



# **IOWA DEPARTMENT OF CORRECTIONS**

## ***Iowa State Penitentiary***



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# I. INTRODUCTION

## Background

The planning effort for ISP began in 2006 when the IDOC retained the Durrant/PBA team of architects and planners to review the Iowa correctional system. The team conducted two studies in the following two years, the first being the April 2007 Iowa Department of Corrections Systemic Master Plan. Both studies addressed myriad aspects of the correctional system including treatment and re-entry needs and programs, security and training, and staffing.

The Phase II report was issued on April 29, 2008 and focused on integrating opportunities for best practices into a long-range plan designed to meet the Department of Corrections institutional and community corrections goals and objectives. It also established as a baseline consideration the improvement of life-safety concerns within the existing facilities. At the same time, recommendations were made to support programs and services offerings, improve staff efficiency, and enhance security.

The reports also looked at facilities' needs, particularly in relation to ICIW and ISP. With respect to ISP, an inventory of existing buildings was conducted from a functional/architectural and building codes perspective. Key issues and concerns identified in that (Phase I report), included:

- The cell houses, except for the CCU, are no longer conducive to sound correctional supervision and programming.
- More than \$26 million is required over five years for maintenance projects including roof replacements, utility upgrades (i.e., electrical boiler system), window replacement, fuel tank replacement, tower repair/remodel, and providing proper egress from housing pods .
- Most of the buildings within ISP are not accessible to person with disabilities.
- There are significant American Correctional Association Standards deficiencies.
- The IPI industries building is outdated, underutilized (due to design problems), and presents security concerns.
- None of the older buildings are outfitted with automatic sprinkler systems for fire safety.

Although not specifically highlighted, other concerns regarding ISP include the staffing inefficiency associated with maintaining multiple units of ISP, including the John Bennett Unit, two farms, and the CCU, as well as the location of internal buildings on the site that interfere with sight lines, which can cause security problems. Regarding the CCU, the Report identified concerns with the building as a psychiatric therapeutic environment. It recognized that CCU plays an important part of the Iowa State Penitentiary's long-term objectives, and suggested that, once the classification study is completed, its future use be determined and integrated with the custody level determination and mission for the facility.



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The Phase I report recommended that ISP be replaced with a new, modern, best-practices 800-bed high-security facility. Two options were presented:

- **Option One** is for a new institution to be built on a new state-owned property in the Fort Madison area, with CCU to remain in some capacity.
- **Option Two** would maintain the existing site and allow for space for the new housing units to be built inside the perimeter wall, with demolition and replacement of the current industries building, kitchen, and laundry.

A five year strategic plan was recommended to effect the ISP's replacement. During the Iowa's 82<sup>nd</sup> General Assembly, funding for the replacement of ISP was appropriated by Senate File 2432: Division III – Prison Bonding that allocated up to \$130,677,500 from the FY 2009 prison bonding fund for the costs associated with the building of a new Iowa State Penitentiary.

Another salient component of the Systemic Plan was the development of a new custody classification system.

### Operational and Architectural Program for ISP

In the fall of 2008, the State contracted with Pulitzer/Bogard & Associates, LLC to serve as the Corrections Specialists for the new ISP (as well as the replacement program for ICIW). P/BA is charged with serving as the IDOC's planners for the ISP and overseeing the work of the State's selected architects and engineers, who were placed under contract in the winter of 2009 as the planning for the new facility ensued.

### Program Overview

The ISP Replacement Programming effort began on December 4, 2008, when a one-day workshop was held with staff at ISP. In addition to serving as an opportunity for ISP staff and P/BA consultants to become familiar with each other, this one day workshop served to orient facility staff to the planning and design process for the new ISP complex.

The initial discussions identified that, commensurate with the legislation passed in 2008, the ISP would be planned to accommodate 800 high-security offenders "inside the walls," plus some number of the existing beds at the ISP satellites (CCU, JBU and Farms 1 and 3). The precise bed distribution by classification was to wait until February 2009, when the new classification system was to be finalized and implemented. In addition, an undetermined amount of future expansion was to be accommodated via site planning and oversized infrastructure including central plant, kitchen, laundry, and some other support and program areas.

There was extensive discussion about the future of the CCU structure and whether it would continue to be used to house offenders with serious mental illnesses or perhaps some other classification such as offenders serving time in administrative segregation or disciplinary detention, or even minimum security offenders presently housed at JBU and the farms.

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Of particular importance was the announcement that IDOC had appointed a transition manager to serve as the point person for the facility throughout the planning and design process as well as to lead the actual facility transition/activation process.

Subsequent to the one-day workshop, the ISP transition manager obtained from P/BA a list of functional elements for the programming process and then convened an extensive focus group process for ISP staff. Line and supervisory personnel representing each functional area were afforded the opportunity to provide input relative to the new facility and this extensive feedback was summarized and provided to P/BA in early January 2009.

The formal programming process began in February 2009 when P/BA consultants as well as the selected architectural team, met at ISP with representatives of central office, facility administration and each of the focus groups convened previously by the transition manager. These sessions were held from February 24-26.

A number of key policy issues were discussed and openly debated during these meetings, with policy recommendations presented to the IDOC director and reviewed immediately after the programming sessions. Policy decisions made were as follows:

1. ISP will be the primary facility to house the vast majority of maximum custody offenders within the IDOC system. Very few maximum custody offenders will remain at other facilities such as Anamosa, unless there is a programmatic reason, e.g., sex offenders at Clarinda or potentially a separation need that cannot be accommodated at ISP.
2. To the degree that there are not 800 maximum custody offenders in the system, the remaining beds will be dedicated for housing of medium custody offenders who score out high on the medium classification scale but below the threshold for maximum custody. Under the new classification scheme, there will be thousands of medium custody offenders in the system and only the "high medium" offenders would be eligible for ISP placement should beds be available beyond those required for maximum custody offenders.
3. The CCU will remain operational, but its mission will change from mental health housing to a "Reintegration Unit" for long-term administrative segregation and disciplinary detention status offenders from throughout the IDOC system. The unit will emphasize behavior modification, mental health care, and transition assistance for offenders to be reintegrated into general population.
4. Most CCU offenders with mental illness will be transferred to Clarinda, Mount Pleasant, or IMCC, depending on the nature of their disability. The 96 highest custody offenders with mental illness in the system will be housed in a new, specially designed housing unit within the secure perimeter of the ISP.
5. In order to achieve staff efficiencies and further promote the high security mission of ISP, Farm 1 and Farm 3 would be closed, with offenders transferred to minimum and minimum-out beds in other facilities.

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6. The administration of ISP will be consolidated at the new site, with only the unit management support for the reintegration unit remaining at the current site.

**Bed Distribution**

During the course of the February 24-26 programming workshop, final determinations were made as to the number of beds required to meet the current and future male maximum-custody bed needs for the system.

The construction of the new ISP is planned to be a phased-in project, with the initial phase accommodating the construction of 774 new beds. In addition to three management units having a combined capacity of 712 beds, will be construction of a 62-bed medical/mental health management unit. The 160-bed Reintegration Unit (former CCU; units A and B are assumed to be taken off line due to their current physical configuration being inconsistent with the positive, rehabilitative goals of the unit), and the 100-bed John Bennett Unit will remain operational. The total number of beds initially planned for Phase I is 768 new beds inside the perimeter, plus 260 beds outside the perimeter (160 in the Reintegration Unit and 100 at JBU) for a total of 1,034. In the second phase, 224 new beds are added inside the secure perimeter, along with eight additional beds added to each of six housing pods constructed during Phase I, bringing the total overall expanded capacity for ISP to 1,306.

The distribution of housing beds was determined as shown in Table 1 below.

**Table 1: ISP Distribution of Housing Beds**

| Housing                 | No. of Beds | Cell Type        | Number of Pods | Total Beds   |
|-------------------------|-------------|------------------|----------------|--------------|
| <b>Phase I</b>          |             |                  |                |              |
| <b>New Housing</b>      |             |                  |                |              |
| Orientation             | 56*         | Single           | 1              | 56           |
| Maximum                 | 56*         | Single           | 6              | 336          |
| High-Medium             | 64          | Double           | 4              | 256          |
| Special Needs           | 48<br>16    | Single<br>Double | 1              | 64           |
| Intensive Mental Health | 32          | Single           | 1              | 32           |
| Medical                 | 8<br>12     | Single<br>Double | 1              | 30           |
| <i>Sub-total</i>        |             |                  |                | <b>774</b>   |
| <b>Existing Housing</b> |             |                  |                |              |
| John Bennett            | 100         | Dorm             | 1              | 100          |
| Reintegration           | 40          | Single           | 4              | 160          |
| <i>Sub-total</i>        |             |                  |                | <b>260</b>   |
| <b>Phase I Total</b>    |             |                  |                | <b>1,034</b> |
| <b>Phase II</b>         |             |                  |                |              |
| <b>New Housing</b>      |             |                  |                |              |
| Maximum/High-Medium     | 56*         | Single           | 4              | 224          |

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| Housing                          | No. of Beds | Cell Type | Number of Pods | Total Beds |
|----------------------------------|-------------|-----------|----------------|------------|
| <i>Sub-total</i>                 |             |           |                | 224        |
| <b>Existing Housing</b>          |             |           |                |            |
| Double-bunking of existing cells | 8           | Double    | 6              | 48         |
| <i>Sub-total</i>                 |             |           |                | 48         |
| <b>Phase II Total</b>            |             |           |                | 272        |
| <b>Total Beds</b>                |             |           |                | 1,306      |

\*Each unit will be suitably configured to accommodate the double-bunking of eight cells, which would raise each unit's capacity from 56 to 64.

Administrative and support areas, along with other critical functional components such as reception/discharge, health care, and visitation, etc. will be designed to support another 272 beds inside the secure perimeter, taking the inside total to approximately 1,046 beds, and the overall bed total for the complex to 1,306 beds. These components form the core infrastructure of any correctional facility, and must be designed appropriately and in a functionally correct relationship with other components from the facility's outset. Thus, these components are planned to support an offender population which is somewhat larger than the initial bed capacity so that in the future, when housing is added on to the facility, the infrastructure will be sized accordingly, and will continue to function as originally planned. While there is a slight capital cost premium up front to make this wise planning decision, the payoff (financially as well as in terms of future growth flexibility) is many times the original investment.

## Policy Standards

Many of the detailed operational components described in this document are based on a series of standards developed with key IDOC decision makers over the past three years. These standards are a series of physical, operational, staffing and treatment criteria that describe how offenders should be housed and managed based on their classification, custody level, and special needs. The policy standards that follow in the Appendix are organized and divided into three primary categories as follows:

- General Population
- Special Needs/Management, and
- Medical/Mental Health

Within each subcategory a series of standards are applied to define the physical plant, in terms of housing and other facility components, housing operations, offender movement, programs and services and staffing requirements for that population. These standards are intended to establish the least restrictive environment for the population while recognizing the security risk and program/treatment needs of the specific population. The most cost effective approaches to accomplishing the operational and security requirements are likewise considered. Finally, the policy standards set a framework for increased privileges as offenders are moved to lower custody levels.

Policy Standards were first included in the Phase II Report, were updated after a review

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with central office staff in December 2008, and were updated again based on input received from ISP staff via the transition manager in January 2009.

### Special Design and Operational Considerations

#### *Accessibility*

In accordance with the Uniform Federal Accessibility Standards (UFAS) and the Americans with Disabilities Act (ADA), appropriate accessibility-compliant public access is provided throughout the facilities. This meets the UFAS requirement for accessibility in all areas for common use, visitor and staff use, and possible use by civilian employees. All public, staff, and offender areas will have at least one handicapped accessible area with personal hygiene capability.

#### *Unit Management*

Perhaps the most salient guiding concept affecting both the design and operations of the facility is the decision to employ a unit management housing system to enhance offender control and the overall delivery of correctional services within the institution. The management unit is a combination of self-contained housing units operating semi-autonomously within the larger facility. The essential components are:

- A manageable number of offenders housed in one area, which can be further subdivided into smaller groups (housing pods);
- A multi-disciplinary team of staff members with offices located near and adjacent to the housing pods and assigned to work with offenders in that unit for a relatively long time period;
- A unit manager with administrative authority and supervisory responsibility for the unit staff and authority concerning all within-unit aspects of offender living, programming, and security; and
- The assignment of offenders to a particular management unit and thus to specific housing pods based on security and programmatic needs specific to the management capabilities of the particular unit.

The ISP facility will be divided into five management units as follows:

1. Maximum Custody, Orientation, Special Needs - 232 total beds
2. Maximum Custody - 224 total beds
3. High-Medium Custody - 256 total beds
4. Medical/Mental Health Housing – 56 total beds
5. Reintegration Unit (former CCU) and John Bennett Unit - 260 total beds

All housing management units within the ISP will be operated under direct supervision. Under this management approach, well-trained staff directly supervises offenders in the housing pods (direct supervision). To achieve this high level of interaction and communication between staff and offenders, many normal barriers associated with

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correctional facilities, such as control rooms, steel open-front cells, hard surfaces, and other physical and psychological barriers, are minimized without compromising security. Management of the reintegration unit (administrative and disciplinary segregation) will be similar, but more restrictive.

Direct supervision relies on the premise that facility staff, not the offenders, must control the housing pods. As such, the architectural design and staffing patterns are built on the rule that officers must continuously and directly supervise offenders in order to prevent negative behavior and model positive behavior. Wherever possible, housing pods will be operated under direct supervision.

Direct supervision relies on the premise that one officer is in charge of a housing pod. The number of offenders in that pod is based on both the ability of one person to manage a group of offenders while also performing administrative and operational tasks required in the pod (e.g., conducting searches of the pod, documenting housing pod activities, etc.). The staffing standards associated with various custody and treatment needs are outlined in the Policy Standards.

The housing officer is responsible for controlling the behavior of offenders in his/her pod, keeping negative behavior to a minimum by reducing tension and encouraging positive interactions. To ensure the officer retains control, challenges to the officer's leadership must be dealt with quickly and effectively, and may result in the offender's removal from that pod to a more restrictive environment or higher custody classification.

The housing officer does not work alone, but as part of a team. The team consists of unit managers, classification specialists, program staff, and shift supervisors. Well-trained and motivated staff are essential ingredients for any new correctional facility to instill a professional, safe, consistent, and positive approach to the operation of the facility. Essential to the success of this facility is the relationship between staff and offenders at all levels. Communication should be open, honest, and professional. Interviews with existing staff suggest that the staff recognize the importance of effective communication with offenders. Direct supervision is the key to achieving this goal.

