



DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

Program Statement

OPI: DIR
Number: 7500.1
Date: February 21, 2008
Supersedes: None
Subject: Physical Plant
Requirements

1. **PURPOSE AND SCOPE.** To establish minimum physical plant guidelines at the Central Detention Facility (CDF).
2. **POLICY**
 - a. DOC shall maintain a physical plant that meets acceptable sanitation, safety, inmate housing, and staff accommodations pursuant to applicable laws and regulations of the District of Columbia.
 - b. DOC shall maintain a physical plant that conforms to American Correctional Association (ACA) standards as set forth in this directive.
 - c. DOC shall maintain minimum physical plant requirements and conform to applicable federal and local building codes and ACA Standards for renovations, additions and new construction.
3. **AUTHORITY**
 - a. DC Code § 24.211.02 Powers: Promulgation of Rules
4. **DIRECTIVES AFFECTED**
 - a. Directives Rescinded

DO 1010.3 Official Designation of Department
Institutions and Facilities (1/2/91)
 - b. Directives Referenced
 - 1) PS 2920.4 Inspections and Abatement
 - 2) PS 2920.8 Environmental Inspections
 - 3) PS 3800.2 Accommodations for Persons with Disabilities

- 4) PS 6060.2 Employee Wellness Center
- 5) PS 7500.2 Facilities Management

5. PROGRAM OBJECTIVES

- a. DOC will provide a safe environment for staff, volunteers and contractors and inmates.
- b. Environmental conditions will meet minimum standards for a detention facility environment.
- c. The facility has adequate work space for staff and adequate living and work space for inmates.
- d. DOC shall conform to applicable federal and local building codes (renovation, additions, new construction only).

6. STANDARDS REFERENCED

- a. American Correctional Association (ACA) 2nd Edition Standards for Administration of Correctional Agencies: 2-C0-1A-12 and 2-C0-1A-13.
- b. American Correctional Association (ACA) 4th Edition Standards for Adult Local Detention Facilities: 4-ALDF-1A-05, 4-ALDF-1A-06, 4-ALDF-1A-09, 4-ALDF-1A-10, 4-ALDF-1A-11, 4-ALDF-1A-12, 4-ALDF-1A-13, 4-ALDF-1A-14, 4-ALDF-1A-15, 4-ALDF-1A-16, 4-ALDF-1A-17, 4-ALDF-1A-18, 4-ALDF-1A-19, 4-ALDF-1A-20, 4-ALDF-1A-22, 4-ALDF-1A-23, 4-ALDF-1C-04, 4-ALDF-2A-01, 4-ALDF-2A-03, 4-ALDF-2A-18, 4-ALDF-2A-24, 4-ALDF-2A-35, 4-ALDF-2A-41, 4-ALDF-2A-51, 4-ALDF-4A-01, 4-ALDF-4A-02, 4-ALDF-4A-03, 4-ALDF-4B-01, 4-ALDF-4B-08, 4-ALDF-4B-09, 4-ALDF-4C-10, 4-ALDF-4C-11, 4-ALDF-4C-12, 4-ALDF-4C-41, 4-ALDF-5A-10, 4-ALDF-5B-01, 4-ALDF-5B-11, 4-ALDF-5C-03, 4-ALDF-5C-04, 4-ALDF-5C-23, 4-ALDF-5C-26, 4-ALDF-6B-04, 4-ALDF-6B-07, 4-ALDF-7D-23, 4-ALDF-7D-24 and 4-ALDF-7E-05.

7. **BUILDING CODES.** *New Construction, renovations and facilities undergoing additions* at CDF shall conform to applicable federal, state, and/or local building codes.

8. FACILITY DESIGN AND CAPACITY

- a. The physical plant design will promote personal contact and interaction between staff and inmates in housing units. (*Renovation, Addition, New Construction Only*)

- b. The number of inmates will not exceed the facility's rated bed capacity.
9. **EMERGENCY EXITS.** The facility has exits that are properly positioned, are clear from obstruction, and are distinctly and permanently marked to ensure the timely evacuation of inmates and staff in the event of fire or other emergency. All housing areas and places of assembly for fifty (50) or more persons have two (2) exits.

10. **ENVIRONMENTAL CONDITIONS**

a. Light Levels

- 1) Lighting throughout the facility is sufficient for tasks performed.
- 2) Lighting in inmate rooms/cells is at least twenty (20) foot candles at desk level and in personal grooming areas, as documented by a qualified source.
- 3) All inmate rooms/cells provide the occupants with access to natural light. *(Existing, Renovation, Addition Only)*
- 4) Inmates in the general population who are confined in their rooms/cells for ten (10) or more hours daily have access to natural light by means of an opening or window of at least three (3) square feet.

b. Dayrooms. Each dayroom provides inmates with access to natural light by means of at least twelve (12) square feet of transparent glazing in the dayroom, plus two (2) additional square feet of transparent glazing per inmate whose room/cell is dependent on access to natural light through the dayroom.

c. Noise Levels. Noise levels in housing units do not exceed seventy (70) dBA (A Scale) in daytime and forty-five (45) dBA (A Scale) at night. Measurements are documented by a qualified, independent source and are checked not less than once per accreditation cycle.

d. Indoor Air Quality

- 1) A ventilation system supplies at least fifteen (15) cubic feet per minute of circulated air per occupant with a minimum of five (5) cubic feet per minute of outside air.
- 2) Toilet rooms and cells with toilets have no less than four (4) air changes per hour unless state or local codes require a different number of air changes.

