MONTANA WOMEN'S PRISON
OPERATING PROCEDURE

Procedure:	**MWP 4.4.1 INMATE HYGIENE, HAIR, CLOTHING, AND BEDDING**
Effective Date:	09/01/2007 Page 1 of 3
Revision Date(s):	05/28/2009; 03/02/2011; 10/23/2026
Signature/Title:	/s/ John Schaffer, Public Safety Division Chief

I. PURPOSE

MWP has established personal hygiene and appearance standards for inmates to maintain a healthy, safe, and clean environment for their personal area, themselves, other inmates, and staff.

II. DEFINITIONS (see Glossary)

III. REQUIREMENTS

A. General

1. Staff must conduct the following:
   a. Room checks;
   b. Searches of personal property items;
   c. Reviews of the living area of the inmate; and
   d. Observations of the appearance of the inmate.

B. Appearance

1. A new ID photograph will be taken, at the inmate's expense, whenever an inmate's appearance substantially varies from the current MWP ID.
2. Fingernails will be neatly trimmed and clean and will not extend more than ¼" past the tip of the finger.
3. Inmates will not tattoo themselves or others or pierce their own or others' ears, noses, or other body parts.

C. Showers

1. Inmates will shower at least three times weekly unless security staff availability, space limitations, or safety considerations dictate otherwise, as authorized by the supervisor on duty.
   a. Facility standards may require more frequent showering for inmates:
      1) On specific program or work assignments;
      2) Who have special medical problems; or
      3) Who pose health and safety concerns for the facility.

D. Personal Hygiene Supplies

1. Information about issuance of supplies will be provided to inmates.
2. Toiletry items and other personal hygiene necessities will be issued during intake.

E. Sanitation

1. Each inmate is responsible for the cleanliness of the inmate's living area.

2. Any condition conducive to harboring or breeding insects, rodents, or other vermin will be referred immediately to the Sergeant on duty for immediate corrective action.
3. Licensed pest control professionals will be used when necessary to clean or fumigate the facility.
4. Liquid and solid wastes will be collected, stored, and disposed of in a manner that avoids nuisance and hazards and protects the health and safety of inmates and staff consistent with Department policies.
5. All areas will be inspected daily to ensure consistency with this procedure.

F. Hair Care, Safety, Cutting, Conditioning, and Styling

1. Hair must be maintained in a clean and neat manner.
2. During an unclothed body search, inmates with braided hair will be required to unbraid the hair to complete the search.
3. Inmates who work with machinery and whose hair length, in the judgment of staff, may pose a safety or health problem must wear a protective hair covering when performing their job assignment in conformance with OSHA guidelines.
4. Hairstyles that have a documented affiliation with unauthorized organizations or activities will not be allowed.
5. The only hair services allowed at MWP are:
   a. Cutting;
   b. Braiding;
   c. Styling; and
   d. Deep conditioning.
6. The following are not allowed:
   a. Eyebrow removal or alteration other than basic maintenance;
   b. Cutting or shaving any designs into hair (sculpting of initials, lines, designs, letters, numbers, or multiple parts); and
   c. Inmates cutting their own hair or allowing anyone other than the barber shop inmate worker to cut their hair.
7. Inmates will fill out *MWP 4.4.1 (A) Beauty Shop Order Form* noting which services they are requesting.
   a. Hair services require a beauty slip, money slip, and approval from the Inmate Services Supervisor.
8. The inmate places the completed form in the “Hobby” box in the dining room.
9. If the inmate’s hair alteration results in a significant change in appearance from their current MWP ID, the inmate will have to pay for a new ID.
   a. The inmate will fill out a money transfer slip, for the current rate, to pay for the new ID card.
10. Inmates on maximum security and administrative segregation are limited to haircuts only, following the secure unit hair cutting order.
11. There will be no charge for hair services except hair deep conditioning.

G. Clothing and Bedding

1. Inmates will be issued clothing that is:
   a. Stamped;
   b. Properly fitted; and
   c. Durable.

2. Inmates must be properly attired outside shower or tub rooms at all times.
   a. Uniforms with shoes and socks must be worn from 0700 to 1800, except:
      1) Weekends;
      2) Holidays; or
      3) During recreation.
   b. Shoes and socks must be worn in the dining room for all meals.
   c. Uniforms with shoes and socks must be worn on all transports.
   d. Sleepwear includes pajamas, robe, and slippers.
      1) These items can be worn in the inmate's cell or bunk area and to and from the shower or tub rooms only.
3. Any clothing associated with an unauthorized organization will not be permitted.
4. Clothing must be worn in the manner for which it was designed.
   a. No personal clothing will be worn inside out.
5. Clothing will not be altered.
6. Inmates are responsible for maintaining their clothing in good repair and neat in appearance.
7. **No mixing of uniforms** with sweats, shorts, or shirts.
   a. Inmates may wear T-shirts or thermals **under their uniforms**.
8. No hats or sunglasses are to be worn in the building. Hats are for outdoor recreation only.
   a. The only exception is for kitchen workers who are allowed to wear hats while at work.
9. No spandex, lycra, or other stretch-type material is allowed.
10. Shorts may only be worn in the yard and gym, not in the units.
11. Clothing dye will not be allowed.
12. The facility will ensure the issuance of bedding and linen is sufficient to provide comfort.
13. The issuance of all clothing and bedding will be recorded in the inmate's property file.
14. When paroling, discharging, or transferring to prerelease:
    a. All inmates are required to turn in all state-issued property;
    b. Inmates will leave wearing authorized clothing only;
    c. If weather is inclement, MWP will furnish a suitable outer garment; and
    d. The institution may allow, on a case-by-case basis and under special circumstances, personal clothing to be sent in for the inmate.
       1) This must be approved by the Operations Lieutenant.

IV. CLOSING

Questions about this procedure should be directed to the immediate supervisor or the Inmate Services Supervisor.

V. REFERENCES

A. *DOC 4.4.1 Offender Hygiene, Clothing, and Linen Supplies*

VI. FORM

MWP 4.4.1 (A) Beauty Shop Order Form