All staff, from the warden to support personnel, must diligently embrace the principles of direct supervision. Without this commitment, the general population housing pods will be difficult to manage, and may not yield the benefits found in direct supervision housing around the country (e.g., safer, cleaner, quieter housing pods).

### *Decentralization vs. Centralization of Spaces*

The ability to offer a range of cost effective offender services will be enhanced by a rational distribution of centralized and decentralized activity locations. For example, each pod will have an outdoor passive activity yard to afford offenders relatively unencumbered access to fresh air and limited exercise. The management units (typically comprised of four pods) have been decentralized, each with a common custody level or functional mission. Each management unit contains many functions that the typical offender will need to access on a daily basis, including laundry, access to daily medical triage, and some programming, etc. At the same time, several important support services (e.g., in-patient medical care, industries, vocational training etc.)

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have been centralized to save capital and operating expense.

When offenders are moved out of the housing pod to adjacent program areas, general population offenders do not have to be escorted. Instead, these offenders may, for example, be issued a clip-on bar-coded pass listing the offender's authorized destination. High security and special management population offenders would still be escorted to any area located outside of the housing pod.

### *Programs and Services*

An essential guiding operating principle of this program is to provide as many offenders as possible with the opportunity to participate in a full day of constructive programming, work, and activities consistent with their individual needs and those of the facility. To the degree that offenders are in medium custody and will be working toward reentry, necessary skills will be taught as well. Indeed, idleness on the part of offenders is beneficial neither to the offender nor to the staff; conversely, to allow offenders to sit around all day watching television or playing ball is undesirable. Therefore, a program stressing constructive activity for several hours each day and designed for all eligible offenders is a prudent and an effective way to manage the facility and provide offenders with opportunities for self-improvement.

The provision of work opportunities is equally critical to facility management. Offender labor can reduce the number of paid staff for custodial, food preparation, and other similar duties. Similarly, using offender workers minimizes security breaches (from personnel entering the secure perimeter) necessary to perform some of the basic internal support functions. In addition, offenders working outside of the facility in supervised work programs can perform community service work, saving taxpayers thousands of dollars, and enhancing communication and relationships with the Ft. Madison community.

## Security Concept

Staff and offender safety are paramount goals of the facility, as is protection of the community. Key security objectives are to prevent escape; protect offenders from each other and themselves (suicide prevention, or other self-injurious behavior and sexual or other physical assault); protect staff; and, to facilitate communication with other staff through use of electronic back-up systems.

The security concept of the facility is based upon a management approach that maximizes the ability and experience of staff and operational procedures, and also supports them through the use of appropriate construction materials, training, and technology in a well-designed facility. The facility's secure perimeter is the last resort to prevent escapes, to reassure the community, and to keep unauthorized people out.

### *Electronic Security*

The facility's automated electronic integrated security systems (e.g., door controls, intercoms, CCTVs, alarm monitors, motion detection, personal body alarms, etc.) will be



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used to enhance the facility's security. In no instance should the use of electronic surveillance substitute for staff supervision and direct interaction of offenders.

On-line computer terminals (offender management systems) will be placed in housing pods, management unit controls and many other areas to ensure that needed information is readily available to staff involved in the decision-making process. Offender tracking will be linked to the offender management system to identify where offenders are at any point in time either through the use of active tracking systems (bar code scanning) or passive systems (RFID). Biometrics (i.e., fingerprints) will be linked to the correctional facility management systems and will be utilized to positively identify an offender upon entry in to the facility, to identify offenders engaged in other processing activities, and to positively identify offenders being released.

All life-safety security electronics and other building systems within the facility will be monitored and controlled from master control.

### *Perimeter Security*

The facility perimeter will conform to the IDOC Policy Standards for a maximum security facility. Ingress and egress points in the secure perimeter should be limited. Any break in the secure perimeter should incorporate several integrated components, such as motor-driven gates, crash barriers/bollards, and closed circuit television (CCTV). The use of CCTV systems should be limited to areas that extend the visual capabilities of the operators in the master control center to identify vehicles or individuals seeking access to a control point. Where feasible within the constraints of the facility layout, direct observation of persons/vehicles entering the perimeter should be provided. Where direct observation is not provided, cameras must provide exceptional visibility of the perimeter access points.

IDOC has determined that two elevated towers will be part of the ISP perimeter. One will be adjacent to the main vehicle sallyport and will have responsibility to allow access and egress of vehicles and persons in that area based on observation and direction provided by officers stationed at the main vehicle sallyport. The other tower will be armed and will be strategically placed to afford maximum visibility.

Security should be present, but not obtrusive. Within the secure perimeter, circulation should be facilitated, but controlled. Offender movement between major zones, when needed, will often be in groups with staff escort (e.g., to "Yard Time", etc). Excellent visual observation of circulation spaces will facilitate unaccompanied movement within each zone. Areas not in use will be zoned to allow them to be completely secured and closed off from offender access. Wherever possible, control rooms and staff work stations that are required per the program, should be located in strategic locations to facilitate line-of-sight observation of doors leading out of housing units, major circulation spines, security doors that lead from one security zone to another as well as any vertical circulation cores.

### *Interior vs. Perimeter Walls*

The facility usage necessitates that all exterior fences and walls of the facility be designed



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and constructed to at least maximum security standards in compliance with the policy standards. The variety of functions occurring within this secure perimeter, however, allows for the design and construction of interior walls to be less secure and therefore be more cost effective to construct, depending on the use and occupancy of the space. The most cost effective method to construct interior walls is possible only because the exterior walls are of the highest security grade.

Guidelines for general security requirements are provided to maintain consistency in the planning of spaces. Guidelines for general security requirements are noted in Table 2, below. These guidelines provide a foundation for discussing the level of security that the planning team is trying to achieve, not direction in terms of minimum standards.

Table 2: Security Guidelines

| Security Designation | Typical Application                                                                               | Typical Walls/Ceilings                                                                                                                                                                                 | Typical Doors                                                                                                                                                                                                                                                       |
|----------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A                    | Highest security areas where offenders will be held in secure cells.<br><br>Master control Center | <b>Interior and Exterior:</b> Fully Grouted concrete block reinforced with #4 8" on center each way, horizontal reinforcement at 16"; all CMU cells filled with 2,500 psi grout, #4 bars 8" on center. | <b>Frame:</b> 12 gauge security hollow metal (SHM).<br><b>Door:</b> 12 gauge SHM, swinging or sliding, observation window.<br><b>Locking Systems:</b> Electronic 80 series type locks on the exterior perimeter and 120 series type security locks in the interior. |
| B                    | Medium security areas where staff process offenders.                                              | <b>Interior:</b> 6" concrete block; all cells on interior zone walls filled with 2,500 psi grout; interior common walls hollow CMU.<br><b>Exterior:</b> 8" concrete block filled with 2,500 psi grout. | <b>Frame:</b> Commercial HM<br><b>Door:</b> 16 gauge HM or solid wood, swinging, observation window, reinforced at lock.<br><b>Locking Systems:</b> Electronic narrow jamb security lock.                                                                           |
| C                    | High traffic offender areas or areas where vandal resistance is required                          | <b>Interior:</b> Hollow CMU.<br><b>Exterior:</b> CMU.                                                                                                                                                  | <b>Frame:</b> Standard commercial.<br><b>Door:</b> 16 gauge HM or solid core wood reinforced at lock; swinging with observation window.<br><b>Locking Systems:</b> Electronic narrow jamb security lock.                                                            |
| D                    | Administrative and support areas, and areas where there are no offenders who are held or          | Standard commercial grade construction (gypboard and/or conventional CMU).                                                                                                                             | Standard commercial grade locks, doors and frames (16 gauge or wood).                                                                                                                                                                                               |

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| Security Designation | Typical Application | Typical Walls/Ceilings | Typical Doors |
|----------------------|---------------------|------------------------|---------------|
|                      | processed.          |                        |               |

Standardization of Spaces

Office spaces and other ancillary support areas are standardized to ensure that staff space sizes and furnishings are consistent with the level of activity that will occur in the offices. These guidelines are indicated in Table 3

**Table 3: Office Space Standards**

| TYPE                | OCCUPANT                                                                                                                                                 | SIZE*   | DESCRIPTION                                                                                                                                                                                              |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Offices</i>      |                                                                                                                                                          |         |                                                                                                                                                                                                          |
| OF-1                | Office: Private Executive/Warden                                                                                                                         | 200 nsf | Desk, chair, file cabinets, credenza, shelving, telephone, computer, visitor seating for 3.                                                                                                              |
| OF-2                | Office: Private Deputy/Associate Warden                                                                                                                  | 180 nsf | Desk, chair, file cabinets, shelving, telephone, computer, visitor seating for 3.                                                                                                                        |
| OF-3                | Office: Private Manager; Shift Supervisor/Captain; Unit Manager; Nurse Manager;                                                                          | 120 nsf | Desk, chair, file cabinets, shelving, (2) visitor chairs, telephone, computer.                                                                                                                           |
| OF-4                | Office: Private 1 <sup>st</sup> Line/Section Supervisor, Professional, Exec. Secretary; Investigators; Program Coordinator; Counselor; Nurse Supervisor. | 100 nsf | Desk, chair, file cabinet, shelving, (2) visitor chairs, telephone.                                                                                                                                      |
| OF-5                | Office: Shared Captains/Lt.'s (not shift supervisor); Professional                                                                                       | 150 nsf | Semi-private office; 2 workstations, each with desk, chair computer, phone, file cabinet, shelving, (2) visitor chairs.                                                                                  |
| OF-6                | Office: Shared Technical/Support; Activities Specialist;                                                                                                 | 120 nsf | Semi-private office; 2 workstations, each with desk, chair, file cabinet, shelving, (1) visitor chair, telephone, computer.                                                                              |
| <i>Workstations</i> |                                                                                                                                                          |         |                                                                                                                                                                                                          |
| WS-1                | Workstation: 1 <sup>st</sup> Line Supervisor                                                                                                             | 80 nsf  | Desk, chair, file cabinet, shelving, (1) visitor chair, telephone, computer, printer/copier/fax, half-height privacy panels (side light panels to be provided for daylight access).                      |
| WS-2                | Workstation: Officer, Technical, or Secretary                                                                                                            | 80 nsf  | Desk with computer return, chair, file cabinet, shelving, (1) visitor chair, telephone, computer, printer/copier/fax, half-height privacy panels (side light panels to be provided for daylight access). |

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| TYPE               | OCCUPANT                       | SIZE*   | DESCRIPTION                                                                                                                                                                           |
|--------------------|--------------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WS-3               | Workstation: Technical         | 64 nsf  | Desk with computer return, chair, file cabinet, shelving, telephone, computer, printer/copier/fax, half-height privacy panels (side light panels to be provided for daylight access). |
| WS-4               | Workstation: Clerical          | 50 nsf  | Desk with computer return, chair, shelving, telephone, computer, printer/copier/fax, half-height privacy panels (side light panels to be provided for daylight access).               |
| <i>Conference</i>  |                                |         |                                                                                                                                                                                       |
| CF-1               | Large Conference (Seats 12-20) | 400 nsf | Conference table with seating for 12-20, side table, A/V storage closet or cabinetry.                                                                                                 |
| CF-2               | Med. Conference (Seats 8-12)   | 300 nsf | Conference table with seating for 8-12, side table, A/V storage closet or cabinetry.                                                                                                  |
| CF-3               | Small Conference (Seats 6-8)   | 200 nsf | Conference table with seating for 6-8, cabinetry.                                                                                                                                     |
| <i>Reception</i>   |                                |         |                                                                                                                                                                                       |
| RW-1               | Large Reception (Seats 10-12)  | 350 nsf | Seating, coffee or end tables.                                                                                                                                                        |
| RW-2               | Medium Reception (Seats 6-8)   | 250 nsf | Seating, coffee or end tables.                                                                                                                                                        |
| RW-3               | Small Reception (Seats 2-4)    | 150 nsf | Seating, coffee or end table.                                                                                                                                                         |
| <i>Break Rooms</i> |                                |         |                                                                                                                                                                                       |
| BR-1               | Large Break Room               | 250 nsf | 2 tables with 4 chairs each, counter with sink, microwave, coffeemaker, refrigerator, and cabinetry.                                                                                  |
| BR-2               | Med. Break Room                | 150 nsf | 1 table with 5 chairs, counter with sink, microwave, coffeemaker, refrigerator, cabinetry.                                                                                            |
| BR-3               | Small Break Room               | 100 nsf | 1 table with 3 chair, counter with sink, microwave, coffeemaker, refrigerator, cabinetry.                                                                                             |

\* All of the spaces are given in net square feet (nsf). Departmental and building grossing factors are applied to these square footages to account for wall thicknesses, circulation space, ducting space, etc.

## Emergency Preparedness

Iowa is vulnerable to natural disasters, including tornados, floods, earthquake, and fire. The design of the facility should protect against damage from destructive winds and flying debris. In either a flood or other weather emergency, evacuation of the ISP may not be a practical option. Thus, the facility must be designed with emergency provisions of power, food, water, etc. so that emergency operations can be sustained for several days.

## INTRODUCTION

Flooding could either be temporary, in that the flood waters would dissipate quickly, or it could be sustained, in which case the site may be under several feet of water for several days. The facility should be designed to minimize its vulnerability from floods, and sensitive electronic equipment as well as emergency power back-up systems should be situated so as to be above flood water levels, allowing the facility to operate (including the central energy plant, kitchen, and infirmary) essentially as an island, while the site itself may be flooded. Architectural design and engineering solutions (i.e., water tight construction) may also be utilized to protect sensitive equipment from water damage.

### Architect's Responsibility

The architect of record is ultimately responsible for satisfying all applicable codes, regulations, and laws including, but not limited to building codes, life safety codes, OSHA regulations, Iowa Statutes, environmental laws, and the Americans with Disabilities Act. While the operational/architectural program may address some, or even a substantial portion of these requirements, the program documents are in no way intended as an exhaustive identification of code and regulation issues. The architect of record is required to ensure that all legal design requirements, as well as the American Correctional Association Performance-Based Standards for Adult Correctional Institutions (4th edition), are met.

### Organization of the Program

The operational/architectural program that follows describes in detail how each component is to function, as well as the hours of operation, security requirements, net usable or assignable area (net square footage), and overall gross square footage for each component.