- 3) Air quantities are documented by a qualified independent source and are checked no less than annually.
- e. Heating and Cooling. Temperature and humidity are mechanically raised or lowered to acceptable comfort levels.

11. **CONTROL CENTER**

- a. DOC has a twenty-four (24) hour control center for monitoring and coordinating the facility's security, life-safety, and communications systems.
- b. The control center provides access to a toilet and washbasin.
- c. There are multiple communication systems between the control center and inmate-occupied areas.

12. **HOUSING AREAS.** Male and female inmates are housed in separate housing units.

13. **CELLS**

- a. Inmates not suitable for housing in multiple occupancy cells are to be housed in single occupancy cells. No less than ten (10) percent of the rated capacity of the facility is available for single occupancy.
- b. All cells in which inmates are confined conform to the following requirements:
 - 1) There must be thirty-five (35) square feet of unencumbered space for the single cell occupant. Each cell provides a total of seventy (70) square feet of total encumbered space and (44.29) square feet of unencumbered space.
 - 2) In the event that confinement exceeds ten (10) hours per day, there will be at least seventy (70) square feet of total floor space for the occupant.
 - 3) Multiple-occupancy rooms/cells house between two (2) and sixty-four (64) occupants and provide a total of twenty-two (22.15) square feet of unencumbered space per occupant.
 - a) Each inmate confined to a cell/room is provided a sleeping area with the following:

1. A sleeping surface and mattress at least twelve (12) inches off the floor;
 2. Access to a writing surface and proximate area to sit;
 3. Storage for personal items; and
 4. Adequate storage space for clothes and personal belongings.
- b) Single occupancy cells/rooms are available when indicated for the following:
- 1) Maximum and close custody
 - 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-occupancy housing

14. DAYROOMS

- a. Dayrooms with space for various inmate activities are positioned directly adjacent to the inmate sleeping areas. Dayrooms provide a minimum of thirty-five (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 (1) time, and no dayroom encompasses less than one-hundred (100) square feet of space (exclusive of lavatories, showers, and toilets).
- b. Dayrooms provide sufficient seating and writing surfaces. Dayroom furnishings are consistent with the custody level of the inmates assigned.
- c. Each dayroom provides a minimum of twelve (12) square feet of transparent glazing with a view to the outside, plus two (2) additional square feet of glazing per inmate whose room/cell does not contain an opening or window with a view to the outside.
- d. Adequate program space is provided to meet the physical, social, and emotional needs of juveniles and allows for their personal interactions and group-oriented activities.

15. TOILETS

- a. Inmates have access to toilets and hand-washing facilities twenty-four (24) hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.
- b. Toilets are provided at a minimum ratio of one (1) for every twelve (12) inmates in male facilities and one (1) for every eight (8) inmates in female facilities. Urinals may be substituted for up to one-half (1/2) of the toilet in male facilities. All housing units with three (3) or more inmates have a minimum of two (2) toilets. These ratios apply unless national or state building health codes specify otherwise.

16. **WASHBASINS.** Inmates have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of one (1) basin for every twelve (12) occupants, unless national or state building or health codes specify a different ratio.

17. SHOWERS

- a. Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one (1) shower for every twelve (12) inmates, unless national or state building codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from one-hundred (100) degrees Fahrenheit to one-hundred and twenty (120) degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices. Water temperatures will be conducted monthly and documented to ensure proper temperatures.
- b. There are sufficient bathing facilities in the segregation housing areas to permit inmates in the general population to shower at least three (3) times per week.

18. SPECIAL MANAGEMENT HOUSING

- a. Segregation housing units provide living conditions that approximate those of the general population; all exceptions are clearly documented.
- b. Segregation cells/rooms permit the inmates assigned to converse with and be observed by staff members.
- c. All cells/rooms in segregation provide a minimum of seventy (70) square feet of which forty-four (44.29) square feet is unencumbered space.

19. DISABLED HOUSING

- a. Inmates with disabilities, including temporary disabilities, are housed in a manner for their safety and security. Housing used by inmates with disabilities is designed for their use and provide for integration with general population inmates.
- b. Facilities are provided for inmates with disabilities to perform self-care and personal hygiene in a reasonably private environment.

20. **TELEPHONES**

- a. Inmates have access to telephones.
- b. Inmates with hearing and/or speech disabilities, and inmates who wish to communicate with parties who have such disabilities, are afforded access to a Telecommunications Device for the Deaf (TDD), or comparable equipment.
- c. Public telephones with volume control are also made available to inmates with hearing impairment.

