

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 06.01 DATE: April 7, 2023 SUBJECT: Inmate Rights TITLE: Appearance FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: MCCS .04E, .05K; JRDC OD 11.01; ORCC OD 11.05; JRDC DCPO 05-01, 11, 14-01, 14-02; ORCC DCPO 06; Inmate Orientation Booklet
  
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
  
- III. Purpose: To establish guidelines for inmate appearance.
  
- IV. Policy:
  - A. It shall be the policy of the AACDDF to ensure all inmates are provided a clean, healthful environment through the provision of clean clothing and bed linens, proper toilet and shower facilities, menstrual hygiene products at no cost and a hair care program.
  
  - B. Inmates shall be authorized to receive court clothing and exchange clothing in accordance with JRDC OD 11.01 and ORCC OD 11.05.
  
  - C. Inmates assigned to the Work Release Program shall be allowed to wear personal clothing when working.
  
  - D. Inmates shall be properly clothed, to include proceeding to and leaving the shower area, at all times in accordance with the following:
    - 1. In housing areas, this shall be defined as that which covers males from the mid-torso area down and females from the shoulders down.
  
    - 2. When leaving housing areas for any reason, this shall be defined as:
      - a. Males – Jail-issued shirt, pants/shorts and shoes and ID badge worn on the front upper portion of the shirt.
  
      - b. Females – Jail-issued shirt, pants/shorts and shoes and ID badge worn on the front upper portion of the shirt.
  
    - 3. Trustees shall wear an appropriate jumpsuit or jail issue shirt and pants, if working elsewhere.
  
  - E. Inmates shall maintain personal cleanliness through regular showering. In instances where an inmate does not maintain personal cleanliness, s/he shall be

referred to the medical department for education and evaluation.

- F. Inmates may wear their hair in any style as long as it is clean and does not pose a health problem. Certain job assignments (e.g., kitchen worker) shall place restrictions on hairstyles/facial hair.
  - G. When a male inmate grows a beard or changes his hairstyle, or a female inmate changes her hairstyle, s/he may be required to have another inmate photograph taken to ensure proper identification.
  - H. Hair care services for male inmates shall be provided by male inmate barbers. Hair care for female inmates shall be provided through issuance of a beautician box containing hair care supplies.
  - I. Male inmates shall be limited to one (1) haircut every four (4) weeks.
  - J. Female inmates shall be issued a beautician box at least two (2) times a week.
  - K. A Criminal Justice Program Supervisor (CJPS), Lieutenant or Sergeant may modify the schedule as necessary and shall submit an Incident Report to the Assistant Correctional Facility Administrator (ACFA).
  - L. Each facility shall develop and maintain male and female hair care equipment that shall be inventoried each day it is used.
  - M. Inmates received with funds of one (1) dollar or less or who are without funds at the time of ordering Commissary will be considered "indigent".
  - N. Inmates considered indigent may order a Personal Hygiene Kit once a week (to include an envelope with postage affixed) or their choice of socks, t-shirt, briefs (men) or panties (women). These items will be provided at no cost to the indigent inmate. However, indigent inmates shall be required to reimburse the Commissary for all other charges as funds are deposited.
- V. Procedure:
- A. Hair Grooming
    - 1. The Office of Inmate Accounting shall be responsible for making hair grooming equipment available to the inmate population and replacing items as necessary.
    - 2. The Office of Inmate Accounting shall replace any worn or damaged equipment monthly.

3. Each facility shall develop a procedure for inmate access to hair care services and document this procedure in the Inmate Orientation Booklet.

B. Menstrual Hygiene Products

1. The AACDDF shall provide menstrual hygiene products (tampons and sanitary napkins) for use in connection with the menstrual cycle to female inmates at no cost.
2. Menstrual hygiene products shall be provided:
  - i. On admission to the facility;
  - ii. On a routine basis; and
  - iii. Upon request
3. Record of menstrual hygiene products issuance shall be maintained on the Feminine Hygiene Log in accordance with applicable Post Orders.

This policy shall be reviewed at least annually and revised as necessary.

  
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Christopher Klein  
Superintendent

Rescinds: AD 06.01 dated September 13, 1999  
AD 06.01 dated September 19, 2011  
AD 06.01 dated November 28, 2018