Operational and space standards are derived from the American Correctional Association Performance-Based Standards for Adult Correctional Institutions (4th edition) and the consultant team's professional experience in programming similar facilities. Additionally, the policy standards developed in conjunction with the IDOC staff also provided guidelines for development of this program document. Each space listed is sized according to the net square footage required for the function.

A "departmental" grossing factor was applied to the total net square footage of each subcomponent to accommodate necessary circulation space within functions, interior wall thicknesses, and other unassigned areas that are part of the component. In a correctional facility, additional square footage is also needed to accommodate major enclosed circulation and mechanical rooms that relate to the overall facility rather than individual components, as well as the building structure and exterior "skin." This space is computed by applying a building gross factor to the sum of the individual building component/departmental gross square footages.

Each functional component area is described separately in operational terms in the operational program narrative, with the architectural space program for that area immediately following the narrative. As such, square footage is applied to each space described.

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The operational/architectural program has been organized into the following functional components:

- 1.000 Public Lobby
- 2.000 Administration
- 3.000 Staff Support
- 4.000 Security Operations
- 5.000 Reception and Discharge
- 6.000 General Population Housing
- 7.000 Outpatient Medical/Mental Health & Medical Housing
- 8.000 Mental Health Housing
- 9.000 Visitation
- 10.000 Programs, Activities, and Services
- 11.000 Industries and Restorative Justice Program
- 12.000 Foodservice
- 13.000 Laundry
- 14.000 Warehouse
- 15.000 Maintenance/Central Plant
- 16.000 Site
- 17.000 Reintegration Unit
- 18.000 John Bennett Unit

### Program Summary

Table 4 that follows summarizes the facility space needs for the entire ISP. This summary is based on the operating and spatial requirements outlined throughout this document.

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Table 4: Architectural Program Summary

| #                       | Functional Area                            | NSF            | GSF            | Exterior SF    | Notes                                                                                                   |
|-------------------------|--------------------------------------------|----------------|----------------|----------------|---------------------------------------------------------------------------------------------------------|
| <b>MAJOR COMPONENTS</b> |                                            |                |                |                |                                                                                                         |
| 1.000                   | PUBLIC LOBBY                               | 3,286          | 4,537          | 50             |                                                                                                         |
| 2.000                   | ADMINISTRATION                             | 10,418         | 13,023         | 0              |                                                                                                         |
| 3.000                   | STAFF SUPPORT                              | 6,485          | 8,755          | 0              |                                                                                                         |
| 4.000                   | SECURITY OPERATIONS                        | 5,130          | 7,284          | 400            |                                                                                                         |
| 5.000                   | RECEPTION / DIAGNOSTICS<br>AND RELEASE     | 4,030          | 5,056          | 0              |                                                                                                         |
| 6.000                   | HOUSING                                    | 92,480         | 149,701        | 13,200         | Exterior spaces are the rec yards                                                                       |
| 7.000                   | MEDICAL HEALTH CARE                        | 12,644         | 19,559         | 1,100          |                                                                                                         |
| 8.000                   | MENTAL HEALTH CARE                         | 18,360         | 28,671         | 3,500          |                                                                                                         |
| 9.000                   | VISITATION                                 | 4,400          | 6,160          | 0              |                                                                                                         |
| 10.000                  | PROGRAMS AND SERVICES                      | 20,713         | 28,637         | 130,300        |                                                                                                         |
| 11.000                  | INDUSTRIES                                 | 68,697         | 76,538         | 2,500          |                                                                                                         |
| 12.000                  | FOOD SERVICE                               | 16,457         | 21,745         | 700            |                                                                                                         |
| 13.000                  | LAUNDRY                                    | 5,630          | 7,038          | 100            |                                                                                                         |
| 14.000                  | WAREHOUSE                                  | 16,676         | 18,438         | 1,750          |                                                                                                         |
| 15.000                  | MAINTENANCE (Co-located<br>with Warehouse) | 16,462         | 19,111         | 4,625          |                                                                                                         |
| 16.000                  | SITE ISSUES                                | 850            | 935            | 133,800        |                                                                                                         |
|                         | <b>SUBTOTAL</b>                            | <b>302,718</b> | <b>415,186</b> | <b>292,025</b> |                                                                                                         |
|                         | <b>Gross Factor (10%)</b>                  |                | <b>41,519</b>  |                | Includes mechanical/electrical<br>closets, building skin, major<br>circulation, and building connectors |
|                         | <b>TOTAL</b>                               |                | <b>456,704</b> | <b>292,025</b> |                                                                                                         |

## II. OPERATIONAL & ARCHITECTURAL PROGRAM

## Introduction

The public lobby area will serve as the central reception point for all visitors to the Iowa State Penitentiary. Members of the public, official visitors, professionals, offender visitors, and volunteers will all enter through the public lobby. Facility personnel may also enter through the public lobby, although they will likely enter the facility through the secure staff entrance accessible directly from the employee parking area.

A 24 hour-accessible lobby will be open during designated hours, which is currently daily from 5:00 a.m. until 5:00 p.m. Staff may enter the facility 24 hours a day via card access and/or biometric security provisions. Administration areas will be open during standard business hours. The public lobby area will serve as an access point for entry to the facility's secure perimeter, visitation, the administration and staff support/training areas, and the mailroom. Entrance to those areas outside the secure perimeter should be designed to allow for controlled access.

This area will be the public's first point of contact with the facility. The use of aesthetically pleasing colors and non-institutional materials is encouraged. While furnishings and surfaces should be as durable and relatively maintenance-free, the lobby area should project a comfortable and professional environment.

The public lobby spaces will be ADA-accessible. The public lobby will be furnished and equipped with enough seating to accommodate the maximum number of visitors anticipated at any given time, lockers for storage of personal belongings, restrooms, public telephones, and finance transaction kiosks that include an automated teller machine (ATM), and a *Debit-Tech* system to be used to access the vending machines, and snack and beverage vending machines.

The public lobby component also includes the office, work, and support spaces for the processing of incoming/outgoing mail.

## Operational Description

### 1.100 Public Lobby

The public lobby should be easily accessible to the public parking area, adjacent to the visitation area. The main door of the facility will open into a weather vestibule, through which all individuals will pass into the public lobby. The weather vestibule will be separated from the lobby by a set of double doors with sufficient glazing to provide ready visibility of the weather vestibule from the public reception desk (also known as turnkey) and possibly from master control if the design permits.

During the day and evening hours, the front doors will be unlocked; for all other times, the outer front doors will be left unlocked and the inner front doors will be secured from unauthorized entry. Access to the lobby when the lobby doors are locked will be via electric strike controlled at the public reception workstation and master control and/or via card access and/or a biometric security system (authorized staff only). An intercom (with appropriate signage) located in the weather vestibule will allow communication between persons requesting entrance into the facility and master control when the public reception position is not staffed.



It is preferable that the front door, as well as the vestibule door and walls, have an extensive amount of glazing to provide maximum visibility from the reception processing workstation and master control (at least through CCTV). This glazing should be reinforced to provide protection from impact of airborne debris during a high-wind situation. Exterior bollards, planters, and similar architectural features will prevent vehicles from approaching too closely to the building. A camera will be provided at the front door to ensure complete visibility of the area to be viewed on a monitor at master control.

The facility will be a non-smoking facility, with appropriate signage on the doors indicating that smoking materials are not to be brought into the facility. Ashtrays will be located a sufficient distance from the front doors to discourage smoking at the entrance but to allow persons leaving their vehicles to extinguish their smoking materials safely.

Visitors and contractors seeking identifications to work on the grounds will arrive first at the public reception workstation located at the entrance. The fully-equipped workstation will be sized for one person and being located adjacent to security screening, will provide the maximum visibility of the doors leading into and out of the public lobby areas, visitor waiting, video visitation area, and master control. In addition, secure storage of hand-held security screening devices, video visitation controls (lobby units), and video visitation CCTV monitors are provided. The workstation will be fronted by counter space enabling records and documents to be easily signed.

A queuing area for approximately five people will be provided in the vicinity of the public reception counter. It is here that the purpose of the visitor is declared and, if intending to enter the secure perimeter or visitation area, the visitor will be subject to security screening (i.e., walk-through metal detector, package x-ray, and pat search). Persons who are seeking access to the administration area will register and display identification, and the public reception officer will direct them to the administration reception window.

Along the perimeter of the circulation space of the lobby will be an information counter/reception window, staffed from within the administration area by clerical personnel (see Section 2.000). As directed by the public lobby officer, members of the public will be directed to the administration reception counter/service window. The service window will have a sliding window that can be secured when clerical personnel are not present at the workstation. A narrow counter space should be provided at the service window to allow for signing documents, etc. A small queuing area for approximately two to three people will be provided in the vicinity of the window. The door to the administration offices (see Section 2.000) will have card and/or biometric access for authorized staff, and electronic strike doors controlled by the public reception officer or administration reception staff located within the administration suite.

An area of the public lobby, visible from the public reception workstation and administration reception, will be designated as a visitor waiting area; the waiting area should provide sufficient seating for approximately 20 visitors.

Two finance kiosks will be located in the lobby waiting area so that people do not have to undergo security screening to use them. Visitors will be able to deposit funds to go on offender's accounts at the finance kiosk. An ATM will be co-located with the finance kiosk and available for use by the public and staff.

Generally speaking, no personal items will be permitted in the secure perimeter of the facility, although staff may bring clear containers in with them. At the discretion of the facility administration, official and professional visitors may be permitted to bring in small personal items or other items required for approved programs/activities or of necessity that may include items such as a handbag or briefcase. All items brought into the facility are to be security screened as described below in subsection 1.200. Any item found to be unacceptable or unauthorized must be returned to the visitor's vehicle, or stowed in one of the visitor lockers. When an illegal substance is found, the item will be confiscated in an appropriate manner by ISP staff in accordance with existing procedures.

A bank of lockers will be located within the public lobby, and visible to the public reception counter and master control (either by direct line of sight or CCTV). Twenty coin/token operated lockers will be provided, whereby the visitor inserts a coin or token to open the locker, places the item into the locker, and removes the key from the locker. The key will remain in the visitor's possession until s/he returns to retrieve his/her items. Once the locker has been re-opened, the key remains in a fixed position in the lock so that it cannot be removed until a new token/coin is inserted. A wall-mounted token or change dispensing machine will be located adjacent to the lockers. The token/coin-operated system can either be operated as a free service, whereby the coin is returned upon the return of the key, or it can be a revenue-generating program for the supplemental support of facility services. In addition, four weapons lockers will be provided for the storage of weapons of visiting law enforcement personnel; these lockers must be in direct sight and in close proximity to the public reception counter. Keys for unused weapons lockers remain inside the lockers to prevent loss of the keys or the key will remain in a fixed position in the lock so that it cannot be removed until the weapon is secured in the locker. No weapons or ammunition of any kind will be allowed to be brought inside the facility.

#### *Video Visitation*

A video visitation alcove will be provided in the public lobby area. Video visitation will be used for specially authorized visits outside of regularly scheduled hours, and by professionals, attorneys, and other official visitors who wish to communicate with an offender, but do not want (or need) to have the visit to occur within the facility. Video visitation will be available for visitors to visit with those offenders who are medically or physically unable to participate in regular visitation, as well as those offenders whose classification status (e.g., administrative and disciplinary segregation) restricts access to contact and non-contact visits.

Space for four video visiting booths will be provided for visits, of which two will have the requisite privacy for attorney/official visits. Unless otherwise noted, the offender component of the video visitation will be located within the housing support centers. The video visiting booths should be designed to provide visual and acoustical privacy from one booth to the next. This may be accomplished through the use of acoustical privacy wings and/or panels above-head height, and arranging the booths in a staggered or offset manner so that there is no visual access from one booth into another. Maintaining sound privacy and reducing overall noise levels are critical design parameters for this area. The visiting booth should provide seating for three people (one adult and two children, two adults and a child, etc.), as well as a viewing screen that can be seen from all three chairs, and can be easily viewed by the vision-impaired. A phone system (handsets) will be utilized for the auditory component of the video visit. One of the booths must be ADA-

compliant.

Visitors will check in at the public reception workstation (see Section 9.000). The visitor will enter the assigned booth upon verification from the officer that the offender is ready. Visitors will not need to go through security screening in order to use the video visitation booth. The booth should be provided with walls or similar sound attenuating privacy panels, to provide some visual and acoustical privacy from the lobby area. These booths will have video and/or audio recording capability.

Video visits will be monitored by the public reception officer, who will patrol the area and check the booths on a regular basis.

Within the public lobby and easily accessible will be public restrooms for males and females. A wall-mounted ADA-compliant water cooler should be provided just outside the restrooms, and one wall-mounted ADA-compliant public telephone should also be provided in a location convenient to the public access areas. A janitor closet to service the entire component will also be located in this area.

### **1.200 Security Screening**

Any professionals, volunteers, contractors, or visitors, and staff requiring entrance into the secure perimeter of the ISP will be required to successfully pass through security screening. Staff will be required to punch in (time clock) and pass through security screening prior to assuming their assignments. Visitors to the administrative and staff support/training areas will register and display identification, but do not need to pass through security screening. Persons waiting for offenders being released may wait outside the facility or may wait in the public lobby and will not be required to undergo security screening.

Once the authorized professional/legal visitors have been verified for their appointment, they will be directed to the security screening area and when complete either to the main pedestrian sallyport (see Section 4.000) or into a "clean" waiting area designated for visitors. Personal visitors who have been cleared and are waiting for a visit with an offender will also be staged in this waiting area (see Section 9.000). This "clean" waiting area should provide seating for 30, and, while not directly accessible from the public lobby, should be visible from the public reception counter, and possibly from master control (at least through CCTV). The waiting area will be in close proximity to the main pedestrian sallyport of the facility and the visitation pedestrian sallyport, as it is here that visitors will wait for escort into the secure perimeter, staff will be staged here prior to entering the secure perimeter as part of shift-change, and personal visitors will await entrance into the offender visitation area. Electrical outlets and cabling should be provided for the installation of an automated time clock located within or adjacent to the "clean" waiting area.

Official visitors will be accompanied by a staff member whenever entering the secure perimeter of the facility. The escorting staff member will contact control to permit passage of official visitors. However, visiting professionals, volunteers and other official visitors who enter the facility on a regular basis may do so without the accompaniment upon the directions and discretion of the facility administration. The lobby officer will contact master control to permit passage of authorized unaccompanied official visitors.

