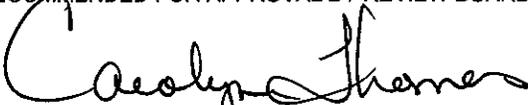
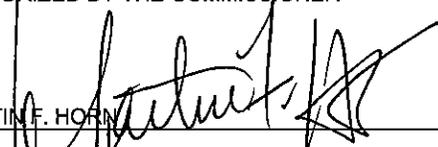




THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION



DIRECTIVE

<input type="checkbox"/> NEW <input type="checkbox"/> INTERIM <input checked="" type="checkbox"/> REVISED			SUBJECT		
EFFECTIVE DATE 03/12/08		*TERMINATION DATE / /		ENVIRONMENTAL HEALTH BARBERSHOPS/BEAUTY PARLORS	
CLASSIFICATION # 4004R-B	SUPERSEDES 4004R-A	DATED 05/06/04	APPROVED FOR WEB POSTING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
RECOMMENDED FOR APPROVAL BY REVIEW BOARD MEMBER			AUTHORIZED BY THE COMMISSIONER		
 CAROLYN THOMAS, CHIEF OF DEPARTMENT SIGNATURE			 MARTIN F. HORN SIGNATURE		

I. PURPOSE

This Directive is being promulgated to establish policy and procedure for the operation of the Department's Barbershops/Beauty Parlors.

II. POLICY

Each facility shall be provided with at least one (1) full-time licensed barber or beautician and a sufficient number of inmates, who have received training in haircutting and hair styling, working under the supervision of a licensed barber or beautician.

III. DEFINITIONS

- A. Barber/beautician – civilian employee, licensed by the State of New York.
- B. Non-licensed barber/beautician - a trained inmate barber or beautician working under the supervision of a licensed barber or beautician.

IV. PROCEDURE

- A. The institution shall permit each inmate to have his/her hair cut/styled for a fee of two dollars (\$2.00). The inmate may purchase a haircut voucher at the facility Commissary. In the event an inmate lacks sufficient funds for full payment of a voucher, partial payment will be accepted. Restitution will be placed against the inmate's account to recoup any monies owed at a later date. Vouchers purchased are valid throughout the inmate's incarceration and are redeemable within 120 days after the inmate's discharge. The vouchers are non-transferable from inmate to inmate, and there are no refunds for lost or misplaced vouchers.

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IV. PROCEDURE (cont.)

- B. The institution shall provide a procedure by which each inmate will be able to shave daily with sanitary and properly maintained equipment, including approved depilatories. For Rose M. Singer Center (RMSC) refer to Directive 4008R-A, entitled DISTRIBUTION AND CONTROL OF RAZORS for razor inventory procedures.
- C. Each facility shall provide sufficient hot water for inmates to shave with care and comfort.
- D. Inmates shall be permitted to adopt hairstyles, including facial hair styles of any length; however, certain work assignments may constitute a safety hazard for those inmates with long hair or beards. In such cases, inmates who are unwilling or unable to conform to the safety requirements shall be reassigned to another work assignment where the hair style or beard does not present a safety hazard.
- E. Inmates with obvious or known skin or scalp diseases will not be serviced in the barbershop or beauty parlor. They shall immediately be referred for medical treatment.
- F. When examination of an inmate's hair reveals the presence of vermin, medical treatment must be initiated immediately. The cutting of an inmate's hair is permissible under these circumstances (or for any other medical necessity) with no charge, pursuant to a physician's written order. Any inmate referred to the barber for a medical haircut is to be logged in the Barbershop/Beauty Parlor Logbook as "Medical". The Clinic Captain shall validate the medical referral with the Programs Captain and barbershop staff to ensure authenticity of the doctor's note. Obtaining a medical haircut by fraudulent means would constitute a new charge.
- G. INMATE CHANGE OF APPEARANCE
1. A radical change to an inmate's appearance caused by the growth or removal of hair, including beards and/or mustaches, has the potential to cause serious security concerns in that delays and/or errors may occur when staff attempt to properly identify the inmate.
 2. Barbershop/beauty parlor and housing area officers must report any radical changes noted to the facility Security Captain. During non-business hours this notification shall be made to the Intake Captain. No inmate will be allowed to return to his/her housing area from the Barbershop/Beauty Parlor after there has been a radical change in the inmate's appearance. An area supervisor will be notified, and new pictures will be taken and all departmental records will be updated.
 3. Intake officers who note that an inmate has altered his/her appearance must report their observations to the Intake Captain.

