



# Virginia Department of Corrections

## Offender Management and Programs

### Operating Procedure 801.1

#### *Facility Physical Plant and Sanitation*

**Authority:**

Directive 801, *Facility Administration*

**Effective Date:** January 1, 2022

**Amended:** 4/1/23

**Supersedes:**

Operating Procedure 801.1, December 1, 2018

**Access:**  Restricted  Public  Inmate

**ACA/PREA Standards:**

5-ACI-2A-01, 5-ACI-2B-04, 5-ACI-2C-01, 5-ACI-2C-02, 5-ACI-2C-03, 5-ACI-2C-04; 5-ACI-2C-05, 5-ACI-2C-06, 5-ACI-2C-07, 5-ACI-2C-08, 5-ACI-2C-09, 5-ACI-2C-10, 5-ACI-2D-01, 5-ACI-2D-02, 5-ACI-2D-03, 5-ACI-2D-04, 5-ACI-2D-05, 5-ACI-2D-06, 5-ACI-2D-07, 5-ACI-2D-08, 5-ACI-2D-09, 5-ACI-2D-10, 5-ACI-2E-01, 5-ACI-2E-02, 5-ACI-2E-08, 5-ACI-2E-09, 5-ACI-2E-11, 5-ACI-2F-01, 5-ACI-2F-02, 5-ACI-2F-03, 5-ACI-4A-03, 5-ACI-4B-05, 5-ACI-4B-06, 5-ACI-5D-01, 5-ACI-5D-02, 5-ACI-5D-03, 5-ACI-5D-04, 5-ACI-5D-05; 4-ACRS-1A-01, 4-ACRS-1A-02, 4-ACRS-1A-03, 4-ACRS-1A-04, 4-ACRS-1A-05, 4-ACRS-1A-06, 4-ACRS-1A-07, 4-ACRS-1A-08, 4-ACRS-1A-09, , 4-ACRS-1A-11, 4-ACRS-1A-12, 4-ACRS-1A-13, 4-ACRS-1A-15, 4-ACRS-4B-03, 4-ACRS-4B-05, 4-ACRS-5A-23, 4-ACRS-5A-24, 4-ACRS-5A-25, 4-ACRS-5A-26, 4-ACRS-7A-05, 4-ACRS-7D-37, 4-ACRS-7E-02; 2-CO-2A-01, 2-CO-2B-04, 2-CO-4D-01; §115.15, §115.18, §115.215, §115.218

**Content Owner/Reviewer:** Randall Mathena  
Director of Security & Correctional Enforcement

*Signature Copy on File* 11/15/21

**Signatory:** A. David Robinson  
Chief of Corrections Operations

Signature	Date
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Signature	Date

**REVIEW**

The Content Owner will review this operating procedure annually and re-write it no later than three years after the effective date.

*The content owner reviewed this operating procedure in January 2023 and determined that no changes are needed.*

**COMPLIANCE**

This operating procedure applies to all units operated by the Virginia Department of Corrections. Practices and procedures must comply with applicable State and Federal laws and regulations, ACA standards, PREA standards, and DOC directives and operating procedures.

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## **DEFINITIONS**

**Community Corrections Facility** - A residential facility operated by the Department of Corrections to provide Community Corrections Alternative Programs.

**Encumbered** - Floor space that is occupied by furnishings or fixtures

**Facility** - Any institution or Community Corrections facility

**Inmate** - A person who is incarcerated in a Virginia Department of Corrections facility or who is Virginia Department of Corrections responsible to serve a state sentence

**Institution** - A prison facility operated by the Department of Corrections - includes major institutions, field units, and work centers.

**Probationer/Parolee** - A person who is on community supervision as the result of the commission of a criminal offense and released to the community under the jurisdiction of courts, paroling authorities, the Virginia Department of Corrections, or other release authority; this includes post release supervision and Community Corrections Alternative Programs (CCAPs).

**Qualified Individual** - A person whose training, education, and/or experience specifically qualifies the person to do the specified job.

**Unencumbered** - Floor space that is unoccupied by furnishings or fixtures



## PURPOSE

This operating procedure establishes how Department of Corrections (DOC) facilities meet the physical plant requirements for staff and inmate or CCAP probationer/parolee occupancy and prescribe the sanitation procedures and inspections necessary to maintain a safe, clean facility environment.