1.000 PUBLIC LOBBY

The officer assigned to the public lobby performs the security screening when required. When the public lobby is not staffed, staff will be dispatched from within the facility to perform security screening as required. A queuing area – standing room only, for approximately five people will be provided for the security screening area. The space for the walk-through metal detector will be sufficiently sized for wheelchair circulation around the metal detector when required. Secure storage for hand-held metal detectors and associated equipment must be provided (public reception workstation).

Pat searches are performed on all personal visitors and randomly on staff by an officer of the same gender as the person being searched. Cross-gender pat searches are not allowed, and the public lobby officer must call for an officer of the same gender when necessary. During peak visitation periods, because of the high volume of visitors, this post will require two corrections officers – one male and one female, to conduct same-gender searches. Where a difficult or more extensive search is required, this will occur in a private area designated for this purpose away from the view of others.

A package x-ray machine is provided for scanning any personal items brought into the facility. Space is provided for a table for personal items by-pass, and if necessary, personal item search. When an illegal or dangerous item/substance/weapon is found, the item will be confiscated in an appropriate manner by ISP staff in accordance with existing procedures. If the person possesses unauthorized items, the person will be directed back through security, to deposit the item in one of the visitors' lockers or to be taken back to the person's vehicle.

1.300 Mail

The mailroom operates 6:30 a.m. until 3:00 p.m. on a five-day basis, Monday through Friday excluding holidays. A controlled-access anteroom will provide access to the mailroom directly from the public lobby, and a secure entry vestibule will provide direct mailroom access from the exterior for the delivery of packages (e.g., UPS). Access into the actual mailroom will be controlled via a dual-access system, i.e., key pad and card/biometric access. All incoming mail is sorted and screened for contraband and dangerous contaminants, and outgoing mail is inspected to assure proper packing and sufficient postage.

*Incoming Mail*

Mailroom staff picks up mail directly from the post office. Mail ranges from 500 pieces a day to a high of 1,000 pieces on a Monday (following a weekend) – or about 10 bins. Mail peaks at about 1,500 pieces a day or 15 bins during the holidays. Incoming mail also includes Fed Ex and UPS packages, which are delivered directly to the facility; included in the express deliveries are ammunition (which must be placed in secure storage) and prescriptions (which are picked up from the mailroom by medical staff). Incoming mail will be screened for contraband, drugs, and dangerous contaminants using x-ray and drug screening technologies. All incoming mail is sorted into two categories - facility or offender mail.

Facility mail is first separated by functional area (i.e., facility administration, program staff, security staff, etc.) and forwarded to the functional area for further separation and distribution. There are bulk mail slots located within the mail room for facility mail. The

supervisor or designee for each functional area will be responsible for picking up the daily mail and distributing to appropriate personnel. Within each of the functional areas will be individual mail slots or mail slots for select groups (e.g., within the security offices will be a mail slot designated for dayshift squad A mail).

Mailroom staff open and inspect all pieces of incoming offender mail. Properly completed telephone and fiduciary forms along with money orders are logged and forwarded to the appropriate department for processing and deposit into the offender's account. Any cash received is returned to the sender. Offender mail is separated according to assigned housing pod. When ready for distribution, second-shift officers will pick up bags of screened deliver them to the respective management unit, where the utility officer will deliver them to the appropriate housing pod and the housing officer will distribute to the individual offender. Mail may include notices from mailroom staff of the retention of rejected/prohibited mail items. Offender confidential mail will be opened and inspected in the housing pod, in the presence of the offender. Inmate mail from the Ombudsman is not subject to search and will be delivered unopened.

#### *Outgoing Mail*

There will be a mailbox accessible from the mailroom anteroom where outgoing facility mail may be deposited into a collection container located within the mailroom. During hours of operation, on a daily basis, mailroom staff will collect outgoing mail and process it for mailing, assuring proper packaging and postage. Mailroom staff will deliver outgoing mail directly to the US Postal Service five days per week, Monday through Friday, excluding holidays.

Offender mail will be collected on a daily basis from each housing pod during the evening shift and deposited within the designated mailbox where outgoing offender mail may be deposited into a collection container located within the mailroom. During hours of operation, mailroom staff will collect outgoing offender mail and process it for mailing, assuring proper packaging and postage. This may include data entry of postage charged for outgoing mail.

Fully equipped workstations will be provided for mailroom staff who:

- Open and inspect all offender incoming mail for prohibited contents and contraband,
- Separate offender mail by housing pod, retaining mail as requested by investigations,
- Separate facility mail by functional area or person (e.g., warden, program staff, etc.), and
- Prepare outgoing mail, assuring proper packaging and postage

Within the mailroom will be adequate, appropriate space for the following functions:

- Counter space for bulk mail processing/sorting,
- X-ray machine for packages and letters,
- Drug screening detection system,
- High-capacity shredder,
- High-volume postage machine,

- Postage scales, and
- Automated letter opener.

Additional spaces required include:

- Bulk outgoing mail bin accessible from the public lobby for outgoing mail, and
- Portable carts (hand or push) for transporting and/or distributing mail,
- Secure storage of rejected mail awaiting disposition, and
- Secure temporary storage of pharmaceuticals and secure storage of ammunition.

To minimize traffic in/out of the mailroom, there will be a service window open to the circulation space within the public lobby. The service window will have a sliding window that can be secured when mailroom personnel are not present. It is here that staff may pick up or drop off smaller quantities of mail during the mailroom's hours of operation. A buzzer may be used to alert mailroom staff of the presence of staff at the service window. In addition, staff may retrieve mail from secure designated mailboxes that are accessible directly from the mailroom.

The mailroom's air ventilation system will include an automatic air purifying system, which is designed to eliminate dangerous airborne contaminants and irritating scents (e.g., perfume).

Within the mailroom will be a printer/copier work area, a staff restroom, a break room, a supply storage closet, and a janitor closet.

### **Additional Design/Operational Considerations**

This area of the facility is very busy, with a wide variety of users. The design must facilitate both visibility and clear circulation paths. The public lobby should convey a professional and welcoming atmosphere, consistent with the public interface objectives of the ISP, but also provide the level of security appropriate for a secure perimeter.

Access to the public lobby when the lobby doors are locked will be via card or biometric access for staff and/or electric strike controlled at the public reception workstation and master control. These doors should be commercial grade. The front doors of the lobby should be left unlocked during normal business hours, and locked at night with electronic controls and equipped with an intercom, and glazed panel or CCTV for appropriate monitoring when locked. Crash bar type release mechanisms should be provided for emergency exit.

Entry into the secure perimeter will be provided by master control staff only. Although staff may access interior sallyport doors via card or biometric access, only master control staff can provide access into the exterior sallyport door. Access is provided into the sallyport once master control staff has verified the identity and authority of the person seeking ingress or egress to/from the facility.

The mailroom will have an open floor plan design that will allow flexibility in positioning work spaces and equipment.

Security designation C.

Table 1.000  
 Architectural Program: Public Lobby

| No.                       | Component                        | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF | Notes                                                                                                                               |
|---------------------------|----------------------------------|------------------------|-----------------------|-------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.000 PUBLIC LOBBY</b> |                                  |                        |                       |                   |     |                                                                                                                                     |
| <b>1.100 PUBLIC LOBBY</b> |                                  |                        |                       |                   |     |                                                                                                                                     |
| 1.101                     | Weather Vestibule                | 4                      | 1                     | 60 /area          | 60  | ADA-Compliant; double doors for weather insulation; includes CCTV and intercom for after hours identification, electric door strike |
| 1.102                     | Waiting/Queuing                  | 5                      | 1                     | 15 /person        | 75  |                                                                                                                                     |
| 1.103                     | Public Reception Officer Station | 2                      | 1                     | 100 /area         | 100 | Open counter adjacent to security screening; computer, telephone, standing height stool.                                            |
| 1.104                     | Public Side - Service Window     | 1                      | 1                     | 60 /area          | 60  | Counter space; lockable paper pass and speak-thru; associated with 2.000                                                            |
| 1.105                     | Queuing at Service Window        | 3                      | 1                     | 30 /area          | 30  | Counter space; lockable paper pass and speak-thru; associated with 2.000                                                            |
| 1.106                     | Visitor Waiting                  | 20                     | 1                     | 15 /person        | 300 |                                                                                                                                     |
| 1.107                     | Finance Kiosks                   | 2                      | 1                     | 40 /area          | 40  | Automated transaction station.                                                                                                      |
| 1.108                     | Debitek Kiosk                    | 2                      | 1                     | 40 /area          | 40  | Automated transaction station.                                                                                                      |
| 1.109                     | Automated Teller Machine         | 1                      | 1                     | 40 /area          | 40  |                                                                                                                                     |
| 1.110                     | Public Lockers                   | 1                      | 20                    | 5 /locker         | 100 | Multiple sized lockers (e.g., large and small); key operated; change machine.                                                       |
| 1.111                     | Weapons Lockers                  | 1                      | 4                     | 5 /locker         | 20  | Key lock.                                                                                                                           |
| 1.112                     | Video Visitation Booth           | 2-4                    | 4                     | 80 /booth         | 320 | Alcove off the lobby, walls for privacy screening and sound attenuation; ADA-compliant.                                             |
| 1.113                     | Public Rest Rooms                | 1                      | 2                     | 50 /area          | 100 | ADA-Compliant; amount per code.                                                                                                     |
| 1.114                     | Public Telephone                 | -                      | 1                     | 10 /phone         | 10  | ADA-compliant                                                                                                                       |
| 1.115                     | Water Cooler                     | 1                      | 1                     | 6 /area           | 6   | ADA-Compliant,                                                                                                                      |



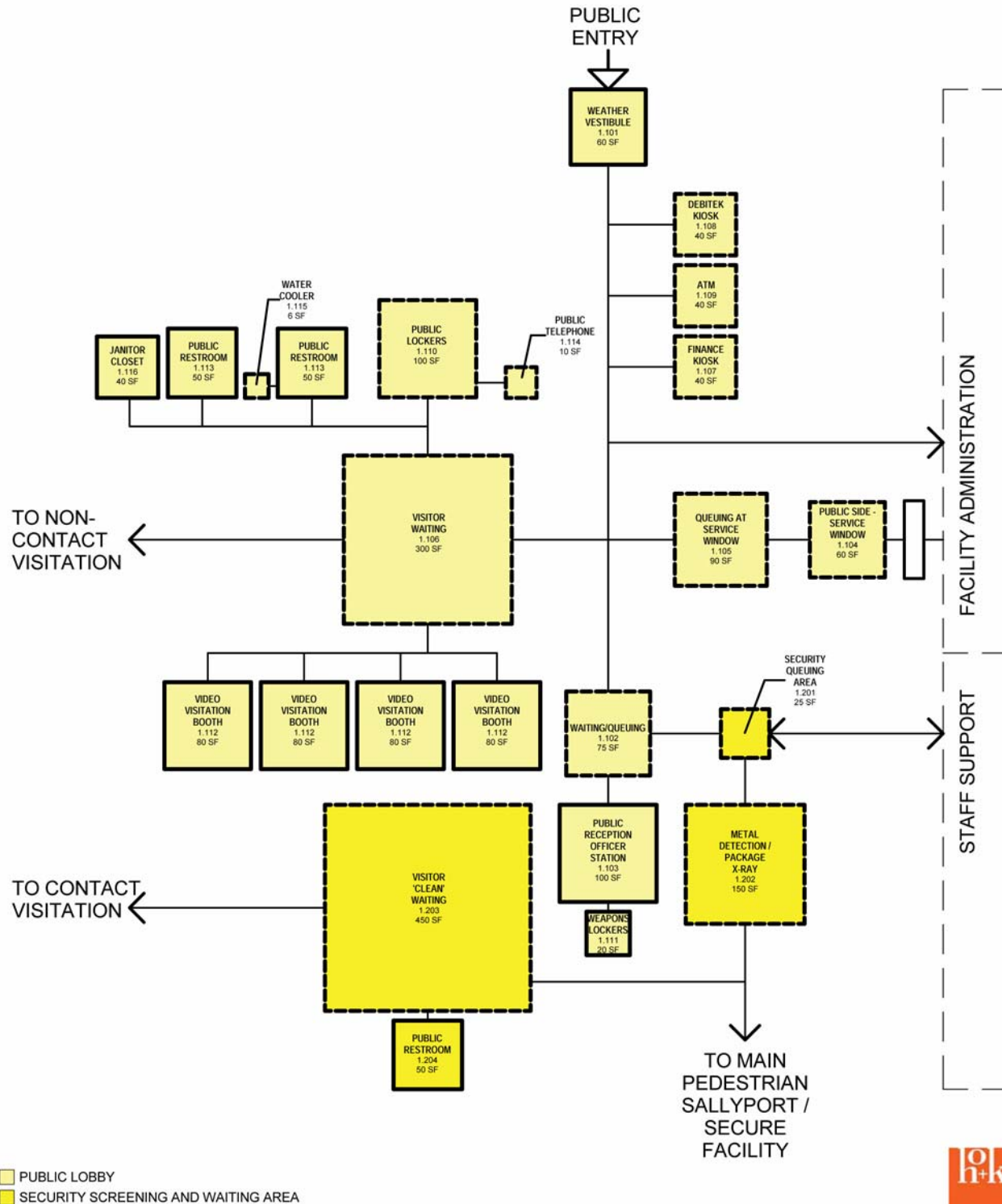
| No.                                                                                                                                  | Component                       | Pers/Units Per Area | Number of Areas | Space Standard | NSF  | Notes                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|---------------------|-----------------|----------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                      |                                 |                     |                 |                |      | amount per code                                                                                                                                                                                                                                               |
| 1.116                                                                                                                                | Janitor Closet                  | -                   | 1               | 40 /area       | 40   | Slop sink, mop racks, ventilation                                                                                                                                                                                                                             |
| <i>Subtotal Net Square Feet</i> <b>1,341</b><br><i>Grossing Factor</i> <b>1.40</b><br><i>Subtotal Gross Square Feet</i> <b>1,877</b> |                                 |                     |                 |                |      |                                                                                                                                                                                                                                                               |
| <b>1.200 SECURITY SCREENING AND WAITING AREA</b>                                                                                     |                                 |                     |                 |                |      |                                                                                                                                                                                                                                                               |
| 1.201                                                                                                                                | Security Queuing Area           | 5                   | 1               | 5 /person      | 25   | Queuing area prior to security screening - standing only                                                                                                                                                                                                      |
| 1.202                                                                                                                                | Metal Detection / Package x-ray | 1                   | 1               | 150 /area      | 150  | Path for wheelchair access around metal detection equipment; sized for wand searches if necessary so as not to block metal detection pass-through; table for personal items by-pass; adjacent to reception desk; lockable shelving for storage for wand, etc. |
| 1.203                                                                                                                                | Visitor "Clean" Waiting         | 30                  | 1               | 15 /person     | 450  | Seating for 30; time clock                                                                                                                                                                                                                                    |
| 1.204                                                                                                                                | Public Rest Rooms               | 1                   | 1               | 50 /area       | 50   | ADA-Compliant; staff-controlled                                                                                                                                                                                                                               |
| <i>Subtotal Net Square Feet</i> <b>675</b><br><i>Grossing Factor</i> <b>1.40</b><br><i>Subtotal Gross Square Feet</i> <b>945</b>     |                                 |                     |                 |                |      |                                                                                                                                                                                                                                                               |
| <b>1.300 MAIL</b>                                                                                                                    |                                 |                     |                 |                |      |                                                                                                                                                                                                                                                               |
| 1.301                                                                                                                                | Exterior Mail Entry Vestibule   | 1                   | 1               | 50 /area       | (50) | Dutch style door; lockable both levels; ramp to door; drive up area; adjacent to mail racks.                                                                                                                                                                  |
| 1.302                                                                                                                                | Mail Racks                      | -                   | 1               | 40 /area       | 40   | Racks for staging mail bins                                                                                                                                                                                                                                   |
| 1.303                                                                                                                                | Secure Incoming Mail Storage    | -                   | 1               | 40 /area       | 40   | Shelving for storing pharmaceuticals, ammunition, etc.                                                                                                                                                                                                        |
| 1.304                                                                                                                                | Mail Ante room                  |                     | 1               | 80 /area       | 80   | Controlled access from the mail room                                                                                                                                                                                                                          |