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IV. PROCEDURE (cont.)

4. Similar observations made by other members of service must be reported to the facility Security Captain. During non-business hours the notification must be made to the Intake Captain.
5. Upon receiving notification that an inmate has altered his/her appearance, facility Security and Intake Captains will ensure the following steps are taken:
 - a. The inmate's Identification Card (ID) (#236AR) shall be confiscated;
 - b. A new photograph shall be taken of the inmate;
 - c. A new inmate Identification Card shall be issued to the inmate for which the inmate will be assessed a fee of six (6) dollars; there will be no charge for the replacement of an ID card clip. (reference Operations Order #01/08, entitled INMATE IDENTIFICATION CARD REIMBURSEMENT PROCEDURES).
 - d. The new photograph will be affixed adjacent to the previous photo on the inmate's Detention Record Card (#239) and the Accompanying Card (#236). Note the date that the new photograph was taken above and on the back of the new photograph;
 - e. Remove the previous photo from the Cell Location Card (#71); affix the new photograph to the Cell Location Card and note the date the new picture was taken above and on the back of the new photograph. Place the old photograph and inmate Identification Card in the Inmate Record Envelope (#111B).
 - f. The new photograph will be affixed adjacent to any other documents where original photographs were placed.

H. GENERAL GUIDELINES

1. All inmate barbers/beauticians must be medically cleared, which shall be noted on a food handler's clearance.
2. Sentenced and detention inmates shall be eligible for positions as barbers and beauticians.
3. All inmate barbers and beauticians must be cleared by the facility Security Office.
4. Inmates assigned to barbershops/beauty parlors may not charge for or accept any item to cut an inmate's hair.

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IV. PROCEDURE (cont.)

5. Facility barbershops shall only offer haircutting services.
6. Eating and drinking shall not be permitted in any barbershop/beauty parlors.
7. Barbershops/beauty parlors shall operate five (5) days per week, Monday through Friday, for an eight (8) hour period between 0900 and 2100 hours.
8. Inmates in the barbershop/beauty parlor during count periods shall remain in that area and be placed on the housing area's "out count" and the barbershop's/beauty parlor's "in count".

I. BASIC EQUIPMENT AND SUPPLIES FOR ALL BARBERSHOPS

1. Waiting area with seating (Central Barbershop);
2. Barber chairs (Central - minimum of four [4] chairs);
3. Housing Area Barbershop - one (1) chair;
4. Hand washing facilities;
5. Electrical outlets;
6. Wall mirrors - one (1) per chair;
7. Sanitizing equipment, wet, dry or cabinet sanitizer;
8. Uniforms (white jackets) for all workers - sufficient to provide the wearer with a clean change at all times;
9. * Hand-held electrical clippers with five (5) blades;
10. * Hand-held electric trimmers;
11. * Scissors;
12. * Tweezers;
13. * Set of five (5) combs;
14. * Barbicide jars;

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IV. PROCEDURE (cont.)

15. * Lubricating oil;
16. * Chair cloths;
17. Neck dusters;
18. Clippers – manicure;
19. Snap on combs;
20. Electrical clipper grease;
21. Hair clipper grease;
22. Hair clipper oil;
23. Barbicide;
24. Disinfectant;
25. Afro picks;
26. Cotton balls;
27. Hand towels;
28. Hair curling irons (RMSC only);
29. * Set of two (2) hair straightening combs (RMSC only); and
30. * Two (2) Burners (RMSC only).

* To be provided for each chair in operation.

Note: In those facilities that do not have Central Barbershops, the Programs Captain in each respective facility shall ensure that each housing area is provided with an adequate supply of equipment necessary to provide haircutting services in accordance with the requirements of this Directive.

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IV. PROCEDURE (cont.)