## PROCEDURE

- I. Physical Plant Requirements
  - A. Each facility must conform to applicable Federal, State, and/or local building codes. (5-ACI-2A-01; 4-ACRS-1A-09)
    1. Institutions with final plans approved before January 1, 1990 without renovations or additions are exempt.
    2. Community Corrections facilities must conform to applicable federal laws and all applicable zoning ordinances. (4-ACRS-1A-09, 4-ACRS-7A-05)
  - B. For each Community Corrections facility whose final construction plans were approved after January 1, 2001, the location facilitates access to and the use of community-based services, resources, and public transportation. (4-ACRS-5A-26)
  - C. For each institution whose final construction plans were approved after January 1, 1990, single cell living units will not exceed 80 inmates. (5-ACI-2B-04)
  - D. The effect of the facility's design, acquisition, expansion, or modification on the facility's ability to protect the inmates or CCAP probationers/parolees from sexual abuse will be taken into consideration when designing or acquiring any new facility and in planning any substantial expansion or modification to an existing facility. (§115.18[a], §115.218[a])
  - E. For new installations or updates to existing video monitoring systems, electronic surveillance systems or other monitoring technologies, the facility will take into consideration how such technology may enhance their ability to protect inmates or CCAP probationers/parolees from sexual abuse. (§115.18[b], §115.218[b])
  - F. Facilities will not be crowded.
    1. In institutions, the number of inmates will not exceed the maximum allowable operational capacity..
    2. In Community Corrections facilities, the number of CCAP probationers/parolees will not exceed allowable operational capacity.
  - G. Cells/rooms used for housing inmates in institutions will provide, at a minimum, 25 square feet of unencumbered space per occupant. (5-ACI-2C-01)
    1. Unencumbered space is usable space that is not encumbered by furnishings or fixtures.
    2. At least one dimension of the unencumbered space is no less than seven feet.
    3. In determining unencumbered space in the cell or room, the total square footage is obtained and the square footage of fixtures and equipment is subtracted.
    4. All fixtures and equipment must be in operational position and must provide the following minimums per person: bed, plumbing fixtures (if inside the cell/room), desk, locker, and chair or stool.
  - H. Single-occupancy cells/rooms, measuring a total of 80 square feet, of which 35 square feet is unencumbered space, will be available, when indicated, for the following: (5-ACI-2C-02)
    1. Inmates with severe medical disabilities.
    2. Inmates suffering from serious mental illness.
    3. Sexual predators.



4. Inmates likely to be exploited or victimized by others.
  5. Inmates who have other special needs for single housing.
- I. All cells/rooms in Restorative Housing Units provide a minimum of 80 square feet; of which 35 square feet is unencumbered space for the first occupant and 25 square feet of unencumbered space for each additional occupant. (5-ACI-4A-03; 5-ACI-4B-06)
- J. Dayrooms with space for varied inmate activities are situated immediately adjacent to the inmate sleeping areas. (5-ACI-2C-04)
1. Dayrooms provide sufficient seating and writing surfaces.
  2. Dayroom furnishings are consistent with the custody level of the inmates assigned.
  3. Dayrooms provide a minimum of 35 square feet of space per inmate (exclusive of lavatories, showers, and toilets) for the maximum number of inmates who use the dayroom at one time, and no dayroom encompasses less than 100 square feet of space (exclusive of lavatories, showers, and toilets).
- K. Inmates or CCAP probationers/parolees have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas. (5-ACI-2C-05, 5-ACI-2C-06; 4-ACRS-4B-03) Facilities should meet the following requirements.
1. Toilets are provided at a minimum ratio of one for every 12 inmates or CCAP probationers/parolees in male facilities and one for every eight inmates or CCAP probationers/parolees in female facilities.
    - a. Urinals may be substituted for up to one-half of the toilets in male facilities.
    - b. All housing units with three or more inmates have a minimum of two toilets.
    - c. These ratios apply unless national or state building or health codes specify a different ratio.
    - d. For new construction after June 2014, these ratios apply unless any applicable building or health codes require additional fixtures.
  2. Inmates or CCAP probationers/parolees have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of one basin for every 12 occupants, unless national or state building or health codes specify a different ratio. (5-ACI-2C-07; 4-ACRS-4B-03) For new construction after June 2014, these ratios apply unless any applicable building or health codes require additional fixtures. (5-ACI-2C-08)
- L. Facility procedures and practices will enable inmates or CCAP probationers/parolees to shower, perform bodily functions, and change clothing without nonmedical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. (§115.15[d], §115.215[d])
- M. Inmates or CCAP probationers/parolees have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every 12 inmates or CCAP probationers/parolees. (5-ACI-2C-09, 5-ACI-2C-10; 4-ACRS-1A-12)
1. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of inmates or CCAP probationers/parolees and to promote hygienic practices.
  2. These ratios and temperatures will apply unless national or state building or health codes specify a different ratio.
  3. For new construction after June 2014, a minimum ratio of one shower for every twelve inmates or CCAP probationers/parolees applies, unless applicable codes require additional fixtures.
- N. Adequate space is provided for janitorial closets or janitorial supplies accessible to the living and activity areas. Janitorial closets are equipped with a sink and cleaning implements. (5-ACI-2E-08; 4-ACRS-1A-11)