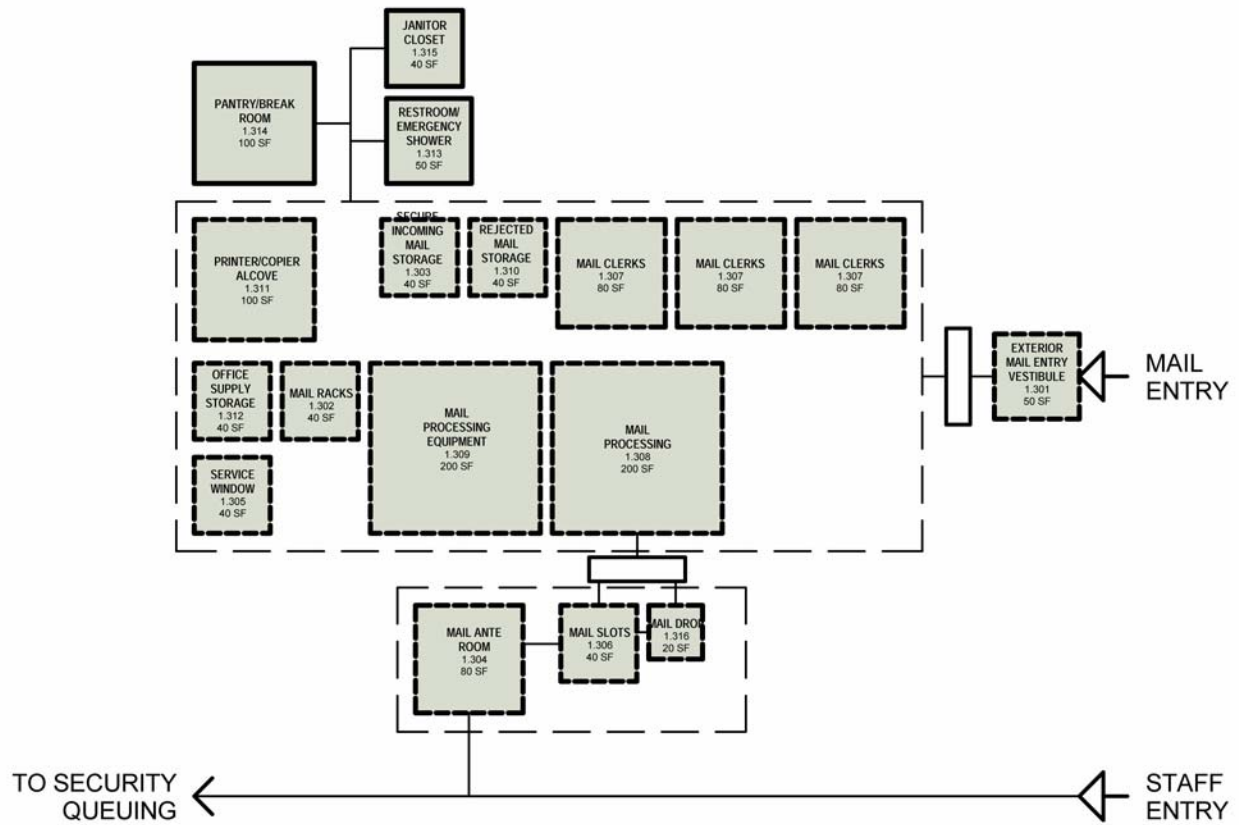
1.000 PUBLIC LOBBY

| No.   | Component                  | Pers/Units Per Area | Number of Areas | Space Standard | NSF | Notes                                                                                                                                                                   |
|-------|----------------------------|---------------------|-----------------|----------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                            |                     |                 |                |     | and from lobby; access to mail slots.                                                                                                                                   |
| 1.305 | Service Window             | 2                   | 1               | 40 /area       | 40  | Accessible from the secure ante room; doorbell or other buzzer device to alert mail room staff of assistance                                                            |
| 1.306 | Mail Slots                 | -                   | 1               | 40 /area       | 40  | Large cubbies for quantities of sorted mail to be distributed; open to mail room; each slot with a clear door, counter on mailroom side; located within mail ante room. |
| 1.307 | Mail Clerks                | 1                   | 3               | 80 /wrkstn.    | 240 | WS-2                                                                                                                                                                    |
| 1.308 | Mail Processing            | 2                   | 1               | 200 /area      | 200 | Work counters, computer, x-ray machine; ion scanner; separate ventilation with air purification.                                                                        |
| 1.309 | Mail Processing Equipment  | -                   | 1               | 200 /area      | 200 | High capacity shredder; high volume postage machine; scales; automated letter opener.                                                                                   |
| 1.310 | Rejected Mail Storage      | -                   | 1               | 40 /area       | 40  | Shelving.                                                                                                                                                               |
| 1.311 | Printer / Copier Alcove    | -                   | 1               | 100 /area      | 100 | Copier, networked printer, work table                                                                                                                                   |
| 1.312 | Office Supply Storage      | -                   | 1               | 40 /area       | 40  | Secure storage, shelving behind the Printer/Copier Alcove                                                                                                               |
| 1.313 | Restroom/ Emergency Shower | 1                   | 1               | 50 /area       | 50  | ADA compliant; shower head with flooring at shower head sloped for proper drainage.                                                                                     |
| 1.314 | Pantry/Break Room          | 8-10                | 1               | 100 /area      | 100 | BR-3                                                                                                                                                                    |
| 1.315 | Janitor Closet             | -                   | 1               | 40 /area       | 40  | Slop sink, mop racks, ventilation                                                                                                                                       |
| 1.316 | Mail Drop                  | -                   | 1               | 20 /area       | 20  | Accessible from public lobby; slot with cover; large enough for small packages;                                                                                         |

| No.                                                                                                                                                                                      | Component | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF | Notes                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------|-----------------------|-------------------|-----|--------------------------------|
|                                                                                                                                                                                          |           |                        |                       |                   |     | canvas mail cart at drop area. |
| <i>Subtotal Net Square Feet</i> <i>1,270</i><br><i>Grossing Factor</i> <i>1.35</i><br><i>Subtotal Gross Square Feet</i> <i>1,715</i><br><i>Subtotal Exterior Square Feet</i> <i>(50)</i> |           |                        |                       |                   |     |                                |
| <i>1.000 Total Interior Net Square Feet</i> <i>3,286</i><br><i>1.000 Total Interior Gross Square Feet</i> <i>4,537</i><br><i>1.000 Total Exterior Square Feet</i> <i>(50)</i>            |           |                        |                       |                   |     |                                |

Diagram 1.000  
 Adjacency Diagrams: Public Lobby





MAIL



## Introduction

The administration component includes the offices and support spaces for the administration staff assigned to the facility. To optimize functionality and efficiencies, some administration functions are best served outside the secure perimeter while others are better located within the secure perimeter. As a result, the administration components are distinguished and designated as either facility administration (outside the secure perimeter) or operations administration (inside the secure perimeter).

The facility administration office area is located outside the secure perimeter and away from offender and visitor movement. It is where day-to-day administration, personnel and administrative records, and business and human resources, and telecommunications activities will occur.

The facility administration area is open during standard business hours, Monday through Friday. The facility administrative area has close proximity to the public lobby.

The operations administration office area is located inside the secure perimeter and near operational command centers (e.g., master control), but ideally with ready access to the public lobby. It is where day-to-day operations administration, offender grievance and discipline, offender programs and services oversight activities will occur. The operations administration area is open during standard business hours, Monday through Friday. The operations administrative area has close proximity to the offender housing and programs areas.

Support spaces for both the facility and operations administrative suites include a conference space, records/files storage, copy/printer/scan/fax equipment, office supply storage, staff restroom, pantry/break room, and a janitor's closet.

## Operational Description

### *2.100 Facility Administration*

Access to the facility administration area will be through the public lobby for visitors, and through the staff entrance for facility staff. Ingress and egress for the facility administration area will be controlled to prevent casual access by electronic release by either facility administration clerical staff or public reception officer in the public lobby or by card and/or biometric access (authorized staff only). Although only authorized persons are allowed access to the facility administration area, workforce offenders will be authorized to perform housekeeping services on a supervised, scheduled basis.

A combination of private and shared offices, and open workstations will be provided for facility administration staff. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. It will also foster communications that will help to preserve ISP's collaborative culture.

Office and/or work space will be provided for the following positions and functions:

- Warden
- Administrative Assistant
- Executive Officer
- Associate Warden – Administration
- Policy and Procedure Coordinator
- Budget Analyst/Business Manager
- Budget Clerk
- Public Services (Offender Records) Supervisor
- Public Services (Offender Records) Clerk
- Human Resource Manager
- Human Resource Clerk
- Information Technology
- Telecommunications
- Investigator
- Investigations Clerical
- Reception/Clerical

Office and/or work space design and furniture and equipment will be commensurate with assigned responsibilities. Special office and/or work space design and configurations that are a departure from the standard office spaces include:

1. The warden's office will contain a private restroom, and direct access to the conference room. A monitor with switching control capability will be provided that will enable viewing of security cameras throughout the facility. A secure safe will be provided for the storage of emergency keys, if necessary.
2. The budget analyst will have a private office, while accounting clerks will operate from a single room with individual workstations separated by half-height privacy panels. The number of accounting clerks required is greater because they also manage systemic financial matters (e.g., offender accounts). Within the budget analyst's office will be a floor safe located in a secure closet, which is required for petty cash disbursements, checks, etc.
3. The human resource manager will have a private office, while human resource clerks will operate from a single room with individual workstations. Within the human resource workroom will be an employee counter with computer access whereby staff may check employment-related information (e.g., payroll). Accessible from the human resource clerks work area will be the secure personnel records room. Access will be by card and/or biometric access (authorized staff only).

The personnel records room will have the capacity to store up to 600 active personnel records (each averaging three inches in width). Inactive personnel records will be forwarded to IDOC's centrally located, site designated for the storage of inactive personnel records. It is assumed that ISP will make arrangements for off-site long-term storage for the retention of archived records.

4. The public service supervisor (offender records) will have a private office, while records clerks will operate from a single room with individual workstations separated by half-height privacy panels. Within the records clerk room will be a

shared workstation for use by correctional counselors. Accessible from the records clerks work area will be the secure offenders' records room. Access will be by card and/or biometric access (authorized staff only).

The offender records room will have the capacity to store active offender records (1,200 records each averaging six inches in width). Inactive offender records will be forwarded to IMCC for storage. It is assumed that ISP will make arrangements for off-site long-term storage for the retention of archived records.

5. Information technology and telecommunications staff will operate from a single office/workspace. Information technology staff office/work space will include a work table for repairing electronics, and a separate but adjacent room housing the computer equipment (e.g., file servers). It is recommended that the new ISP have interconnectivity with the reintegration unit (former CCU – see Section 17.000). This computer room should be secure from assault and unauthorized access to protect the computer equipment such as file servers, CD-ROM servers, database servers, gateways, wiring racks, communication hubs (possibly VOIP), and uninterruptible power supplies (UPS) housed within. The room will be fully glazed to provide visibility from the IT's workstation and work table. Due to the nature of this equipment, special consideration must be given to environmental conditions and electrical specifications, including temperature and humidity control, surge suppression, and static-free surface treatments. Secure storage is required for spare computers, technology-related items, parts, etc.

Telecommunications staff office/work space will also include a separate but adjacent room housing the telecommunications equipment (to include offender telephone equipment). The doors will be kept secured at all times, and accessed primarily by the authorized facility personnel, telephone company and contract staff. This will facilitate the maintenance and repair of vital electronic equipment, while maintaining security to this restricted area. The telecommunications equipment room must be large enough to accommodate fiber optic telephone equipment, file servers - telephone and data equipment racks. Equipment will be mounted on both plywood backboards and on floor-mounted racks.

A separate workroom will be provided for the repair of electronic equipment. This room should provide for dust and static-free work surfaces. This shop will be equipped with standing height workbenches, stool height seating, wall-mounted pegboard for storing tools, soldering equipment, adequate outlets, and lighting, and lockable cabinets for storing electric tools or small items. As with the maintenance shops, the door leading into the electronics repair room should be card and/or biometric access, controlled and monitored from master control.

