



Haircuts
103 DOC 762

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762.01 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.

762.02 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.

762.03 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.

762.04 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, *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 properly filled out in the amount of \$0.00. 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.

762.05 Collection of Haircut Revenue

- A. The haircut fees shall be delineated from the daily transactions and intra-funded or otherwise transferred into the institutional haircut revenue account.
- B. On a monthly basis, a check shall be disbursed for the accrued haircut revenue, or the funds otherwise accounted for 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.

762.06 Annual Review

- 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.

762.07 Responsible Staff

Reviewing Authority: Deputy Commissioner, Administration

Responsible Staff:

- Executive Director of Administrative Services
- Superintendents

762.08 Access to Policy

Department Central Policy File
Each Institution's Policy File
Institution Library

762.09 Information Sources

Legal Authority:

[M.G.L. c. 124, § 1 \(c\) and \(r\)](#)

[M. G.L. c. 127, § 48A](#)

[232 CMR 2.00](#)

Other Related Policies

[103 DOC 750, Hygiene Standards](#)

[103 CMR 405.07 Fund Accounts](#)

Applicability: All Staff

Attachments: None