Department Directive

Title: Personal Care and Grooming	Directive Number: Revised - OPS.200.0011
Related MD Statute/Regulations: COMAR 12.03.01.04 & 12.14.04.05	**Supersedes:** OPS.200.0011- Inmate Personal Grooming dated October 20, 2020
Related ACA and MCCS Standards: ACA: 5-ACI-2C-05 (Ref. 4-4137), 5-ACI-2C-09 (Ref. 4-4139), 5-ACI-3D-18 (Ref. 4-4283), 5-ACI-5D-13 (Ref. 4-4341); CORE-4B-03; 1-CORE-6A-07 MCCS: ACI - .04D & .05J, ADC/ADDF - .04D & .05K	**Approved By:** Sohail M. Qarni, MD Chief Medical Officer
Related Directives: DOC.055.0003 – Control and Disposal of Infectious Bodily Material DOC.110.0020 – Tool Control and Use DOC.200.0001 – Inmate Rights DPDS.080.0004 – Safety and Sanitation OPS.131.0001 – Identification, Treatment and Correctional Management of an Inmate Diagnosed with Gender Dysphoria OPS.175.0002 - No Cost: Admission, Menstrual Hygiene, and Welfare Kits	**Issued Date:** July 15, 2026 **Effective Date:** July 20, 2026
Variance: Each facility shall issue a facility directive necessary to implement and comply with this Department directive.	**Number of Pages: 7**

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.01 Purpose.

The purpose of this directive is to establish and maintain written policy and procedures for an incarcerated individual's personal grooming and to establish sanitation guidelines for incarcerated individual hair care services within the Department of Public Safety and Correctional Services (Department).

.02 Scope.

This directive applies to all units of the Department responsible for the custody and security of an incarcerated individual under the authority of the Department.

.03 Policy.

A. An incarcerated individual shall be responsible for maintaining reasonable standards of grooming and cleanliness.

B. It is the policy of the Department to allow incarcerated individuals personal freedom in their appearance as long as an incarcerated individual's appearance does not conflict with the Department's requirements for maintaining safety, security, sanitation, and personal identification.

C. The Department shall effectively manage an incarcerated individual's access to personal grooming items, supplies, and services by ensuring that personal hygiene items and services necessary for maintaining proper personal hygiene are routinely and readily available.

D. The Department shall establish and follow procedures for infectious disease prevention and control measures, as well as perform efficient sanitation and infection control practices when providing personal hygiene services to incarcerated individuals.

.04 Definitions.

A. In this directive, the following terms have the meanings indicated.

B. Terms Defined.

(1) "Correctional facility" has the meaning stated in Correctional Services Article, §1-101, Annotated Code of Maryland: 'Correctional facility' means a facility that is operated for the purpose of detaining or confining adults who are charged with or found guilty of a crime.

(2) Incarcerated Individual.

(a) "Incarcerated individual" has the meaning stated in CSA, §1-101, Annotated Code of Maryland which states, "'Incarcerated individual' means an individual who is actually or constructively detained or confined in a correctional facility."

(b) "Incarcerated individual" includes the term "inmate" as stated prior to October 1, 2023 CSA, §1-101, ACM.

(c) "Incarcerated individual" includes the term incarcerated person.

(3) "Disinfect" means to clean a surface or inanimate object with a chemical agent as prescribed by the manufacturer.

(4) "Managing official" has the meaning stated in the Correctional Services Article, §1-101, Annotated Code of Maryland: 'Managing official means the administrator, director, warden, superintendent, sheriff, or other individual responsible for the management of a correctional facility.

(5) "Occupational Safety and Health Administration (OSHA)" means the federal agency that sets and enforces health and safety standards for employers and their workers.

(6) "Personal grooming" means the practice of cleaning, grooming, and maintaining parts of an individual's body.

(7) "Personal hygiene articles" means any item in an Admission, Menstrual Hygiene, or Welfare Kit except for envelopes, writing paper, and pens as defined in OPS.175.0002– No Cost: Admission, Menstrual Hygiene, and Welfare Kits.

.05 Responsibilities/Procedures.

A. The Managing Official shall:

(1) Establish a haircutting schedule based on the correctional facility's daily operations and ability to operate a barbershop effectively.

(2) Establish and maintain a system of accountability and disposal for barbering tools in accordance with policies and procedures governing tool control and use.

(3) Establish written procedures governing incarcerated individual personal grooming supply distribution and services. Restrictions placed on personal grooming choices are established to ensure:

(a) Adherence to statutory and regulatory requirements; and

(b) The safety and security of the correctional facility, incarcerated individuals, and staff.

(4) Ensure that written procedures concerning personal grooming, at minimum address:

(a) That an incarcerated individual may only receive a basic haircut (i.e. no graphics, words, or complex shapes);

(b) Verification of an incarcerated individual barber's occupational skill or license for the state of Maryland;

(c) The correctional facility's specific safety and security procedures established for barbering in accordance with this directive and applicable security directives;

(d) The correctional facility's specific sanitation measures for incarcerated individual bathing and restroom facilities in accordance with policies and procedures governing safety and sanitation;

(e) An incarcerated individual's:

(i) Gender identity;

(ii) Physical and mental health needs;

(iii) Religious practice;

(iv) Security status; and

(v) Work assignment.