6. Investigators are responsible for investigating allegations of offender criminal behavior and allegations of staff misconduct and/or criminal behavior. The nature of these investigations is sensitive and confidential and requires provisions that ensure privacy and security in processing allegations that could result in criminal charges and/or personnel actions. Due to the nature of the work, the investigators' office and work space must be a private subdivision of the facility administrative suite. Besides private offices, private interview rooms,



a conference room, secure records storage, secure evidence processing and storage, and offender restroom will be available. Interviews and hearings will be both audio- and video-recorded (digitally). Recordings will be retained for the requisite period mandated by statute or IDOC policy, whichever is longer. Polygraph testing will occur in one of the interview rooms or the conference room. Secure storage space will be provided within the investigative suite for confidential files and recordings, and polygraph equipment, along with the necessary equipment to retrieve and review earlier recordings. In addition to reviewing audio- and video-recordings, space and the equipment necessary to monitor the offender and facility phone system is provided.

Evidence Processing: There will be a secure evidence drop-off location that must be available 24 hours per day. A “night deposit box” system should be established where, after logging in the evidence in the chain-of-custody logbook or computer, the officer places the evidence into a locked locker accessible from the non-secure side (e.g., hallway or other accessible area) of the evidence processing room. The evidence is subsequently retrieved only by authorized evidence storage staff on the secure side of the evidence processing room.

Because evidence is often sensitive to handling and may be breakable, it must be “placed” rather than “dropped.” Thus, the locker cannot have a mailbox type opening, where the items are dropped in and then cannot be retrieved; but instead, must have a secure door that can be opened only for the placement of items, and then locks automatically once the evidence is deposited. On occasion, evidence items will be brought in that require special handling. These might be large items (e.g., mattress) that do not fit in the lockers provided, as well as items such as blood, urine or DNA samples or drugs, that must be refrigerated. These items will be placed in the evidence processing room by the shift captain. Two lockers will be provided in the evidence drop-off location. It is preferable for these lockers to be wall-mounted on a common wall with the evidence processing room. When investigators are on duty, evidence can be deposited directly with an investigator at the evidence processing room. The evidence processing room should include an area where short-term storage of evidence suspected of containing biohazardous substance(s) can be maintained until such substance is dry and can be appropriately packaged and stored within the evidence storage room.

At the start of every work day, investigators must check the evidence lockers and if evidence is present, log in and catalog the evidence, tag it appropriately, and then transfer it to the evidence storage room.

Evidence Storage: The evidence storage room should be sufficiently large to store evidence generating from incidents occurring within ISP that have not reached final conclusion. Shelving is required in this area for large items and for a quantity of evidence for an individual case. Every effort should be made to keep evidence for a single case stored together. Drugs and weapons should be secured and separated from general evidence storage (and from one another). A refrigerator should be provided for blood samples, DNA samples, drugs, and other evidence requiring refrigerated storage.

The evidence storage room and the evidence processing room should be secure at all times, and should provide card access only to designated staff. These rooms should be independently equipped with special ventilation, as well as humidity and temperature control, for the appropriate preservation of evidence materials. Ideally, the evidence storage room will ventilate to the exterior of the building.

Within the administration area will be a waiting/reception area sized to accommodate approximately four to six people, with comfortable seating and a coffee or end table for magazines, pamphlets, etc. Located within this waiting area and close to the entrance of the administration component will be a receptionist workstation. This person will have a sliding glass window to facilitate greeting and directing visitors to the administrative suite, and will also have door controls over access to the administration area.

Two additional unassigned shared offices, with similar space and furnishings, will be provided for the future growth of the administration staff, and can also be utilized by visiting professionals. These offices can serve as small conference rooms on an as-needed basis, until such time as it becomes permanently assigned office space. In addition, additional workstations will be provided in each administration component to accommodate future growth.

Within the facility administration suite, and directly accessible from the warden's office, is a fully-equipped executive conference room sized to accommodate up to 25 people. It is here that executive/management meetings will occur. Meetings provide opportunities for staff to interact and foster meaningful, collaborative relationships that will assure ISP operations are consistent with IDOC's established mission.

The executive conference room will be comprised of two smaller conference rooms, each sized for 10-15 persons, divided by acoustical, moveable partitions (so that the two rooms can be made into the larger conference room when necessary). One of the conference rooms will be available for personnel hearings or employee grievance hearings, as well as for prospective employee interviews. The second conference room will have the furnishings and equipment necessary to serve as the incident command center/control room in case of a facility emergency. The conference room will be properly equipped and be capable of supporting a remote console to take over control of the facility's security electronics systems in an emergency. Adequate pin-up space for floor plans of the facility and wall-mounted writing surface should be provided. Additionally, the room must have multiple phone lines at various locations (to enhance uninterrupted communication), computer terminals with access to security and life safety information, fire alarm enunciator panels and be capable of supporting audio/visual presentation and have adequate counter space for radio chargers.

The conference rooms will be designed and equipped and furnished commensurate with the type of activity/meetings anticipated. The conference rooms should be located adjacent to the break room/pantry with a lockable pass-through, and should have convenient access to the restrooms and the pantry. The executive conference room should be adjacent or have direct access to the warden's office.

Interview rooms will be made available for the personnel and human resource functions.

2.000 ADMINISTRATION

Staff uniforms and associated supplies are located near the human resource division and managed by security administration. A secure room with shelving and hanging space adequate to store a range of sizes for each uniform piece will be required. Within the uniform room will be a private changing area where new staff may try on new uniforms to ensure proper sizing and fit. Newly hired staff requiring new uniforms and veteran staff requiring replacement uniform items will contact the human resource manager or designee to make arrangements for the issuance of necessary uniform items.

A networked copy/printer/scanner/fax combination unit, along with mail slots for incoming mail, requests, or other information appropriate for the users will be located in an alcove.

Within the facility administration suite will be a pantry/break room, secured file storage for general administrative records, a wall-mounted water cooler, staff restrooms, a public restroom, an office supply closet, and a janitor closet.

**2.200 Operations Administration**

Access to the operations administration area will be through the public lobby security screening area and then through the main pedestrian sallyport. Ingress and egress for the operations administration area will be controlled to prevent casual access by electronic release by master control staff, or by card and/or biometric access (authorized staff only). Although only authorized persons are allowed access to the operations administration area, workforce offenders will be authorized to perform housekeeping services on a supervised, scheduled basis.

A combination of private and shared offices, and open workstations will be provided for operations administration staff. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed, and should be located within close proximity to the shift commanders' office. It will also foster communications amongst oftentimes competing interests, which will help to preserve ISP's collaborative culture.

Office and/or work space will be provided for the following positions and functions:

- Deputy Warden
- Deputy Warden Clerical Support
- Associate Warden – Security
- Assistant Associate Warden - Security
- Associate Warden – Treatment
- Associate Warden Clerical Support
- Administrative Law Judge
- Investigator

Office and/or work space design and furniture and equipment will be commensurate with assigned responsibilities. Special office and/or work space design and configurations that are a departure from the standard office spaces include:

1. The deputy warden's office will contain counter space to accommodate a security management system terminal and printer to allow for the monitoring of the security systems. A monitor with switching control capability will be provided that

will enable viewing of security cameras throughout the facility.

2. The administrative law judge's office will include a separate but adjacent hearing room, which is where offender disciplinary-related hearings will be conducted. All hearings will be both audio- and video-recorded (digitally). Recordings will be retained for the requisite period mandated by statute or IDOC policy, whichever is longer. Secure storage space for confidential files and recordings will be located within the administrative law judge's office, along with the necessary equipment to retrieve and review earlier recordings

The hearing room will have the requisite wiring to accommodate a portable video conference (same as video visitation) kiosk that may be utilized to conduct disciplinary hearings via video conference, as well as a fully-equipped workstation. A printer will be required so that hearing findings may be provided directly to the offender, along with electronic signature capability to document receipt of such documents by the offender. There will be two entrances into the hearing room; one from the administrative law judge's office and one from the common corridor. Outside the common corridor entrance will be bench seating sized to accommodate three to four offenders awaiting a hearing. A secure holding room will also be available, sized to accommodate a single person.

Within the administration area will be a waiting/reception area sized to accommodate approximately two to four people, with comfortable seating and a coffee or end table for magazines, pamphlets, etc.

One additional unassigned shared office, with similar space and furnishings, will be provided for the future growth of the operations administration staff, and can also be utilized by visiting professionals. These offices can serve as small conference rooms on an as-needed basis, until such time as it becomes permanently assigned office space. In addition, unassigned workstations will be provided to accommodate future growth.

Within the operations administration suite is a shared conference room. The conference room will be designed and equipped and furnished commensurate with the type of activity/meetings anticipated. The conference room should be located adjacent to the break room/pantry with a lockable pass-through, and should have convenient access to the restrooms and the pantry.

A networked copy/printer/scanner/fax combination unit, along with mail slots for incoming mail, requests, or other information appropriate for the users will be located in an alcove.

Within the operations administration suite will be a pantry/break room, unsecured file storage, a wall-mounted water cooler, staff restrooms, an office supply closet, and a janitor closet.

### **Additional Design/Operational Considerations**

The administration area should utilize standard office construction. The door to this area of the building should be kept locked when the administration area is not in use.

**2.000 ADMINISTRATION**

All private offices and conference rooms should be wired for cable/satellite TV (all offices may not be equipped with a TV, but should be equipped with appropriate cabling). All electrical circuits, lighting, and air conditioning in the administrative office area should be connected to the facility's emergency power generation system.

The operation of the service windows should be easy to open and shut from the staff side of the window, but should not be responsive to any type of manipulation from the external side.

Security designation D.

Table 2.000  
 Architectural Program: Administration

| No.                               | Component                                          | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF | Notes                                                                                                                                                    |
|-----------------------------------|----------------------------------------------------|------------------------|-----------------------|-------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.000                             | ADMINISTRATION                                     |                        |                       |                   |     |                                                                                                                                                          |
| 2.100                             | FACILITY ADMINISTRATION (Outside Secure Perimeter) |                        |                       |                   |     |                                                                                                                                                          |
| 2.101                             | Visitor Reception                                  | 4-6                    | 1                     | 150 /area         | 150 | RW-3; door controls via card and/or biometric access and electronic strike doors controlled by the public reception officer or administration reception. |
| 2.102                             | Public Restroom                                    | 1                      | 1                     | 50 /area          | 50  | ADA-Compliant                                                                                                                                            |
| 2.103                             | Reception/Clerical Workstation                     | 1                      | 1                     | 64 /wkstn         | 64  | WS-3; lockable sliding window to public lobby; door controls to admin area.                                                                              |
| 2.104                             | Warden                                             | 1                      | 1                     | 200 /office       | 200 | OF-1; adjacent to conference room, camera monitoring switcher; printer                                                                                   |
| 2.105                             | Restroom                                           | 1                      | 1                     | 50 /area          | 50  | ADA-Compliant; accessible from 2.104                                                                                                                     |
| 2.106                             | Administrative Assistant                           | 1                      | 1                     | 100 /office       | 100 | OF-4                                                                                                                                                     |
| 2.107                             | Executive Officer                                  | 1                      | 1                     | 120 /office       | 120 | OF-3                                                                                                                                                     |
| 2.108                             | Associate Warden - Administration                  | 1                      | 1                     | 180 /office       | 180 | OF-2                                                                                                                                                     |
| 2.109                             | Policy and Procedure Coordinator                   | 1                      | 1                     | 100 /office       | 100 | OF-4                                                                                                                                                     |
| 2.110                             | Future Office                                      | 1                      | 2                     | 100 /office       | 200 | OF-4                                                                                                                                                     |
| <i>Accounting Suite/Area</i>      |                                                    |                        |                       |                   |     |                                                                                                                                                          |
| 2.111                             | Budget Analyst                                     | 1                      | 1                     | 100 /office       | 100 | OF-4; wall mounted safe                                                                                                                                  |
| 2.112                             | Safe Room                                          | 1                      | 1                     | 25 /area          | 25  | Floor safe; work counter.                                                                                                                                |
| 2.113                             | Accounting Clerks                                  | 1                      | 8                     | 64 /wkstn         | 512 | WS-2; half-height privacy panels                                                                                                                         |
| 2.114                             | Future Budget Clerk                                | 1                      | 1                     | 64 /wkstn         | 64  | WS-2; half-height privacy panels                                                                                                                         |
| <i>Human Resources Suite/Area</i> |                                                    |                        |                       |                   |     |                                                                                                                                                          |
| 2.115                             | Human Resources Manager                            | 1                      | 1                     | 120 /office       | 120 | OF-3; printer                                                                                                                                            |
| 2.116                             | Human Resources Clerk                              | 1                      | 3                     | 64 wkstn          | 192 | WS-3                                                                                                                                                     |

| No.                           | Component                                  | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF | Notes                                                                                                                                                                         |
|-------------------------------|--------------------------------------------|------------------------|-----------------------|-------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.117                         | Future Human Resources Clerk               | 1                      | 1                     | 64 wkstn          | 64  | WS-2                                                                                                                                                                          |
| 2.118                         | Employee Work Counter                      | 1                      | 1                     | 25 wkstn          | 25  | Computer                                                                                                                                                                      |
| 2.119                         | Records Room                               | -                      | 1                     | 200 /area         | 200 | 600 active personnel records;                                                                                                                                                 |
| <i>Offender Records</i>       |                                            |                        |                       |                   |     |                                                                                                                                                                               |
| 2.120                         | Offender Records Supervisor                | 1                      | 1                     | 120 /area         | 120 | OF-3                                                                                                                                                                          |
| 2.121                         | Offender Records                           | 1                      | 6                     | 50 /wrkstn.       | 300 | WS-4                                                                                                                                                                          |
| 2.122                         | Shared Workstation                         | 1                      | 1                     | 50 /wrkstn.       | 50  | WS-4                                                                                                                                                                          |
| 2.123                         | File Storage                               | -                      | 1                     | 600 /area         | 600 | Space saver filing system, copier, fax; sized for 1200 offender files averaging 6 inches each.                                                                                |
| <i>Information Technology</i> |                                            |                        |                       |                   |     |                                                                                                                                                                               |
| 2.124                         | Information Technology Specialist          | 1                      | 2                     | 80 /office        | 160 | WS-2, adjacent to computer server room                                                                                                                                        |
| 2.125                         | Future Information Technology              | 1                      | 1                     | 80 /wkstn         | 80  | WS-2, adjacent to computer server room                                                                                                                                        |
| 2.126                         | Computer Server/Telephone /Electronic Room | -                      | 1                     | 150 /area         | 150 | Computer server room, with temperature and humidity control, static-free surface treatments; glazing on walls' adjacent to IT workstation; video visistation audio/recording. |
| 2.127                         | Storage                                    | -                      | 1                     | 250 /area         | 250 | Spare computers, parts, etc.                                                                                                                                                  |
| 2.128                         | Electronics Repair Shop                    | 1-2                    | 1                     | 300 /area         | 300 | Worktable with dust and static control, shelving for storage, shadow board for tool storage, appropriate ventilation, eye wash station; 2 workstations @ 50 sf                |
| <i>Investigations Suite</i>   |                                            |                        |                       |                   |     |                                                                                                                                                                               |
| 2.129                         | Investigator                               | 1                      | 3                     | 100 /office       | 300 | OF-4; access to controls to PTZ cameras.                                                                                                                                      |
| 2.130                         | Investigations Clerical                    | 1                      | 1                     | 80 /wrkstn.       | 80  | WS-2;                                                                                                                                                                         |
| 2.131                         | Interview Rooms                            | 1                      | 1                     | 120 /area         | 120 | Table with seating for 4; audio and video                                                                                                                                     |

