

segregation" shall not be denied any of the rights, privileges or opportunities available to the "general population" although they may be provided at different times and places. Nothing contained herein shall affect prisoners in punitive segregation.

#### Section 2.6 *Effective Date*

This Part shall take effect May 1, 1978.

### PART 3—OVERTIME

#### Section

- 3.1 Policy
- 3.2 Involuntary Overtime
- 3.3 Consecutive Hours of Work
- 3.4 Turnaround
- 3.5 Effective Date

#### Section 3.1 *Policy*

Involuntary correctional officer overtime shall be limited and adequate time between shifts provided.

#### Section 3.2 *Involuntary Overtime*

A correctional officer shall not work more than one full shift of overtime during any work week unless he or she consents to do so.

#### Section 3.3 *Consecutive Hours of Work*

A correctional officer shall not work more than two consecutive shifts.

#### Section 3.4 *Turnaround*

Upon the completion of two consecutive shifts of work, at least one of which is involuntary, a correctional officer must be afforded at least ten hours before returning to duty, unless he or she consents to return after one shift.

#### Section 3.5 *Effective Date*

This Part shall take effect September 1, 1978.

### PART 4—PERSONAL HYGIENE

#### Section

- 4.1 Policy
- 4.2 Showers
- 4.3 Shaving
- 4.4 Haircuts
- 4.5 Hair Styles
- 4.6 Personal Health Care Items
- 4.7 Clothing
- 4.8 Laundry
- 4.9 Bedding
- 4.10 Housing Areas
- 4.11 Effective Date

#### Section 4.1 *Policy*

Each institution shall provide for and maintain reasonable standards of prisoner personal hygiene.

#### Section 4.2 *Showers*

Showers with hot and cold water shall be made available to all prisoners daily. Consistent with institutional health requirements, prisoners may be required to shower periodically. The shower area shall be cleaned at least once each week.

#### Section 4.3 *Shaving*

(a) All prisoners shall be permitted to shave daily. Upon request, necessary shaving items shall be provided at Department expense and shall be maintained in a safe and sanitary condition.

(b) Hot water sufficient to enable prisoners to shave with care and comfort shall be provided.

#### Section 4.4 *Haircuts*

(a) Hair shall be cut by persons capable of using barber tools. Such persons include, but are not limited to:

- (i) licensed barbers;
- (ii) institution staff members; and
- (iii) prisoners.

(b) Barber tools shall be maintained in a safe and sanitary condition.

#### Section 4.5 *Hair Styles*

(a) Consistent with the requirements of this Section, prisoners shall be permitted to adopt hair styles, including facial hair styles, of any length.

(i) Prisoners assigned to work in areas where food is stored, prepared, served or otherwise handled may be required to wear a hairnet or other head covering.