- O. Space is provided in the facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations and personal hygiene. (5-ACI-2E-09; 4-ACRS-4B-05)
- P. Separate and adequate space is provided for mechanical and electrical equipment. (5-ACI-2E-11)
- Q. Adequate private counseling space is readily accessible. (4-ACRS-5A-24)
- R. Adequate and appropriate areas are provided for visiting, recreation, and leisure time activities. (4-ACRS-5A-23)
- S. In institutions, both outdoor and covered/enclosed exercise areas for general population inmates are provided in sufficient number to ensure that each inmate is offered at least one hour of access daily. (5-ACI-2E-01)
  - 1. Use of outdoor areas is preferred, but covered/enclosed areas must be available for use in inclement weather.
  - 2. Covered/enclosed areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.
  - 3. The minimum size for exercise areas are as follows:
    - a. Outdoor exercise areas in institutions where 100 or more inmates utilize one recreation area should have 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 1,500 square feet of unencumbered space.
    - b. Outdoor exercise areas in institutions where less than 100 inmates have unlimited access to an individual recreation area should have 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 750 square feet of unencumbered space.
    - c. Covered/enclosed exercise areas in institutions where 100 or more inmates utilize one recreation area should have 15 square feet per inmate for the maximum ceiling height of 18 feet, but not less than 1,000 square feet of unencumbered space.
    - d. Covered/enclosed exercise areas in institutions where less than 100 inmate utilize one recreation area should have 15 square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 500 square feet of unencumbered space.
- T. Restorative Housing Units will have either outdoor uncovered or outdoor covered exercise areas. (5-ACI-2E-02, 5-ACI-4B-05)
  - 1. The minimum space requirements for outdoor exercise areas for these units are as follows:
    - a. Group yard modules: 330 square feet of unencumbered space can accommodate two inmates. For each additional 150 square feet of unencumbered space, an additional inmate may use the exercise area simultaneously. Formula: for each 150 square feet of unencumbered space exceeding the base requirement of 180 square feet for the first inmate equals the maximum number of inmates that may use the recreation area space simultaneously. No more than five inmates are to use a group module at one time.
    - b. Individual yard modules: 180 square feet of unencumbered space.
  - 2. In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be made available to the inmates who desire to take advantage of their authorized exercise time.
- U. Adequate space and furnishings to accommodate group activities, such as group meetings of the inmates or CCAP probationers/parolees, are provided in the facility. (4-ACRS-5A-25)
- V. Adequate space is provided for administrative, security or direct care, professional, and clerical staff; this space includes conference rooms, storage room for records, public lobby (institutions), and toilet facilities. (5-ACI-2F-01; 4-ACRS-7D-37)

- W. In facilities, staff needs are met through providing adequate spaces in locations that are convenient for use. Staff are provided with the following: (5-ACI-2F-02)
1. An area to change clothes and to shower.
  2. An area, room, and/or staff lounge that offers privacy from inmates or CCAP probationers/parolees and provides space for meals.
  3. Access to exercise/physical training facilities and equipment.
  4. Space for training.
  5. Space for shift change briefings.
  6. Toilets and wash basins that are not used by inmates or CCAP probationers/parolees.
- X. Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities. (5-ACI-2F-03; 4-ACRS-7E-02; 2-CO-2B-04)