**2.000 ADMINISTRATION**

| <b>No.</b>           | <b>Component</b>              | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of<br/>Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------|-------------------------------|--------------------------------|--------------------------------|---------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      |                               |                                |                                |                           |            | recording.                                                                                                                                                                                                                                                                                                                                                                     |
| 2.132                | Records Room                  | 1                              | 2                              | 150 /area                 | 300        | Table with seating for 4                                                                                                                                                                                                                                                                                                                                                       |
| 2.133                | Restroom                      | 1                              | 1                              | 50 /area                  | 50         | ADA-Compliant                                                                                                                                                                                                                                                                                                                                                                  |
| 2.134                | Conference Room               | 6-8                            | 1                              | 200 /area                 | 200        | CF-3; audio and video<br>taping                                                                                                                                                                                                                                                                                                                                                |
| 2.135                | Evidence Processing           | 6-8                            | 1                              | 80 /area                  | 80         | Work table; computer;<br>hanging rack; small<br>refrigerator; separate<br>humidity and air<br>conditioning controls;<br>ventilation to the<br>building exterior.                                                                                                                                                                                                               |
| 2.136                | Evidence Storage              | 6-8                            | 1                              | 300 /area                 | 300        | Shelving; cabinets for<br>storing weapons and<br>drugs; separate<br>humidity and air<br>conditioning controls;<br>ventilation to the<br>building exterior; rolling<br>cabinet for polygraph<br>machine.                                                                                                                                                                        |
| <i>Shared Spaces</i> |                               |                                |                                |                           |            |                                                                                                                                                                                                                                                                                                                                                                                |
| 2.137                | Conference Room               | 20                             | 1                              | 400 /area                 | 400        | CF-1, adjacent to<br>Warden, A/V<br>equipment, projector &<br>screens, data line<br>locations & receptacles<br>in floors & walls;<br>movable partition<br>separating the<br>conference room.<br>Sound attenuation<br>measures. Pin up<br>space; multiple phone<br>lines; data lines for<br>computers; fire alarm<br>enunciator panels;<br>counter space for radio<br>chargers. |
| 2.138                | Pantry/Break Room             | 8-10                           | 1                              | 250 /area                 | 250        | BR-1                                                                                                                                                                                                                                                                                                                                                                           |
| 2.139                | Interview Rooms               | 1                              | 2                              | 120 /area                 | 240        | Table with seating for 4                                                                                                                                                                                                                                                                                                                                                       |
| 2.140                | Staff Uniforms Storage        | -                              | 1                              | 200 /area                 | 200        | Shelving; hanging<br>racks.                                                                                                                                                                                                                                                                                                                                                    |
| 2.141                | Dressing Cubicle              | 1                              | 1                              | 40 /area                  | 40         | Privacy panel with latch;<br>located within staff<br>uniforms storage.                                                                                                                                                                                                                                                                                                         |
| 2.142                | Printer/Copier/Work<br>Alcove | -                              | 1                              | 100 /area                 | 100        | Copier, networked<br>printer, work table;<br>located within alcove                                                                                                                                                                                                                                                                                                             |



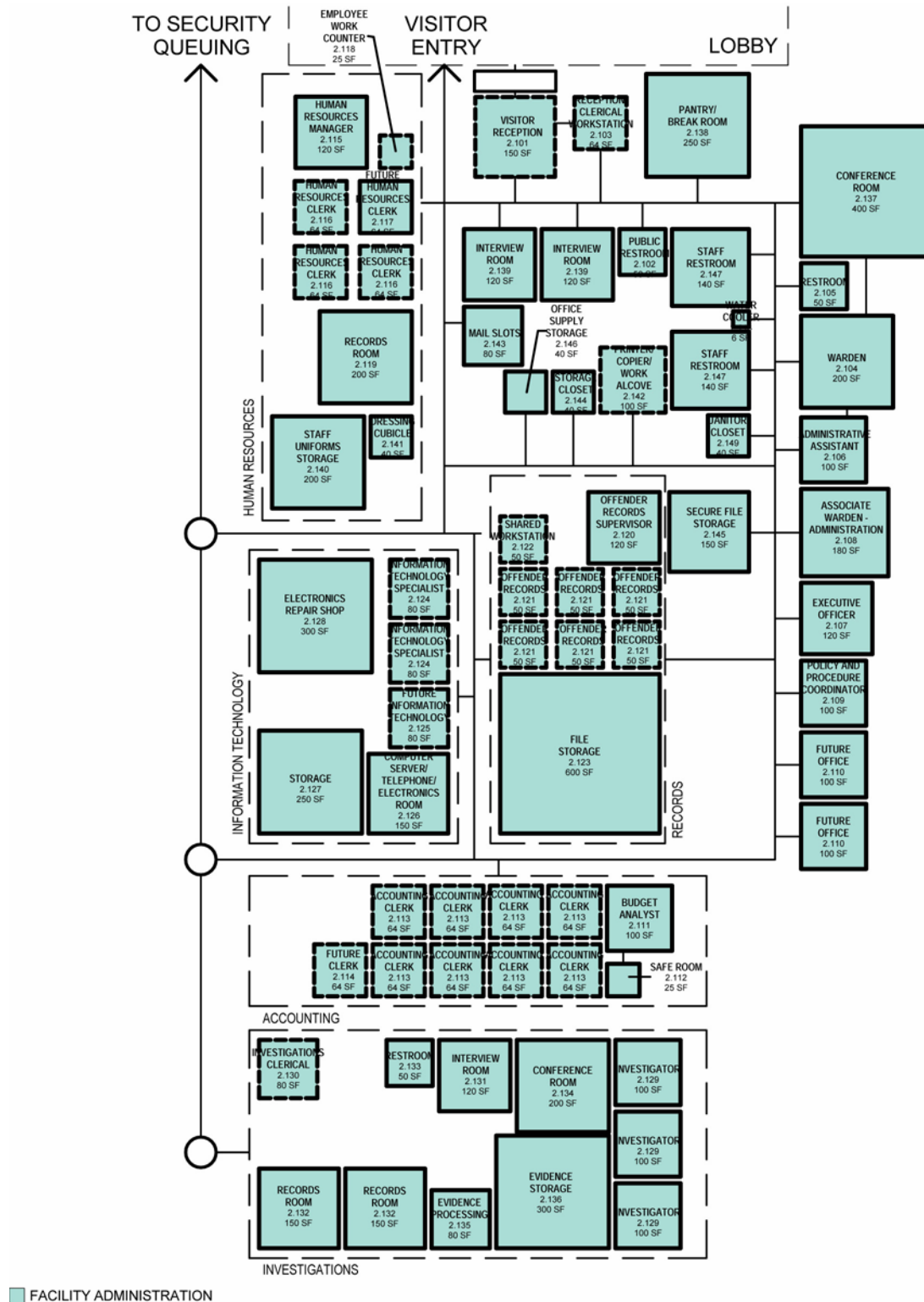
**2.000 ADMINISTRATION**

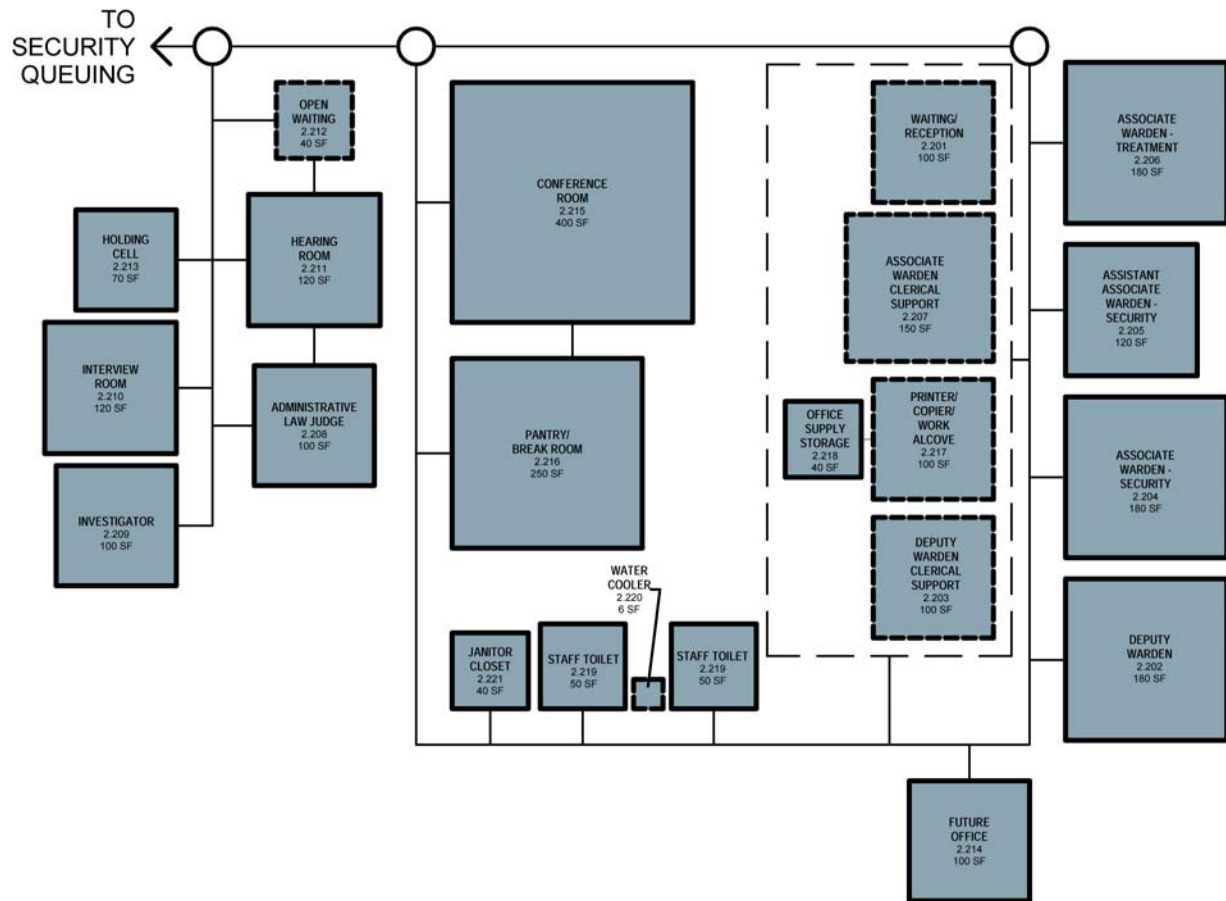
| <b>No.</b>                                                                                                      | <b>Component</b>                      | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of<br/>Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------|--------------------------------|--------------------------------|---------------------------|------------|---------------------------------------------------------------------------------------------|
| 2.143                                                                                                           | Mail Slots                            | -                              | 1                              | 80 /area                  | 80         | Open mail slots for administrative staff; located within printer alcove                     |
| 2.144                                                                                                           | Storage Closet                        | -                              | 1                              | 40 /area                  | 40         | Shelving                                                                                    |
| 2.145                                                                                                           | Secure File Storage                   | -                              | 1                              | 150 /area                 | 150        | Lateral file type filing system; located in close proximity to the Administrative Assistant |
| 2.146                                                                                                           | Office Supply Storage                 | -                              | 1                              | 40 /area                  | 40         | Secure storage, shelving behind the Printer/Copier Alcove                                   |
| 2.147                                                                                                           | Staff Restroom (M/F)                  | 2                              | 2                              | 140 /area                 | 280        | ADA-Compliant                                                                               |
| 2.148                                                                                                           | Water Cooler                          | 1                              | 1                              | 6 /area                   | 6          | ADA-Compliant, amount per code                                                              |
| 2.149                                                                                                           | Janitor Closet                        | -                              | 1                              | 40 /area                  | 40         | Slop sink, mop racks, ventilation                                                           |
| <b>Subtotal Net Square Feet 7,822</b><br><b>Grossing Factor 1.25</b><br><b>Subtotal Gross Square Feet 9,778</b> |                                       |                                |                                |                           |            |                                                                                             |
| <b>2.200 OPERATIONS ADMINISTRATION (Inside Secure Perimeter)</b>                                                |                                       |                                |                                |                           |            |                                                                                             |
| 2.201                                                                                                           | Waiting/Reception                     | 2-4                            | 1                              | 100 /area                 | 100        | RW-3; Coffee or end table.                                                                  |
| 2.202                                                                                                           | Deputy Warden                         | 1                              | 1                              | 180 /office               | 180        | OF-2; security management system terminal & printer; camera monitor switcher.               |
| 2.203                                                                                                           | Deputy Warden Clerical Support        | 1                              | 1                              | 100 /office               | 100        | OF-4                                                                                        |
| 2.204                                                                                                           | Associate Warden - Security           | 1                              | 1                              | 180 /office               | 180        | OF-2                                                                                        |
| 2.205                                                                                                           | Assistant Associate Warden - Security | 1                              | 1                              | 120 /office               | 120        | OF-3                                                                                        |
| 2.206                                                                                                           | Associate Warden - Treatment          | 1                              | 1                              | 180 /office               | 180        | OF-2                                                                                        |
| 2.207                                                                                                           | Associate Warden Clerical Support     | 2                              | 1                              | 150 /office               | 150        | OF-5                                                                                        |
| 2.208                                                                                                           | Administrative Law Judge              | 1                              | 1                              | 100 /office               | 100        | OF-4; secure storage                                                                        |
| 2.209                                                                                                           | Investigator                          | 1                              | 1                              | 100 /office               | 100        | OF-4                                                                                        |
| 2.210                                                                                                           | Interview Rooms                       | 1                              | 1                              | 120 /area                 | 120        | Table with seating for 4; audio and video recording.                                        |
| 2.211                                                                                                           | Hearing room                          | 2-5                            | 1                              | 120 /area                 | 120        | Audio and video recording and portable                                                      |