J. CONTROL AND DISTRIBUTION OF BARBERSHOP/BEAUTY PARLOR SHARPS EQUIPMENT.

1. Classification of "Sharps" Equipment

- a. For the purpose of this Directive the following barbershop/beauty parlor equipment has been classified as "Sharps".
 - i. Scissors
 - ii. Blade attachments for electric trimmers/clippers
 - iii. Tweezers
 - iv. Manicure Clippers
 - v. Hair Curling Irons
 - vi. Hair Straightening Combs
- b. The use of barbershop/beauty parlor sharps equipment shall be governed by the procedures specified in this Directive.

2. Engraving

The following sharps equipment shall be engraved with the first two (2) letters of the facility's abbreviated name (i.e., EMTC would be EM, AMKC would be AM, etc.):

- a. Scissors (both halves)
- b. Blade attachments for electric trimmers/clippers
- c. Manicure clippers

3. Sharps Storage

Each barbershop/beauty parlor shall contain a wall or floor cabinet constructed of metal and equipped with a locking device. The assigned barber or beautician shall utilize this cabinet to secure all sharps assigned to the barbershop/beauty parlor.

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IV. PROCEDURE (cont.)

4. Master Sharps Inventory Report

- a. The Deputy Warden for Programs shall maintain an up-to-date Master Sharps Inventory Report for all barbershop/beauty parlor sharps in the facility. The report shall be signed and dated by the Deputy Warden of Programs prior to distributing copies to the facility's Security Deputy Warden, Tour Commander's office, Programs Captain and barbershop/beauty parlor personnel. Additionally, copies of the Master Sharps Inventory Report shall be maintained at all times in the facility's Control Room and barbershop/beauty parlor.
- b. The Master Sharps Inventory Report must be updated whenever there is a change in the total sharps count (i.e., newly acquired, condemned, broken, etc.).

5. Distribution/Collection of Sharps Equipment

- a. Inmate barbers and beauticians shall be required to surrender their I.D. cards when receiving equipment classified as sharps.
- b. The type and amount of sharps equipment distributed to each inmate worker will be noted in the barbershop/beauty parlor logbook by the officer assigned to the area.
- c. The inmate worker shall be required to return all sharps equipment issued prior to departing the area. The equipment shall be thoroughly inspected for any evidence of tampering prior to the inmate departing the area.

6. Inventory of Sharps Equipment

- a. A physical inventory of all sharps equipment assigned to the barbershop or beauty parlor shall be conducted on each tour the unit is in operation to ensure that the number of sharps on hand is consistent with the number indicated on the Master Sharps Inventory Report. The officer assigned this task shall indicate that the inventory has taken place in the barbershop/beauty parlor logbook.
- b. All discrepancies noted shall be immediately reported to the Captain in charge of the area.

7. Acquiring Sharps Equipment

- a. All requests for new and/or replacement of barbershop/beauty parlor sharps shall be processed by the facility's Deputy Warden for Programs and forwarded to the Central Storehouse, which is the sole source for acquiring and distributing the requested articles.

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IV. PROCEDURE (cont.)

- b. The Central Storehouse shall engrave sharps in a manner consistent with the provisions outlined in Section IV.J.2. prior to forwarding the items to the requesting facility's Deputy Warden for Programs.
- c. The Deputy Warden for Programs shall adjust the Master Sharps Inventory Report to reflect the change in sharps inventory prior to forwarding the items to the barbershop/beauty parlor.

8. Condemnation and Disposal of Broken/Defective Sharps

All sharps that are broken, defective or no longer usable will be considered condemned and forwarded to the facility's Deputy Warden for Programs who shall:

- a. Revise the Master Sharps Inventory Report to reflect the change in the sharps count (refer to Section IV.J.4); and
- b. Forward the condemned sharps to the facility's Security Office for disposal in the same manner as dangerous contraband.

9. Reporting the Loss or Theft of Barbershop/Beauty Parlor Sharps

- a. Immediate notification shall be made to the Tour Commander when a sharp cannot be accounted for and is believed to be lost or stolen. A search of the area shall be conducted.
- b. The loss or theft of any sharp authorized for use in the barbershop/beauty parlor shall be deemed an unusual incident. The reporting time frame for notification to the Central Operations Desk (COD) shall be thirty (30) minutes.