## II. Environmental Conditions

- A. Each inmate confined to a cell/room in an institution for 10 or more hours daily is provided a sleeping area with the following: (5-ACI-2C-03)
1. A sleeping surface and mattress at least 12 inches off of the floor.
  2. A writing surface and proximate area to sit.
  3. Storage for personal items.
  4. Adequate storage space for clothes and personal belongings.
- B. Each inmate confined to a cell/room in an institution for less than 10 hours daily is provided a sleeping area with the following: (5-ACI-2C-03)
1. A sleeping surface and mattress at least 12 inches off the floor.
  2. Storage for personal items.
  3. Adequate storage space for clothes and personal belongings.
- C. Each CCAP probationer/parolee in a Community Corrections facility must have access to the following facilities and conditions:
1. A bed and adequate storage space for clothes and personal belongings. (4-ACRS-4B-03)
  2. Writing and seating space. (4-ACRS-1A-13)
  3. Permission to decorate their living and sleeping quarters with personal possessions. Rules regarding the decorating of living/sleeping quarters are available to all CCAP probationers/parolees and staff. The rules are reviewed annually and revised, if necessary. (4-ACRS-1A-15)
- D. Lighting throughout the facility is determined by the tasks to be performed, interior surface finishes and colors, type and spacing of light sources, outside lighting, and shadows and glare. (5-ACI-2D-01)
1. Documentation is provided by a qualified source that lighting is at least 20 foot candles at desk level and in personal grooming areas and is checked at least once per accreditation cycle. (5-ACI-2D-02; 4-ACRS-1A-07)
  2. All inmate or CCAP probationer/parolee rooms/cells provide the inmate or CCAP probationer/parolee with access to natural light. (5-ACI-2D-03)
  3. For new construction or renovation after June 1, 2008, all inmate rooms/cells in institutions provide inmates with access to natural light by means of at least three square feet of transparent glazing, plus two additional square feet of transparent glazing per inmate in rooms/cells with three or more inmates. (5-ACI-2D-04)



4. For new construction or renovation after June 1, 2014, each dormitory in facilities provides inmates or CCAP probationers/parolees with access to natural light by means of at least 12 square feet, plus two additional square feet of transparent glazing per inmate or CCAP probationer/parolee in the dormitory. (5-ACI-2D-05)
  5. CCAP probationers/parolees in Community Corrections facilities have access to natural light from a source within 20 feet of the sleeping room. (4-ACRS-4B-03)
  6. Each dayroom provides inmates or CCAP probationers/parolees with access to natural light by means of at least 12 square feet of transparent glazing in the dayroom, plus two additional square feet of transparent glazing per inmate or CCAP probationer/parolee whose room/cell is dependent on access to natural light through the dayroom. Institutions with final plans approved before January 1, 1990 without renovations or additions are exempt. (5-ACI-2D-06)
- E. Noise levels in inmate housing units, institutions, do not exceed 70 dBA (A Scale). Measurements will be conducted annually by a qualified source with at least one measurement taking place during night time and one measurement taking place during day time. (5-ACI-2D-07)
- F. Air Circulation
1. For institutions with final construction plans approved after January 1, 1990 or with renovations or additions, circulation is at least 15 cubic feet of outside or recirculated filtered air per minute per occupant for cells/rooms, officer stations, and dining areas, as documented by a qualified technician and should be checked not less than once per accreditation cycle. (5-ACI-2D-08)
  2. For institutions with final construction plans approved before January 1, 1990, circulation is at least 10 cubic feet of fresh or recirculated filtered air per minute per occupant for inmate or CCAP probationer/parolee rooms/cells, officer stations, and dining areas, as documented by a qualified technician and should be checked not less than once per accreditation cycle. (5-ACI-2D-09)
  3. For Community Corrections facilities, air circulation is at least 15 cubic feet of outside or recirculated filtered air per minute per person and should be checked not less than once per accreditation cycle. (4-ACRS-1A-08)
- G. Temperatures of indoor living and work areas are appropriate to the summer and winter comfort zones. (5-ACI-2D-10; 4-ACRS-4B-03)
1. Facility staff must check the temperature in each housing unit four times daily at 12:00 a.m., 6:00 a.m., 12:00 p.m., and 6:00 p.m. and record the results in the housing unit logbook.
  2. When the temperature at a facility without climate control is projected to be 95 degrees or above, the inmates or CCAP probationers/parolees will be provided coolers of ice in the housing units and frozen water pouches during meal times. Facility staff must also ensure that all housing unit fans are working properly.

