



Operating Procedure

Effective Date December 1, 2018	Number 801.1
Amended	Operating Level Department

Supersedes
Operating Procedure 801.1 (12/1/15)

Authority
COV §53.1-10

Subject

**FACILITY PHYSICAL PLANT AND
SANITATION**

ACA/PREA Standards
4-4123, 4-4128, , 4-4132, 4-4133, 4-4134, 4-4135, 4-4137, 4-4137-1, 4-4138, 4-4138-1, 4-4139, 4-4139-1, 4-4141, 4-4145, 4-4146, 4-4147, 4-4147-1, 4-4147-2, 4-4149, 4-4150, 4-4151, 4-4152, 4-4153, 4-4154, 4-4155, 4-4162, 4-4163, 4-4165, 4-4167, 4-4168, 4-4169, 4-4329, 4-4330, 4-4331, 4-4332, 4-4333; 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

Incarcerated Offender Access Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
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Office of Primary Responsibility
Director of Security and Correctional Enforcement

I. PURPOSE

This operating procedure establishes how Department of Corrections facilities meet the physical plant requirements for staff and offender occupancy and prescribe the sanitation procedures and inspections necessary to maintain a safe, clean facility environment.

II. COMPLIANCE

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

III. DEFINITIONS

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

Facility - Any institution or Community Corrections facility

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

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

IV. PROCEDURE

A. Physical Plant Requirements

1. Each facility must conform to applicable Federal, State, and/or local building codes. (4-4123, 4-ACRS-1A-09)
 - a. Institutions with final plans approved before January 1, 1990 without renovations or additions are exempt.
 - b. Community Corrections facilities must conform to applicable federal laws and all applicable zoning ordinances. (4-ACRS-1A-09, 4-ACRS-7A-05)
2. 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)

3. For each institution whose final construction plans were approved after January 1, 1990, single cell living units shall not exceed 80 offenders. (4-4128)
4. The effect of the facility's design, acquisition, expansion, or modification on the facility's ability to protect the offender from sexual abuse shall 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])
5. For new installations or updates to existing video monitoring systems, electronic surveillance systems or other monitoring technologies, the facility shall take into consideration how such technology may enhance their ability to protect offenders from sexual abuse. (§115.18[b], §115.218[b])
6. Facilities are not crowded.
 - a. In institutions, the number of offenders does not exceed the maximum allowable population as based on the Standards Compliant Bed Capacity formula.
 - b. In Community Corrections facilities, the number of offenders does not exceed the facility's rated-bed capacity.
7. Cells/rooms used for housing offenders in institutions shall provide, at a minimum, 25 square feet of unencumbered space per occupant. (4-4132)
 - a. Unencumbered space is usable space that is not encumbered by furnishings or fixtures.
 - b. At least one dimension of the unencumbered space is no less than seven feet.
 - c. 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.
 - d. 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.
8. Single-occupancy cells/rooms, measuring a total of 80 square feet, of which 35 square feet is unencumbered space, shall be available, when indicated, for the following: (4-4133)
 - a. Offenders with severe medical disabilities
 - b. Offenders suffering from serious mental illness
 - c. Sexual predators
 - d. Offenders likely to be exploited or victimized by others
 - e. Offenders who have other special needs for single housing
9. All cells/rooms in special/restrictive 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. (4-4141)
10. Dayrooms with space for varied offender activities are situated immediately adjacent to the offender sleeping areas. (4-4135)
 - a. Dayrooms provide sufficient seating and writing surfaces.
 - b. Dayroom furnishings are consistent with the custody level of the offenders assigned.
 - c. Dayrooms provide a minimum of 35 square feet of space per offender (exclusive of lavatories, showers, and toilets) for the maximum number of offenders who use the dayroom at one time, and no dayroom encompasses less than 100 square feet of space (exclusive of lavatories, showers, and toilets).
11. Offenders 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. (4-4137, 4-4137-1; 4-ACRS-4B-03) Institutions should meet the following requirements.
 - a. Toilets are provided at a minimum ratio of one for every 12 offenders in male facilities and one for every eight offenders in female facilities.