(f) An incarcerated individual's wearing of personal clothing:

(i) Within the correctional facility in accordance with policies and procedures governing incarcerated individual property; and

(ii) For authorized appearances outside the facility.

(5) Ensure that:

(a) Incarcerated individuals have access to operable showers with temperature controlled hot and cold running water;

(b) Reasonable accommodations are made to ensure that showers are accessible and usable by incarcerated individuals with disabilities;

(c) An adequate number of operable toilets and shower facilities are provided to maintain personal hygiene in accordance with regulatory mandates;

(d) Incarcerated individuals have access to toilets and handwashing facilities 24 hours per day, unless exigent circumstances impede this provision;

(e) Broken or malfunctioning toilets, handwashing facilities, and showers are reported to the maintenance department immediately and the work order number documented.

(f) Barbering and hair care services comply with applicable health, safety, and security requirements;

(g) Barbers receive adequate safety and sanitation training during employment orientation that:

(i) Includes, but is not limited to, safeguarding incarcerated individuals and staff against bloodborne pathogens and respiratory hazards; and

(ii) Is acknowledged by signing an employment orientation form.

(h) Adequate control measures and process indicators are established for audit purposes; and

(i) Restrictions placed on incarcerated individual appearance are specified in the incarcerated individual handbook, communicated to incarcerated individuals during orientation, and consistently enforced.

B. **Safety and Security.**

(1) The managing official shall ensure bathing and toilet facilities provide an incarcerated individual with a reasonable amount of privacy in order to prevent voyeurism and sexual harassment in accordance with *DPSCS.020.0026 – Prison Rape Elimination Act – Federal Standards Compliance.*

(2) Incarcerated individuals shall maintain a reasonable standard of personal grooming in accordance with this directive and shall be subject to discipline under COMAR 12.03.01.04H upon a failure to do so.

(3) The managing official may require an incarcerated individual to change grooming practices such as hair or beard length or other grooming practices in order to:

(a) Prevent and/or treat an infectious disease in as stated in *OPS.105.0002- Inmate Refusal to Participate in Infectious Disease Screening, Testing, and Prevention*;

(b) Avoid the concealment of contraband;

(c) Maintain the safety and security of the facility, incarcerated individuals, visitors, and staff; and

(d) Prevent an incarcerated individual from changing the incarcerated individual's appearance in such a manner that would jeopardize the incarcerated individual's accurate identification.

(4) In accordance with *OPS.220.0004—Inmate Personal Property*, incarcerated individuals are not permitted to possess or wear cosmetics.

(5) In accordance with the policies and procedures established in *OPS.140.0002—Religious Services Manual*, an incarcerated individual's religious practices will be considered when an incarcerated individual's hairstyle or beard length exceeds the facility's standard security requirements.

(6) In accordance with the Chronic Disease Management Manual, the Medical Evaluations Manual, and the DPSCS Mental Health Manual, a health care provider may issue a medical order for the imposition, restriction, or limitation of an incarcerated individual's personal grooming practices.

C. **Infection Control Measures for Hair Grooming Services.**

(1) The Managing official shall:

(a) Ensure that hygiene instructions are posted inside the area being used to perform hair grooming services;

(b) Ensure that correctional staff complete the Barber Station Audit/Evaluation Form – OPS Form #200-11aR (Appendix A), before a barber performs any hair grooming services; and

(c) Ensure that an incarcerated individual receiving a hair grooming service signs the Sign-Up Grooming Log – OPS Form #200-11bR (Appendix B).

(2) All towels, linens, and capes that come in contact with the client's skin shall be laundered with detergent and bleach according to label directions.

(3) Clean laundered linen, towels, and capes shall be used for each client. If disposable options are available, disposable capes or towels shall be discarded after each use.

(4) All barbering uniforms or smocks shall be washed at the end of the barbering session or prior to the next working day.

(5) Before and after each client receives any hair grooming services, an Environmental Protection Agency (EPA) registered hospital-grade tuberculocidal disinfectant or an appropriate anti-infective/microbicidal disinfectant shall be used on all work surfaces and equipment that come into contact with the client, to include the sanitation of:

(a) Armrests;

(b) Barber chairs;

(c) Barbering station countertops;

(d) Footrest;

(e) Headrest; and

(f) Any other surface that came into contact with the client.

(6) Hair clippers shall be cleaned by the barber before and after each client receives any hair grooming services, which shall include at minimum:

(a) Cleaning the blade with an authorized disinfectant solution and/or spray;

(b) Using a barbering brush to carefully remove any foreign material from the blade; and

(c) Following the manufacturer's recommendation regarding sanitation.

(7) Once the client hair grooming session has ended, general sanitation procedures shall be adhered to for cleaning the floor, doorknobs, windows, barber mats and other surfaces.

(8) Blood contaminated materials shall be disposed of immediately in accordance with DPSCSM.055.0008—Occupational Exposure to Bloodborne Pathogens Manual governing the control and disposal of infectious bodily material per OSHA guidelines.