### III. Sanitation and Hygiene

- A. Each facility must be clean and in good repair, and each facility will establish and maintain a written housekeeping plan for all areas of the facility's physical plant which provides for housekeeping and regular maintenance by assigning specific duties and responsibilities to staff and inmates or CCAP probationers/parolees. (5-ACI-5D-05; 4-ACRS-1A-06; 2-CO-4D-01)
1. Each facility housekeeping plan will detail daily, weekly and quarterly expectations for the cleaning and sanitation of all housing units, inmate and CCAP probationer/parolee common areas, administrative and medical areas as well as the facility's grounds and outbuildings.
    - a. Facility housekeeping plans will have the approval of the Facility Unit Head with each revision. Attachment 1, *Facility Minimum Sanitation Matrix* establishes minimum standards for each facility.
    - b. The Department Head, Manager, or supervisor will be responsible for overseeing housekeeping



and regular maintenance in their assigned area.

- c. Inmates or CCAP probationers/parolees and applicable staff must be properly trained and instructed in their specific housekeeping duties and responsibilities.
- d. All chemical containers, original or secondary, must be properly labeled as to their contents.
- e. Cleaning supplies must be properly stored and secured when not in use.
- f. Facility rules should address housekeeping and sanitation requirements for inmates or CCAP probationers/parolees cells and bed areas.

2. In the event of an infectious disease the Facility Unit Head in collaboration with the Institutional Safety Specialist and with approval of the Regional Operations Chief may implement the *Enhanced Sanitation Plan for Infectious Diseases*. Staff should contact the Regional Safety Coordinator or Regional Environmental Specialist for any questions on chemicals, cleaning schedules, procedures, documentation, and plan updates.

- B. Each facility's potable water source and supply, whether owned and operated by the public water department or the facility, is certified by an independent, outside source to be in compliance with jurisdictional laws and regulations. (5-ACI-5D-02; 4-ACRS-1A-01; 2-CO-4D-01)
- C. Waste is disposed of properly in accordance with an approved plan by the appropriate regulatory agency. (5-ACI-5D-03; 4-ACRS-1A-04; 2-CO-4D-01) Regulated Medical Waste is disposed of in accordance with Operating Procedure 740.2, *Infectious Waste Management and Disposal*.
- D. The facility provides for the control of vermin and pests. (5-ACI-5D-04 4-ACRS-1A-05)

#### IV. Inspections

- A. The facility complies with the sanitation and health codes of the jurisdiction having authority. (5-ACI-5D-01; 4-ACRS-1A-02; 2-CO-2A-01)
- B. The following facility inspections are required: (5-ACI-5D-01; 2-CO-4D-01)
  1. Sanitation and safety inspections of all facility areas are conducted weekly by a qualified departmental staff member; inspection results are reviewed and deficiencies are corrected. (4-ACRS-1A-03)
  2. A safety or sanitation specialist conducts comprehensive and thorough monthly inspections; institutions only.
  3. At least annual inspections by federal, state, and/or local sanitation and health officials or other qualified person(s).
  4. Fire and safety inspections in accordance with Operating Procedure 303.2, *Fire Safety and Response Plans*.
- C. For institutions, there is documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected. Copies of all inspections will be forwarded to both the Facility Unit Head and the Health Authority. (5-ACI-5D-01)
- D. Each facility must be responsible to develop:
  1. Training to qualify designated departmental staff members to conduct sanitation and safety inspections.
  2. Rotating staff schedules for inspections.
  3. Facility-specific forms to document sanitation and safety inspections.
- E. Responsible facility staff should accompany the inspector through their area of responsibility to clarify any areas of concern.



## **REFERENCES**

*Enhanced Sanitation Plan for Infectious Diseases*

Operating Procedure 303.2, *Fire Safety and Response Plans*

Operating Procedure 740.2, *Infectious Waste Management and Disposal*

## **ATTACHMENTS**

Attachment 1, *Facility Minimum Sanitation Matrix*

## **FORM CITATIONS**

None