21. **OBSERVATION**

- a. All living areas are constructed to facilitate continuous staff observation, excluding electronic surveillance, of cell or detention room fronts and areas such as dayrooms and recreation spaces.
- b. Correctional officer posts are located in or immediately adjacent to inmate living areas to permit officers to see or hear and respond promptly to emergency situations.

22. **VISITATION**

- a. Sufficient space is provided for a visiting room, and there is adequately designed space to permit screening and searching of both inmates and visitors.
- b. Secured lockers are provided for proper storage of visitors' coats, handbags, and other personal items not allowed into the visiting area.

23. **INMATE PROGRAMS**

- a. Newly renovated or newly constructed academic and vocational classrooms shall be designed in consultation with school authorities.
- b. The facility provides space and equipment adequate for conducting and administering religious programs.

- c. Program and service areas are accessible to inmates with disabilities who reside in the facility.
 - d. Adequate program space is provided to meet the physical, social, and emotional needs of youthful offenders and allow for their personal interactions and group-oriented activities.
24. **COMMISSARY.** Space is provided for an inmate commissary or canteen, or provisions are made for a commissary service.
25. **RECREATION**
- a. General Population
 - 1) 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. Covered/enclosed areas can be designed for multiple uses if the design and furnishings do not interfere with scheduled exercise activities.
 - 2) Outdoor exercise areas in facilities where one hundred (100) or more inmates utilize one recreation area fifteen (15) square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than fifteen hundred (1,500) square feet of unencumbered space. The large facility outdoor exercise area is twelve thousand five hundred and one (12,501) total square feet. The small facility outdoor exercise area is five thousand thirty five (5,435) total square feet.
 - 3) Enclosed exercise areas in facilities where one hundred (100) or more inmates utilize one recreation area fifteen (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 eighteen (18) feet, but not less than one thousand (1,000) square feet of unencumbered space. Each enclosed exercise area is a total of six hundred and seventy (678) total square feet.
 - 4) Enclosed exercise areas in facilities where less than one hundred (100) inmates utilize one recreation area 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 eighteen (18) feet, but not less than five hundred (500) square feet of unencumbered space. Each enclosed exercise area is a total of six hundred and seventy (678) total square feet.

- b. Segregation. Individual yard modules for enclosed segregation exercise areas must be a total of one hundred and eighty (180) square feet of unencumbered space.. Enclosed segregation recreation facilities are a total of two hundred and sixty three (263) square feet per area.

26. **FOOD SERVICE**

- a. Each inmate is given the opportunity to have at least twenty (20) minutes of dining time for each meal.
- b. Culinary Unit
 - 1) The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service.
 - 2) There are sanitary, temperature-controlled facilities for the storage of all foods.
 - 3) Toilet and washbasin facilities are available to food service personnel and inmates in the vicinity of the food preparation area.

27. **GENERAL EQUIPMENT STORAGE**

- a. Adequate space is provided for janitorial closets accessible to the living and activity areas. The closets are equipped with a sink and cleaning implements.
- b. Space is provided in the institution to store and issue clothing, bedding, cleaning supplies, and other items required for daily operation.
- c. Space is provided for storing the personal property of inmates safely and securely.
- d. Separate and adequate space is provided for mechanical and electrical equipment.

28. **DESIGNATED EMPLOYEE AREAS**

- a. Adequate space is provided for administrative, security, professional, and clerical staff; this space includes conference rooms, storage room for records, a public lobby, and toilet facilities.
- b. Staff are provided adequate spaces in locations that are convenient for use. Staff are provided with the following:

- 1) An area to change clothes and to shower;
- 2) An area, room, and/or employee lounge that offers privacy from inmates and provides space for meals;
- 3) Access to exercise/physical training facilities and equipment;
- 4) Space and training;
- 5) Space for shift-change briefings; and
- 6) Toilets and washbasins that are not used by inmates.

29. EMERGENCY EQUIPMENT AND SYSTEMS

- a. The Chief, Facilities Manager, or designee shall conduct the following:
 - 1) Quarterly tests of emergency equipment and systems.
 - 2) Weekly inspections and not less than quarterly load tests of power generators (more frequent tests shall be applied if provided in the manufacturer's recommendations and instruction manual).
- b. Essential lighting and life-sustaining functions are maintained inside the facility and with the community in an emergency.

30. WATER SUPPLY

Facilities Management shall ensure that the facility's potable water source and supply is certified at least annually by an independent, outside source to be in compliance with applicable laws and regulations.

- 31. ACCOMMODATION FOR THE DISABLED.** Reasonable accommodation is made to ensure that all areas of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities.

32. FACILITY DRAWINGS

When drawings and specifications for the physical facility exist or are developed, a set of record drawings and specifications shall be maintained at the facility. The following procedures will be followed in maintaining facility record drawings:

- 1) The facility COTR will be in charge of maintaining and updating record drawings and specifications;
- 2) All alterations or additions to the physical plant will be recorded on the record drawings and specifications;
- 3) The record drawings and specifications will be stored in a secure manner. The Maintenance COTR is responsible for maintaining a

complete set of built "as is" drawings. These drawings are stored in a locked cabinet in the maintenance department.



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