

**I. PURPOSE**

To provide instructions for the provision of hair care services to inmates.

**II. POLICY**

It is the policy of the Fairfax County Adult Detention Center that hair care services and facilities are available to inmates.

**III. PROCEDURE**

**A. Barber Shop.**

1. A specific room inside the Fairfax County Adult Detention Center will be maintained as a barber shop.
2. Hours of operation will be set by contract.
3. Equipment and supplies for barbers will be provided using funds from the Adult Detention Center Commissary Fund.
4. Sanitation
  - a. The barber shop will be cleaned after each use.
    - 1) Equipment will be cleaned and sanitized.
    - 2) Trashcans will be emptied.
    - 3) The floor will be cleaned.
    - 4) Tables and sink will be washed and sanitized.
  - b. The commercial barber is only responsible for cleaning their hair-care equipment.
5. Security and Control
  - a. The barber shop will be locked when not in use.
  - b. Only one inmate at a time is allowed in the barber shop.
  - c. The contractor hair care equipment will be checked when the barber enters the Fairfax County Adult Detention Center and verified when the barber leaves, by a designated Confinement Branch deputy.

**B. Barbers**

1. A VA Licensed barber will be provided to cut hair within the Fairfax County Adult Detention Center.
2. Staff or inmates are not authorized to cut hair in the Fairfax County Adult Detention Center.

**C. Haircuts**

1. Barber request forms will be submitted by inmates to the Inmate Finance Section.

**FAIRFAX COUNTY SHERIFF'S OFFICE  
STANDARD OPERATING PROCEDURE**

**SOP NUMBER: 208  
SUBJECT: HAIR CARE SERVICES**

- a. The Inmate Finance Section will process the requests, deduct the monies from the inmate's account, and generate the inmate call list for the barber.
  - b. The list, indicating which inmates received haircuts, will be submitted by the barber to the Supervisor, Inmate Finance Section.
  - c. The Finance Office will deduct the charge for the haircut from the inmate's account.
  - d. Workforce inmates assigned to work in Food Services, outside work force , and Community Labor Force (CLF) will receive a free haircut for every 30 days worked. Beard cuts will be given free of charge every 15 days worked with appropriate medical clearance documentation.
  - e. Indigent inmates, when requested, will receive a free haircut and/or beard trim after 15 days without funds. After the initial 15 days, an inmate may request a free haircut every 30 days without funds.
2. Priority for Haircuts
    - a. Inmate workers assigned to the dining facility.
    - b. Medical referrals.
    - c. Inmates having court appearances within three days.
    - d. General population.
  3. Haircut Regulations
    - a. Inmates assigned to the dining facility will comply with [SOP 216 - Food Service Safety and Sanitation](#).
    - b. All inmates not assigned to the dining facility are allowed freedom in personal grooming, except when a supervisor justifies a valid reason otherwise.
  4. Employees of the Fairfax County Sheriff's Office are not authorized to use the services of the barber.
- D. The Post 5 deputy will:
1. Coordinate the scheduling of inmates for haircuts.
  2. Ensure that Keep Separate Inmates are not called down for a haircut at the same time.
  3. Along with the barber, sign all lists once they are complete and send them to the Finance Office.
  4. Report major changes in an inmate's appearance to a Confinement Branch Chief.
  5. Ensure that the sanitation, security, and control procedures outlined in Section III., A., 4. and 5. of this SOP are adhered to.

3/15/07  
DATE APPROVED

02/01/19  
EFFECTIVE DATE

Revised: November 2007, March 2014, May 2015, September 2015, January 2019



**STACEY A. KINCAID  
SHERIFF**

