

 <p style="text-align: center;">Massachusetts Department of Correction POLICY</p>	Effective Date 1/21/2025	Responsible Division Deputy Commissioner, Administration
	Annual Review Date 1/21/2025	
Policy Name 103 DOC 762 HAIRCUTS	M.G.L. Reference: M.G.L. c. 124, § 1 (c) and (r); M. G.L. c. 127, § 48A; 232 CMR 2.00 <hr/> DOC Policy Reference: 103 CMR 405; 103 DOC 750 <hr/> ACA/PREA Standards: 5-ACI-3D-18; 5-ACI-5D-15	
Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability: Staff
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Location: Department Central Policy File Each Institution's Policy File	
<p>PURPOSE: To establish standards, specifications, and proper procedures for incarcerated individual and civil commitment haircut fees within the Massachusetts Department of Correction (Department). This policy is not applicable to the civil commitments housed at MASAC @ Plymouth or the Bridgewater State Hospital.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Deputy Commissioner, Administration Executive Director of Administrative Services Superintendents</p> <p>CANCELLATION: 103 DOC 762 cancels all Departmental policies, procedures, Commissioner's bulletins and rules and regulations regarding incarcerated individual and civil commitment haircut fees which are inconsistent with this policy.</p> <p>SEVERABILITY CLAUSE: If any part of 103 DOC 762 is, for any reason, held to be in excess of the authority of the commissioner, such decision shall not affect any other part of this policy.</p>		

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762.01

**INCARCERATED INDIVIDUAL AND CIVIL COMMITMENT
HAIRCUTS**

- A. Institutional barbering services shall be available to all incarcerated individuals and civil commitments and comply with Department policy 103 DOC 750, *Hygiene Standards* and applicable health requirements pursuant to 232 CMR 2.00, *Barber Regulations*.
- B. A fee of \$1.50 shall be assessed for each haircut, hairdo, or barbering services unless the mentioned hereinafter earned income exclusion applies. M.G.L. c. 124, § 1 (r), authorizes this deduction from an incarcerated individual's or civil commitment's account as provided in M. G.L. c. 127, § 48A, from earned funds. For the purpose of this policy, savings funds shall be used when no personal earned funds are available. The use of savings funds is contingent upon maintaining a balance of \$100.00 pursuant to 103 CMR 405.07 unless the lifer or sexually dangerous exclusion applies. If an incarcerated individual or civil commitment has no available earned funds, they shall not be charged \$1.50 for a haircut unless they voluntarily agree to pay such sum from unearned funds by use of a charge slip. Institutions shall ascertain a limit or reasonable timeframe for unpaid barbering services so that same is not abused. Collected haircut fees are considered reimbursement of incurred costs and are returned to the Commonwealth as revenue.
- C. Any hair care products needed for services and not routinely provided by the institution shall be the responsibility of the incarcerated individual or civil commitment and required to be purchased from the institutional canteen/commissary.
- D. An incarcerated individual or civil commitment requesting barbering services shall complete a withdrawal request form and submit it to the Treasurer's office.
- E. Institutions shall develop a procedure, i.e., list of incarcerated individuals and civil commitments, to notify the barbering program of authorized participants.

762.02

COLLECTION OF HAIRCUT REVENUE

- A. The haircut fees shall be delineated from the daily transactions and intra-funded into the institutional haircut revenue account.
- B. On a monthly basis, a check shall be disbursed for the accrued haircut revenue and transferred to Department Central Headquarters.
- C. Central Headquarters shall return the consolidated haircut revenue to the Commonwealth's General Fund. Said revenue shall be classified as revenue

source 0500 and processed in accordance with State Comptroller's mandates.

762.03

RESPONSIBLE STAFF

- A. The Executive Director of Administrative Services, under the direction of the Deputy Commissioner for Administration, shall implement and monitor this policy throughout the Department.
- B. Each Superintendent shall implement this policy at their institution and shall develop any necessary institution policies and procedures regarding incarcerated individual and civil commitment haircuts.