K. Rose M. Singer Center (RMSC) - Distribution and Control of Razors

1. The facility shall obtain its supply of disposable razors from the Central Storehouse. A sufficient supply of these razors shall be maintained at all times in the beauty parlor for distribution to the inmate population upon request, at no charge.
2. Razors may be secured in a locked metal container, cabinet or compartment, which best suits the operational considerations of the facility.
3. The secured storage area must remain under the direct control and observation of the 'A' Officer. Anytime the 'A' Officer is relieved, the officer assuming the 'A' post shall be responsible for the razor count.

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IV. PROCEDURE (cont.)

4. A razor logbook shall be maintained within the beauty parlor. When an inmate requests a razor their I.D. card shall be collected and the following information recorded:
 - i. Inmate Name
 - ii. Book and Case Number
 - iii. Housing Area,
 - iv. Time Razor Issued; and
 - v. Time Razor returned.
5. No more than five (5) inmates shall be issued a razor at any given time. Priority shall be given to those inmates scheduled for court appearances.
6. When a razor is returned, the "A" Officer shall ensure that the razor is intact and that there is no evidence of tampering. Once confirmed, the used razor will be deposited in a receptacle designated for used razors and the inmate's I.D. card shall be returned.
7. Any inmate who fails to return an issued razor or who returns a razor where part of the blade or the entire blade has been removed shall be the subject of disciplinary action. The Area Supervisor shall be notified. No inmate shall be allowed to exit the beauty parlor without a Supervisor's approval. A search of the area and inmates shall be conducted.
8. All used disposable razors shall be removed on an as needed basis. When collected by the security officer, he/she shall hand and disposed of as infectious (bio-hazardous) regulated medical waste pursuant to Department policy.
9. Copies of Attachment "C", "Notice to Inmates Re: Sharing of Personal Shaving Razors and/or other Personal Hygiene Articles" (English and Spanish) shall be posted in the beauty parlor, all housing areas, inmate congregate areas, Commissary and Receiving Room/Intake areas.

L. ADDITIONAL STAFF RESPONSIBILITIES

1. Deputy Warden for Programs
 - a. Develops, implements and maintains a schedule of the Central Barbershop/ Beauty Parlor that will allow each inmate to receive service in compliance with the provisions specified in this Directive;

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IV. PROCEDURE (cont.)

- b. Ensures that the schedule is posted in all housing areas, the Central Barbershop/Beauty Parlor, and Commissary;
 - c. Establishes procedures to properly account for all receipts and vouchers.
 - d. Develops, implements and maintains a training program to provide instructions to inmate barbers/beauticians in haircutting/styling, sanitizing of tools/equipment, etc. When implemented, the training program shall be supervised by the licensed barber/beautician; and
 - e. Develops a Roll Call Training Brief regarding inmate change of appearance. Ensures that the training brief is periodically introduced at Roll Calls to instill an acceptable level of familiarity of procedures to be taken when an inmate change of appearance has been noted.
2. Environmental Health Officer - Captain or above
- Monitors housekeeping of the barbershop/beauty parlor. Conducts weekly inspections of the above areas to ensure compliance.
3. Programs Captain
- a. Responsible for supervision of the day-to-day operations of the barbershop/ beauty parlor area.
 - b. Ensure that staff maintains full security and control of sharps equipment and collected vouchers.
 - c. Assigns staff to collect all Barbershop/Beauty Parlor Receipt Forms with vouchers attached, from the Control Room Drop Box in order to generate the Daily Facility Barbershop/Beauty Parlor Report, totaling the number of inmates serviced for submission to the Facility Information System (F.I.S.) office.
 - d. Conduct a daily tour of inspection of Barbershop/Beauty Parlor areas to ensure that assigned staff are performing their duties as prescribed by this Directive.
4. Area Captains
- a. Ensure that housing area schedule are adhered to and that appropriate entries documenting service are made in the housing area logbook.

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IV. PROCEDURE (cont.)

