.
- (L) Inmates are not permitted to manicure each other's nails or eyebrows, style or cut another inmate's hair, or to perform any other cosmetic procedure, except in an authorized program, or by inmates who have been authorized by the institution to perform such duties. Hair clippings shall be considered contraband and may not be retained by any inmate.
- (M) Institutions may require inmates to cut their fingernails and toenails. Fingernails and toenails shall not extend beyond the tips of the fingers or toes. Artificial fingernails are not permitted.
- (N) Inmates may wear a reasonable amount of make-up. Eyeliner will not exceed the eyebrow area. Staff may require an inmate to remove make-up if in the judgment of a supervisor any significant change in physical appearance has taken place.
- (O) Inmates must be neatly and fully dressed at all times when outside their living area in the uniform of the day or appropriate attire as established by the institution.

(P) If the grooming restrictions established by this rule substantially burden an inmate's sincerely held religious belief, the inmate may seek an appropriate exemption by applying for a religious accommodation.

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Certification

Date

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