- i. Urinals may be substituted for up to one-half of the toilets in male facilities.
 - ii. All housing units with three or more offenders have a minimum of two toilets.
 - iii. These ratios apply unless national or state building or health codes specify a different ratio.
 - iv. For new construction after June 2014, these ratios apply unless any applicable building or health codes require additional fixtures.
 - b. Offenders 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. (4-ACRS-4B-03) For new construction after June 2014, these ratios apply unless any applicable building or health codes require additional fixtures. (4-4138, 4-4138-1)
12. Facility procedures and practices shall enable offenders 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])
13. Offenders have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every 12 offenders. (4-4139, 4-4139-1; 4-ACRS-1A-12)
 - a. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of offenders and to promote hygienic practices.
 - b. These ratios and temperatures shall apply unless national or state building or health codes specify a different ratio.
 - c. For new construction after June 2014, a minimum ratio of one shower for every twelve offenders, unless applicable codes require additional fixtures
14. 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. (4-4162, 4-ACRS-1A-11)
15. Space is provided in the facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations and personal hygiene. (4-4163, 4-ACRS-4B-05)
16. Separate and adequate space is provided for mechanical and electrical equipment. (4-4165)
17. Adequate private counseling space is readily accessible. (4-ACRS-5A-24)
18. Adequate and appropriate areas are provided for visiting, recreation, and leisure time activities. (4-ACRS-5A-23)
19. In institutions, both outdoor and covered/enclosed exercise areas for general population offenders are provided in sufficient number to ensure that each offender is offered at least one hour of access daily. (4-4154)
 - a. Use of outdoor areas is preferred, but covered/enclosed areas must be available for use in inclement weather.
 - b. Covered/enclosed areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.
 - c. The minimum size for exercise areas are as follows:
 - i. Outdoor exercise areas in facilities where 100 or more offenders utilize one recreation area, 15 square feet per offender for the maximum number of offenders expected to use the space at one time, but not less than 1,500 square feet of unencumbered space
 - ii. Outdoor exercise areas in facilities where less than 100 offenders have unlimited access to an individual recreation area, 15 square feet per offender for the maximum number of offenders expected to use the space at one time, but not less than 750 square feet of unencumbered space
 - iii. Covered/enclosed exercise areas in facilities where 100 or more offenders utilize one recreation area should have 15 square feet per offender for the maximum ceiling height of 18

- feet, but not less than 1,000 square feet of unencumbered space
- iv. Covered/enclosed exercise areas in facilities where less than 100 offenders utilize one recreation area should have 15 square feet per offender for the maximum number of offenders 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.
20. Special/restrictive housing units have either outdoor uncovered or outdoor covered exercise areas. (4-4155)
 - a. The minimum space requirements for outdoor exercise areas for segregation units are as follows:
 - i. Group yard modules: 330 square feet of unencumbered space can accommodate two offenders. For each additional 150 square feet of unencumbered space, an additional offender 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 offender equals the maximum number of offenders that may use the recreation area space simultaneously). No more than five offenders are to use a group module at one time.
 - ii. Individual yard modules: 180 square feet of unencumbered space.
 - b. In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be made available to the offenders who desire to take advantage of their authorized exercise time.
 21. Adequate space and furnishings to accommodate group activities, such as group meetings of the offenders, are provided in the facility. (4-ACRS-5A-25)
 22. 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. (4-4167, 4-ACRS-7D-37)
 23. In institutions, staff needs are met through providing adequate spaces in locations that are convenient for use. Staff are provided with the following: (4-4168)
 - a. An area to change clothes and to shower
 - b. An area, room, and/or employee lounge that offers privacy from offenders and provides space for meals
 - c. Access to exercise/physical training facilities and equipment
 - d. Space for training
 - e. Space for shift change briefings
 - f. Toilets and wash basins that are not used by offenders
 24. 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. (4-4169, 4-ACRS-7E-02; 2-CO-2B-04)
- B. Environmental Conditions**
1. Each offender confined to a cell/room in an institution for 10 or more hours daily is provided a sleeping area with the following: (4-4134)
 - a. A sleeping surface and mattress at least 12 inches off of the floor
 - b. A writing surface and proximate area to sit
 - c. Storage for personal items
 - d. Adequate storage space for clothes and personal belongings
 2. Each offender confined to a cell/room in an institution for less than 10 hours daily is provided a sleeping area with the following: (4-4134)
 - a. A sleeping surface and mattress at least 12 inches off the floor
 - b. Storage for personal items