- b. Ensure that all entries in the Barbershop/Beauty Parlor logbooks located in the housing and barbershop areas are accurate and contain the following information:
 - i. Name;
 - ii. Book & Case Number;
 - iii. NYSID Number;
 - iv. Voucher Number;
 - v. Voucher Date;
 - vi. Haircut Date; and
 - vii. Inmate/Officer signature.

5. Correction Officers

- a. Correction Officer - Barbershop/Beauty Parlor
 - i. Maintains the security and good order of the barbershop/beauty parlor;
 - ii. Maintains control over sharps equipment, receipts and vouchers;
 - iii. Conducts a security check at least twice during his/her tour of duty;
 - iv. Ensures that all workers assigned to the barbershop/beauty parlor are present and that they remain at their assignments until the completion of their duties;
 - v. Ensures that the identification card and the information on the voucher matches the identity and all pertinent information recorded in the logbook as follows:

Name;

- Book & Case Number;
- NYSID Number;
- Voucher Number;
- Voucher Date;

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IV. PROCEDURE (cont.)

- Haircut Date; and
 - Inmate Signature
 - Officer signature.
- vi. Gives immediate notification of all missing tools to the Captain in charge of the area;
 - vii. Maintains a Barbershop/Beauty Parlor logbook of daily activities;
 - viii. Ensures inmates sign the daily payroll sheet confirming each inmate's signature;
 - ix. Collects identification cards, passes and vouchers from all inmates reporting to the barbershop/beauty parlor for service; returns I.D. cards and passes upon departure;
 - x. Requires all inmates who are receiving barbershop/beauty parlor services to sign in and out upon entering and departing the barbershop/beauty parlor. Ensures that the Daily Barbershop/Beauty Parlor Reports, Form #4004 Attachment "A", reflect the total number of haircuts for that housing area and forwards same to the facility Control Room;
 - xi. Prepares "out count" slips for all formal facility counts, and at other times when required. Ensures that redeemed vouchers are collected and attached to a facility generated Barbershop/Beauty Parlor Receipt Form (form shall include date, housing location and number of inmates serviced per housing area. Each form must indicate the name, rank and shield number of the preparer), that is to be submitted to the Control Room with the count slip at the end of each tour; and
 - xii. Thoroughly searches all inmate workers upon completion of their work assignment.
- b. Facility Information System (F.I.S.) Officer
 - i. Ensures number of redeemed vouchers coincides with all inmates serviced, any discrepancy shall be brought to the attention of the Deputy Warden for Programs who shall conduct an investigation;
 - ii. Collects all Barbershop/Beauty Parlor Receipt Forms with vouchers attached from Control Room Drop Box; and

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IV. PROCEDURE (cont.)

iii. Upon completion of the aforementioned process, ensures that the redeemed vouchers are discarded by Facility Information System staff after a period of ninety (90) days.

c. Housing Area Officer

i. Generates the Daily Facility Barbershop/Beauty Parlor Report totaling the number of inmates serviced for submission to the Facility Information System office ensuring that his/her signature is affixed;

ii. Follows facility unescorted movement procedures;

iii. Ensures that inmates are aware of area barbershop/beauty parlor schedules and two dollar (\$2.00) fee; and

iv. Ensures that inmates with appropriate appointments leave on time with proper identification and that documentation is made in the housing area logbook.

6. Facility Barbers/Beauticians

a. Responsible for the supervision and training of all inmate workers;

b. Prepare requisitions for equipment and supplies for submission to the Programs Captain;

c. Conduct initial screening of all inmates requesting jobs as a barber/beautician;

d. Report all malfunctioning equipment to the Programs Captain and to maintenance staff via work orders;

e. Maintain sanitation schedules; and

f. Give immediate notification of missing or damaged equipment to the Correction Officer assigned to the barbershop/beauty parlor and the facility Programs Captain.

M. HOUSEKEEPING

1. Individual Stations

Each barber/beautician assigned shall be responsible for the cleanliness of his/her individual station and must, on a daily basis, perform the following:

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IV. PROCEDURE (cont.)