(9) Additional safe work practices and sanitation procedures are outlined in DPSCS Barbering Guidelines (Appendix C).

.06 Appendix.

A. Barber Station Audit/Evaluation – OPS Form #200-11aR

B. Sign-Up Grooming log - OPS Form #200-11bR

C. Cleaning and Disinfecting Barbering Tools - Guidelines

.07 History.

A. This directive makes minor revisions to and supersedes OPS.200.0011 – Inmate Personal Grooming dated October 20, 2020.

B. This directive supersedes provisions of any other prior existing Department communication with which it may be in conflict.

C. OPS.200.001 dated October 20, 2020 rescinded and replaced DPDS.185.0011 – Inmate's Personal Grooming dated April 30, 2015.

.08 Distribution.

A, C, and L

Department of Public Safety and Correctional Services

Barber Station Audit/Evaluation Form

Facility:	**Housing Unit/Station:**	**Date:**
Correctional Officer Name:	REASON FOR INSPECTION:	
	Opening ☐ Closing ☐ Emergency ☐ Other ☐	
Barber Name:	Housing Unit:	Time:

Barbering Station and Site:	**YES**	**NO**	**N/A**
A. Are barbering rules visible to both barber and the client?			
B. Are sanitation rules visible to both barber and the client?			
C. Is the barbering station clean and free of debris (e.g., spilled water, paper, or other waste)?			
D. Is the barbering station properly set up with appropriate equipment?			
E. Is the barber signed in on the accountability log?			
Sanitation Protocols:	**YES**	**NO**	**N/A**
A. Are clean capes, towels, and neck strips available for the client?			
B. Are the barbering mats and floors clean?			
C. Is the barber using disinfect solution in accordance with training and the manufacturer's recommendations?			
D. Did the barber clean the barbering tools before use (e.g., combs, clipper blades)?			
E. Are any safety and sanitation concerns documented?			
F. Did the barber disinfect the barber chair and all other equipment or surfaces that may come into contact with the client's skin (e.g., barber chairs, armrest, headrest, and workstation surfaces)?			
Administrative (*Complete Section by Correctional Supervisor)***:**	**YES**	**NO**	**N/A**
A. Was a sign-in log used to account for all incarcerated individuals receiving haircuts?			
B. Did correctional staff document the condition of all barbering tools?			
C. Upon opening and closing the barbershop, did staff account for all working tools (e.g., Facility Tool Accountability Form)?			
D. Did correctional staff follow all procedures for documenting and reporting broken and/or missing barbering tools?			

Comments:

_____ _____

Print Name - Correctional Supervisor Date

DPSCS - Sign-Up Grooming Log

Housing Location: _____

Date: _____

By signing this document below, I agree that I have read the Posted Hygiene Instructions and agree to have my hair grooming services provided by the facility's barbershop, and in addition, I will abide by the policy/procedure, rules, and regulations governing this facility.

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DPSCS - Cleaning and Disinfecting Barbering Tools - Guidelines

Disinfecting Clippers and Outliners

The decontamination of electrical tools such as clippers and outliners requires a different approach than the non-electrical tools and implements. Hair particles and bacteria become trapped between and behind clippers blades, so cleaning and disinfecting these tools is very important. Since clipper blades and outliners cannot be completely immersed in a water-based disinfectant and most spray disinfectants alone are not sufficient for thorough disinfection, products containing a petroleum distillate, such as a liquid blades wash are the usual choice for the decontamination procedure. Adhere to the following steps for decontaminating clipper and outliners:

1. Arrange all supplies, products, and tools on a clean work surface;
2. Pour blade wash into a glass, plastic, or disposable container wide enough to accommodate the width of the clipper blades to a depth of approximately ½ inch;
3. Remove all hair particles from clipper blades with a stiff brush;
4. Submerge only the cutting teeth of the clipper blades into the blade wash and turn the unit on. Run the blades in the solution until no hair particles are seen being dislodged from between the blades;
5. Remove the clippers and wipe the blades with a clean, dry towel;
6. Spray the clipper blade with a lubricant and/or spray clipper disinfectant. Grease or oil clipper parts as necessary;
7. Sanitize the conductor cord and store in a clean, closed container until needed for use; and
8. Follow these procedures before and after servicing each client.

Decontaminating Towel, Linens and Capes

Clean towels and linen shall be used for each client. All towels, linens, and capes that come into contact with a client shall be laundered with detergent and bleach according to label directions. Maintain a sufficient supply of these items for use in the barbershop to avoid the spread of infectious agents and particles. Clean towels, capes, and linen shall be stored in a dry clean area. Disposable neck strips shall be used to keep capes from touching the client's skin and should be disposed after each use.

Hand Washing

Hand washing is one of the most important and easiest ways to prevent the spread of germs from one person to another. Thorough hand washing requires rubbing the hands and under the nails with warm soapy water for at least 20 seconds and drying the hands with a clean paper towel. Moisturizing lotion can help prevent dry skin that may otherwise occur because of repeated hand washing.