- c. Adequate storage space for clothes and personal belongings
 3. Each offender in a Community Corrections facility must have access to the following facilities and conditions
 - a. A bed, and adequate storage space for clothes and personal belongings (4-ACRS-4B-03)
 - b. Writing and seating space (4-ACRS-1A-13)
 - c. Permission to decorate their living and sleeping quarters with personal possessions. Rules regarding the decorating of living/sleeping quarters are available to all offenders and staff. The rules are reviewed annually and revised, if necessary. (4-ACRS-1A-15)
 4. 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. (4-4145)
 - a. 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. (4-4146, 4-ACRS-1A-07)
 - b. All offender rooms/cells provide offenders with access to natural light. (4-4147)
 - c. For new construction or renovation after June 1, 2008, all offender rooms/cells in institutions provide offenders 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 offender in rooms/cells with three or more offenders. (4-4147-1)
 - d. For new construction or renovation after June 1, 2014, each dormitory in institutions provides offenders with access to natural light by means of at least 12 square feet, plus two additional square feet of transparent glazing per offender in the dormitory. (4-4147-2)
 - e. Offenders in Community Corrections facilities have access to natural light from a source within 20 feet of the sleeping room. (4-ACRS-4B-03)
 - f. Each dayroom provides offenders 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 offender 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.) (4-4149)
 5. Noise levels in offender housing units (Institutions) do not exceed 70 dBA (A Scale). Measurements shall 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. (4-4150)
 6. Air Circulation
 - a. 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. (4-4151)
 - b. 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 offender rooms/cells, officer stations, and dining areas, as documented by a qualified technician and should be checked not less than once per accreditation cycle. (4-4152)
 - c. 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)
 7. Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones. (4-4153, 4-ACRS-4B-03)
- C. Sanitation and Hygiene
1. Each facility must be clean and in good repair, and a written housekeeping plan for all areas of the facility's physical plant provides for daily housekeeping and regular maintenance by assigning

specific duties and responsibilities to staff and offenders. (4-4333; 4-ACRS-1A-06; 2-CO-4D-01)

- a. The Department Head, Manager, or supervisor will be responsible for overseeing housekeeping and regular maintenance in their assigned area.
 - b. Offenders and applicable staff must be properly trained and instructed in their specific housekeeping duties and responsibilities.
 - c. All chemical containers, original or secondary, must be properly labeled as to their contents.
 - d. Cleaning supplies must be properly stored and secured when not in use.
 - e. Facility rules should address housekeeping and sanitation requirements for offender cells and bed areas.
2. 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. (4-4330; 4-ACRS-1A-01; 2-CO-4D-01)
 3. Waste is disposed of properly in accordance with an approved plan by the appropriate regulatory agency. (4-4331; 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*.
 4. The facility provides for the control of vermin and pests. (4-4332, 4-ACRS-1A-05)

D. Inspections

1. The facility complies with the sanitation and health codes of the jurisdiction having authority. (4-4329, 4-ACRS-1A-02; 2-CO-2A-01)
2. The following facility inspections are required: (4-4329; 2-CO-4D-01)
 - a. 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)
 - b. A safety or sanitation specialist conducts comprehensive and thorough monthly inspections (Institutions only)
 - c. At least annual inspections by federal, state, and/or local sanitation and health officials or other qualified person(s)
 - d. Fire and safety inspections in accordance with Operating Procedure 261.4, *Fire Safety and Response Plans*
3. 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. (4-4329)
4. Each facility must be responsible to develop:
 - a. Training to qualify designated departmental staff members to conduct sanitation and safety inspections
 - b. Rotating staff schedules for inspections
 - c. Facility-specific forms to document sanitation and safety inspections
5. Responsible facility staff should accompany the inspector through their area of responsibility to clarify any areas of concern.

V. REFERENCES

Operating Procedure 261.4, *Fire Safety and Response Plans*

Operating Procedure 740.2, *Infectious Waste Management and Disposal*

VI. FORM CITATIONS

None

VII. REVIEW DATE

The office of primary responsibility shall review this operating procedure annually and re-write it no later than three years after the effective date.

Signature Copy on File

10/5/18

A. David Robinson, Chief of Corrections Operations

Date