- a. Clean the chair (including base, armrests, etc.);
 - b. Clean the wall mirror;
 - c. Remove haircutting's from the floor frequently;
 - d. Clean the countertop;
 - e. Change neck cloths and other linens.
2. General Housekeeping
- a. All tools must be sanitized after each haircutting period with products that contain disinfectants, fungicides and deodorizers.
 - b. Floors shall be swept and mopped daily before the barbershop/beauty parlor closes.
 - c. All garbage containers must be emptied, and waste removed from the area daily.
 - d. Barbershop/beauty parlor bathrooms must be cleaned daily. Paper towels, soap and toilet tissue must be made available.
 - e. Post the following sign: "WASH HANDS BEFORE LEAVING".
 - f. Walls must be washed every three (3) months, routine "spot" washing should be accomplished on a weekly basis.
 - g. Light fixtures should be cleaned every three (3) months.
 - h. All other housekeeping duties as directed by the barber or beautician.

V. REFERENCES

- A. Minimum Standards for New York City Correctional Facilities, Board of Correction, City of New York, effective 1992.
- B. Consent Decree Requirements for Personal Hygiene.
- C. Directive #4008R-A, DISTRIBUTION AND CONTROL OF RAZORS, dated 03/12/08.
- D. Operations Order #01/08, INMATE IDENTIFICATION CARD REIMBURSEMENT PROCEDURES, dated 03/12/08.

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VI. ATTACHMENTS

- A. Form #4004, Daily Barbershop/Beauty Parlor Report
- B. Sample Haircut/Style Voucher
- C. Notice to Inmates Re: Sharing of Personal Shaving Razors and/or other personal hygiene articles (English and Spanish).

VII. SUPERSEDES

Directive #4004R-A, ENVIRONMENTAL HEALTH BARBERSHOPS/BEAUTY PARLORS, dated 05/06/04.

VIII. SPECIAL INSTRUCTIONS

Commanding Officers of all facilities shall promulgate Command Level Orders based on the Policy and Procedures contained herein.

Sample Haircut/Hairstyle Voucher

THE CITY OF NEW YORK
DEPARTMENT OF CORRECTION
HAIRCUT/HAIRSTYLE VOUCHER
MARCH 10, 2004

SAMPLE

OBCC

MALDONADO, RAUL

BAC

NYSID

VOUCHER NUMBER

4410003512

2233445G

1128410098

AMOUNT PAID

\$ 2.00

BALANCE DUE

0

REFUNDABLE WITHIN 120 DAYS AFTER
DISCHARGE IF NOT USED
NO REFUND FOR LOST/MISPLACED VOUCHER
FOR USE ONLY BY INMATE NAMED ABOVE



**CORRECTION DEPARTMENT
CITY OF NEW YORK**

ATTACHMENT - C

NOTICE TO INMATES

**SHARING OF PERSONAL SHAVING RAZORS
AND / OR OTHER PERSONAL HYGIENE ARTICLES**

THE STATE DEPARTMENT OF HEALTH HAS DETERMINED THAT THE SHARING OF PERSONAL SHAVING EQUIPMENT AND OTHER PERSONAL HYGIENE ARTICLES IN AN INSTITUTIONAL SETTING REPRESENTS A POTENTIAL MODE OF TRANSMISSION FOR A VARIETY OF INFECTIOUS AGENTS.

INFECTIOUS AGENTS TRANSMITTED BY BLOOD, SEMEN AND OTHER BODY FLUIDS ARE OF PARTICULAR CONCERN BECAUSE THESE AGENTS INCLUDE HEPATITIS B, WHICH CAUSES SERUM HEPATITIS, THE OTHER HEPATITIS VIRUSES, AND HTVL-III THE VIRUS BELIEVED TO CAUSE ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

THEREFORE, IN ORDER TO MINIMIZE THE RISK OF CONTRACTING OR TRANSMITTING ANY INFECTIOUS AGENT, DO NOT SHARE YOUR PERSONAL SHAVING EQUIPMENT OR OTHER PERSONAL HYGIENE ARTICLES WITH ANOTHER INMATE.



**MINISTERIO DE CORRECCION
CIUDAD DE NUEVA YORK**

ATTACHMENT - C

AVISO A LOS PRISIONEROS

**COMPARTIR DE ARTICULOS DE AFEITAR Y/O
OTRAS ARTICULOS HIGIENICO PERSONALES**

EL MINISTERIO DE SALUD ESTATAL HA DETERMINADO QUE EL COMPARTIR EQUIPO DE AFEITARSE Y OTROS ARTICULOS HIGIENICOS PERSONALES EN UNA INSTITUCION REPRESENTA UNA FORMA POTENCIAL DE TRANSMITIR UNA VARIEDAD DE ENFERMEDADES INFECCIOSAS.

LAS INFECCIONES TRANSMITIDAS VIA SANGRE, SEMEM Y OTROS FLUIDOS DEL CUERPO, SON PARTICULARMENTE PREOCUPANLES PORQUE ESTOS CONTAMINANTES CONTIENEN HEPATITIS B, EL CUAL CAUSA SERUM HEPATITIS Y HTVL-III QUE SE SUPONE ES EL VIRUS QUE CAUSA SIDA (AIDS).

POR LO TANTO PARA MINIMIZAR EL RIESGO DE CONTRAER O TRANSMITIR CUALQUIER AGENTE INFECCIOSO, NO COMPARTA SU EQUIPO PERSONAL DE AFEITARSE O OTROS ARTICULOS HIGIENICOS CON SUS COMPANEROS.

FROM: CHIEF'S ORDER
TO :
SUBJ:

MSG#: 2012-006394
SENT: 10/16/12 1757 HRS

TELETYPE ORDER NO. HQ -02393-0

DATE OCTOBER 16, 2012

TO COMMANDING OFFICERS, FACILITIES AND DIVISIONS

FROM MICHAEL HOURIHANE, CHIEF OF DEPARTMENT

SUBJECT LIBERTY 670 AND 671

1. IN AN EFFORT TO KEEP POTENTIALLY HAZARDOUS MATERIALS SUCH AS THE WATER SOLUBLE PACKETS OF LIBERTY 670 AND 671 CLEANING SOLUTIONS FROM BEING USED INAPPROPRIATELY BY THE INMATE POPULATION, THE FOLLOWING PROCEDURES SHALL BE ADHERED TO WITHOUT EXCEPTION.

2. THE LIBERTY 670 AND 671 (SOAP BALLS) CONTAINERS SHALL BE SECURED AT ALL TIMES IN LOCKED JANITOR'S CLOSETS ONLY, WHEN NOT IN USE.

3. WHENEVER THE SANITATION DETAIL OR ANOTHER INMATE IS ASSIGNED TO CLEAN A PARTICULAR AREA, THE SOAP BALL WILL BE ISSUED UNDER THE SUPERVISION OF AN OFFICER, WHO SHALL ENSURE THAT WHEN EITHER PRODUCT IS USED, EACH SOAP BALL SHALL FIRST BE MIXED WITH THREE (3) GALLONS OF WATER IN THE MOP BUCKET. STAFF SHALL NEVER PROVIDE INMATES WITH A SOAP BALL UNLESS A BUCKET OF WATER CONTAINING THREE GALLONS OF WATER IS PROVIDED FOR DILUTION AT THE SAME TIME.

4. AT NO TIME IS A SOAP BALL PACKET TO BE REMOVED FROM THE JANITOR'S CLOSET OTHER THAN TO MIX AND DILUTE WITH WATER IN THE MOP BUCKET AS SPECIFIED ABOVE.

5. STAFF IS REMINDED THAT THESE CLEANING PRODUCTS ARE POTENTIALLY HARMFUL IF SWALLOWED OR OTHERWISE USED INAPPROPRIATELY.

6. COMMANDING OFFICERS OF FACILITIES AND DIVISIONS ARE TO ENSURE THAT THE CONTENTS OF THIS TELETYPE ORDER ARE READ AT TWENTY-ONE (21) CONSECUTIVE ROLL CALLS AND POSTED IN THE APPROPRIATE EMPLOYEE AREAS.

AUTHORITY:
OFFICE OF THE CHIEF OF DEPARTMENT
MM/CR