**2.000 ADMINISTRATION**

| <b>No.</b>                                                                                                                                                                     | <b>Component</b>              | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of<br/>Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------------------|--------------------------------|---------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                |                               |                                |                                |                           |            | video conferencing;<br>printer; 2 entrances.                                                                                                                                                                                                                                                                                                                                   |
| 2.212                                                                                                                                                                          | Open Waiting                  | 4                              | 1                              | 10 /person                | 40         | Bench Seating                                                                                                                                                                                                                                                                                                                                                                  |
| 2.213                                                                                                                                                                          | Holding Cell                  | 1                              | 1                              | 70 /cell                  | 70         | Bench with privacy wall<br>and toilet.                                                                                                                                                                                                                                                                                                                                         |
| 2.214                                                                                                                                                                          | Future Office                 | 1                              | 1                              | 100 /office               | 100        | OF-4                                                                                                                                                                                                                                                                                                                                                                           |
| 2.215                                                                                                                                                                          | Conference Room               | 20                             | 1                              | 400 /area                 | 400        | CF-1, adjacent to<br>Warden, A/V<br>equipment, projector &<br>screens, data line<br>locations & receptacles<br>in floors & walls;<br>movable partition<br>separating the<br>conference room.<br>Sound attenuation<br>measures. Pin up<br>space; multiple phone<br>lines; data lines for<br>computers; fire alarm<br>enunciator panels;<br>counter space for radio<br>chargers. |
| 2.216                                                                                                                                                                          | Pantry/Break Room             | 8-10                           | 1                              | 250 /area                 | 250        | BR-1                                                                                                                                                                                                                                                                                                                                                                           |
| 2.217                                                                                                                                                                          | Printer/Copier/Work<br>Alcove | -                              | 1                              | 100 /area                 | 100        | Copier, networked<br>printer, work table                                                                                                                                                                                                                                                                                                                                       |
| 2.218                                                                                                                                                                          | Office Supply Storage         | -                              | 1                              | 40 /area                  | 40         | Secure storage,<br>shelving behind the<br>Printer/Copier Alcove                                                                                                                                                                                                                                                                                                                |
| 2.219                                                                                                                                                                          | Staff Toilet (M/F)            | 1                              | 2                              | 50 /area                  | 100        | ADA-Compliant                                                                                                                                                                                                                                                                                                                                                                  |
| 2.220                                                                                                                                                                          | Water Cooler                  | 1                              | 1                              | 6 /area                   | 6          | ADA-Compliant,<br>amount per code                                                                                                                                                                                                                                                                                                                                              |
| 2.221                                                                                                                                                                          | Janitor Closet                | -                              | 1                              | 40 /area                  | 40         | Slop sink, mop racks,<br>ventilation                                                                                                                                                                                                                                                                                                                                           |
| <b>Subtotal Net Square Feet</b> <b>2,596</b><br><b>Grossing Factor</b> <b>1.25</b><br><b>Subtotal Gross Square Feet</b> <b>3,245</b>                                           |                               |                                |                                |                           |            |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>2.000 Total Interior Net Square Feet</b> <b>10,418</b><br><b>2.000 Total Interior Gross Square Feet</b> <b>13,023</b><br><b>2.000 Total Exterior Square Feet</b> <b>(0)</b> |                               |                                |                                |                           |            |                                                                                                                                                                                                                                                                                                                                                                                |

Diagram 2.000  
Adjacency Program: Administration





■ OPERATIONS ADMINISTRATION



## Introduction

The primary emphasis of the ISP facility is to safeguard the public, staff, and offenders while providing social and economic benefits to Iowa's citizens. However, it is also important that the facility's physical plant and operations recognize the critical role that staff play in delivering quality services, and that appropriate emphasis be placed on addressing staff needs. Training and staff support amenities generally lead to enhanced programming and services, employee morale, increased staff retention, and compliance with standards. The staff support component includes the following functions: staff entrance, staff lockers, staff roll-call/briefing, training, fitness, and staff dining.

## Operational Description

### 3.100 *Staff Entrance*

A staff entrance will be provided with easy access from the staff parking area (see Section 16.000), leading directly into the facility's staff-only areas. Because most of the staff support areas are located outside the secure perimeter, the staff entrance does not have to be a sallyport-type entrance, but rather a weather vestibule. In addition to providing entering and exiting staff with some degree of protection during inclement weather, the weather vestibule will provide for enhanced energy efficiency for the humidity and temperature controlled spaces in this portion of the facility. The exterior door will remain locked at all times to avoid unauthorized entrance. Staff will utilize a card access and/or biometric security system to unlock the door. Electrical outlets and cabling should be provided for the installation of a biometric identification device, located adjacent to the inner door of the weather vestibule.

The staff support area should be located adjacent to the public lobby component (see Section 1.000), where they will be able to expeditiously pass through the security screening and then access the main pedestrian sallyport described in Section 4.000.

### 3.200 *Staff Lockers*

The stress associated with corrections work and the physical requirements for adequate job performance support the need for well-designed space for staff to change into their uniforms, store their weather gear and to shower following an altercation or chemical agent exposure. Male and female locker/changing rooms are provided in the staff support area accessible via the staff entrance corridor, so that staff can deposit their personal belongings prior to going on their shift.

A total of 325<sup>1</sup> assigned lockers are estimated for the ISP for use by security, programs, and support staff, with the assumption that approximately 125 of the lockers will be assigned to female staff, and 200 would be assigned to male staff. Unassigned lockers will be provided for authorized contracted staff to use the facility if desired.

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<sup>1</sup> During the May 2009 ISP programming meetings, ISP staff estimated the need for 200 male staff lockers and 125 female staff lockers.

3.000 STAFF SUPPORT

The doors to the locker rooms should remain unlocked. The men's locker/changing rooms should provide approximately 200 half-sized assigned lockers for facility staff. The women's locker/changing rooms should provide approximately 125 half-sized assigned lockers for facility staff. All lockers should be located close to the shower rooms. The locker rooms will provide benches to facilitate changing.

Adjacent to each male and female locker/changing room is a shower area, with individual stall showers (one shower is ADA-compliant) and an outer drying area. Appropriate ventilation and privacy paneling on the door is required for the showers. Located within or immediately adjacent to each shower room is a toilet/sink area providing ADA-accessibility. Each locker room area will be equipped with one wall-mounted hairdryer.

A closet will be located in each locker room for storing cots for staff to use during an extended emergency incident. Sufficient open space should be provided in the locker rooms to accommodate open cots.

Male and female locker/changing rooms should be directly adjacent to and accessible from the fitness room.

A centrally-located janitor closet will service the locker rooms, as well as the staff training and fitness areas.

**3.300 Staff Roll-Call**

There is currently no formal shift roll-call or briefing conducted. Prior to reporting for duty, all staff working inside the secure perimeter must punch the time clock and successfully pass security screening conducted in the public lobby. Once complete and inside the secure perimeter, staff check-in with the shift commander who takes attendance and formalizes shift assignments in the activity office (see Section 4.000). Staff that has successfully passed security screening and are waiting to report for duty, and those staff who have been relieved and waiting to punch the time clock, will be staged in the "clean" visitor waiting area described in Section 1.000. Visitation practices will be such that no visitors will be in this waiting area during shift-change periods.

Should future policies require a formal roll-call or briefing for oncoming staff, one of the training rooms will be designated for this purpose.

**3.400 Training**

High quality training for all staff requires a well-developed training program, appropriate space, coordination of internal and external training programs, maintenance of staff's training records and requirements for certifications, and adequate resources both to provide training and to relieve staff to attend such training.

Security staff attends pre-service training at IDOC's central training academy. Staff training conducted at ISP includes annual in-service training, specialty training (e.g., CERT training), remedial training, and on-the-job-training (OJT) for new hires. Training for ISP staff will be coordinated onsite by a training specialist, for whom an office is provided. To accommodate future growth in the training component, a shared office is provided for use by staff assigned as field training officers and/or visiting instructors. The safety officer

3.000 STAFF SUPPORT

is located in this area as many of the issues related to safety oftentimes involve a training component; an office for the safety officer is provided

Training activities may occur on all shifts, although the majority of such activities will occur between the hours of 7:00 a.m. and 3:00 p.m. Most training will occur in the large training room. The room can be used for large group training, in-service training sessions for officers and other staff members, for new staff, and for volunteers. The room may also be used for community meetings on a scheduled basis, and thus, should be easily accessible from the public lobby. While currently not practice, the location of the training room should be in close proximity to the staff entrance and lockers should a future decision be made to institute a roll-call briefing.

Two fully-equipped training rooms, each sized for 25-30 participants are provided. Each training room will contain a podium area with a moveable lectern. The rooms should have audio and video equipment, with a large display screen, a projector, a VCR/DVD player/recorder, a speaker system, as well as slide and overhead projection capability. The room will also be equipped with bulletin boards for information display, and white boards (for marking) as display aid for presentations. Shelving for literature, training materials, leaflets, and other handouts will be provided. One of the training room's configuration and design will accommodate self-defense training. Conference rooms may be utilized for training purposes.

In addition, a 12-station computer lab, containing computers and computer carrels for self-instruction (e-learning), and/or small class instruction will be provided. It is here that staff will be trained in ICON and other software applications.

Easily accessible from the training rooms should be a secure storage closet for larger pieces of training equipment such as Resuscitation Annie's (or similar teaching aids), easel pad stands, screens, mats, audio/visual equipment, additional chairs, etc.

A separate work alcove provides a networked printer/copier for reproduction of training materials, a secure supply closet for training/office supplies, such as training materials, easel pad refills, markers, etc., a work table/counter for assembling training documents/manuals, and secure file cabinets for training records.

A centrally-located janitor's closet will service this area, as well as the staff lockers and fitness areas. A staff restroom and vending machines should be located in close proximity to the training rooms.

### 3.500 *Fitness Area*

The fitness room will be sized to accommodate 15-20 persons exercising simultaneously. Design, and furnishings and equipment of this space should provide for cardio-vascular and muscle-toning workouts. Some potential equipment types might include Stairmasters, exercycles, treadmills, nautilus-type resistance training equipment, free weights, etc.

A door must be provided into the fitness room directly from the hallway. The door should remain locked at all times, with card or biometric access for authorized users. An additional door from inside the fitness area into the staff locker facilities should be

provided, which remains locked at all times, with card or biometric access for ISP staff.

A centrally-located janitor's closet will service this area, as well as the staff lockers and staff training areas.

### **3.600 Staff Dining**

Staff dining will function as it presently does; staff eats either on post or in designated offender dining hall or in designated break rooms.

### **Additional Design/Operational Considerations**

Staff support areas should be accessible directly from the public lobby.

Access to restricted areas should be gained via a card access (authorized staff), biometric, or similar type of electronic locking system. All exterior doors should be kept locked at all times, with crash-bar type emergency egress. Doors into the staff-only areas (e.g., from the fitness area) should be kept locked at all times, with access by authorized staff only.

The training rooms and training offices should be wired for closed circuit and cable/satellite TV (these spaces may or may not be equipped with a TV, but should be equipped with appropriate cabling).

All electrical circuits and lighting in the training room should be connected to the facility's emergency power generation system.

The staff-support spaces should all utilize standard commercial construction. The doors to these rooms can utilize standard commercial grade hardware.

Security designation D.



Table 3.000  
 Architectural Program: Staff Support

| No.                                                                                                       | Component                        | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------|----------------------------------|------------------------|-----------------------|-------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------|
| 3.000                                                                                                     | STAFF SUPPORT                    |                        |                       |                   |       |                                                                                                                                        |
| 3.100                                                                                                     | STAFF ENTRANCE                   |                        |                       |                   |       |                                                                                                                                        |
| 3.101                                                                                                     | Staff Entrance Weather Vestibule | -                      | 1                     | 60 /area          | 60    | Staff entrance door directly from staff parking area; card or biometric access, weather vestibule, cable and receptacle for time clock |
| <i>Subtotal Net Square Feet</i> 60<br><i>Grossing Factor</i> 1.35<br><i>Subtotal Gross Square Feet</i> 81 |                                  |                        |                       |                   |       |                                                                                                                                        |
| 3.200                                                                                                     | STAFF LOCKERS                    |                        |                       |                   |       |                                                                                                                                        |
| 3.201                                                                                                     | Men's Locker/ Changing Rooms     | 200                    | 1                     | 5.0 /locker       | 1,000 | Half-height assigned lockers; changing space, benches.                                                                                 |
| 3.202                                                                                                     | Unassigned Lockers               | 25                     | 1                     | 5.0 /locker       | 125   | Half-height assigned lockers; changing space, benches.                                                                                 |
| 3.203                                                                                                     | Shower Rooms (Male)              | 1                      | 5                     | 40 /shower +10    | 210   | Shower stall with drying area; ADA shower is 50 sf; accessible from locker room                                                        |
| 3.204                                                                                                     | Toilet/Sink Rooms (Male)         | 1-5                    | 1                     | 200 /area         | 200   | 7 toilets (urinals may be substituted for male bathroom per code), 5 sinks, wall-mounted hair dryer; accessible from locker room       |
| 3.205                                                                                                     | Cot Storage                      | -                      | 1                     | 40 /area          | 40    |                                                                                                                                        |
| 3.206                                                                                                     | Women's Locker/Changing Rooms    | 125                    | 1                     | 5.0 /locker       | 625   | Half-height assigned lockers; changing space, benches.                                                                                 |
| 3.207                                                                                                     | Unassigned Lockers               | 25                     | 1                     | 5.0 /locker       | 125   | Half-height assigned lockers; changing space, benches.                                                                                 |
| 3.208                                                                                                     | Shower Rooms (Female)            | 1                      | 3                     | 40 /shower +10    | 130   | Shower stall with drying area; ADA shower is 50 sf; accessible from locker room                                                        |
| 3.209                                                                                                     | Toilet/Sink Rooms (Female)       | 1-5                    | 1                     | 120 /area         | 120   | 3 toilets, 3 sinks, wall-mounted hair dryer; accessible from locker room                                                               |

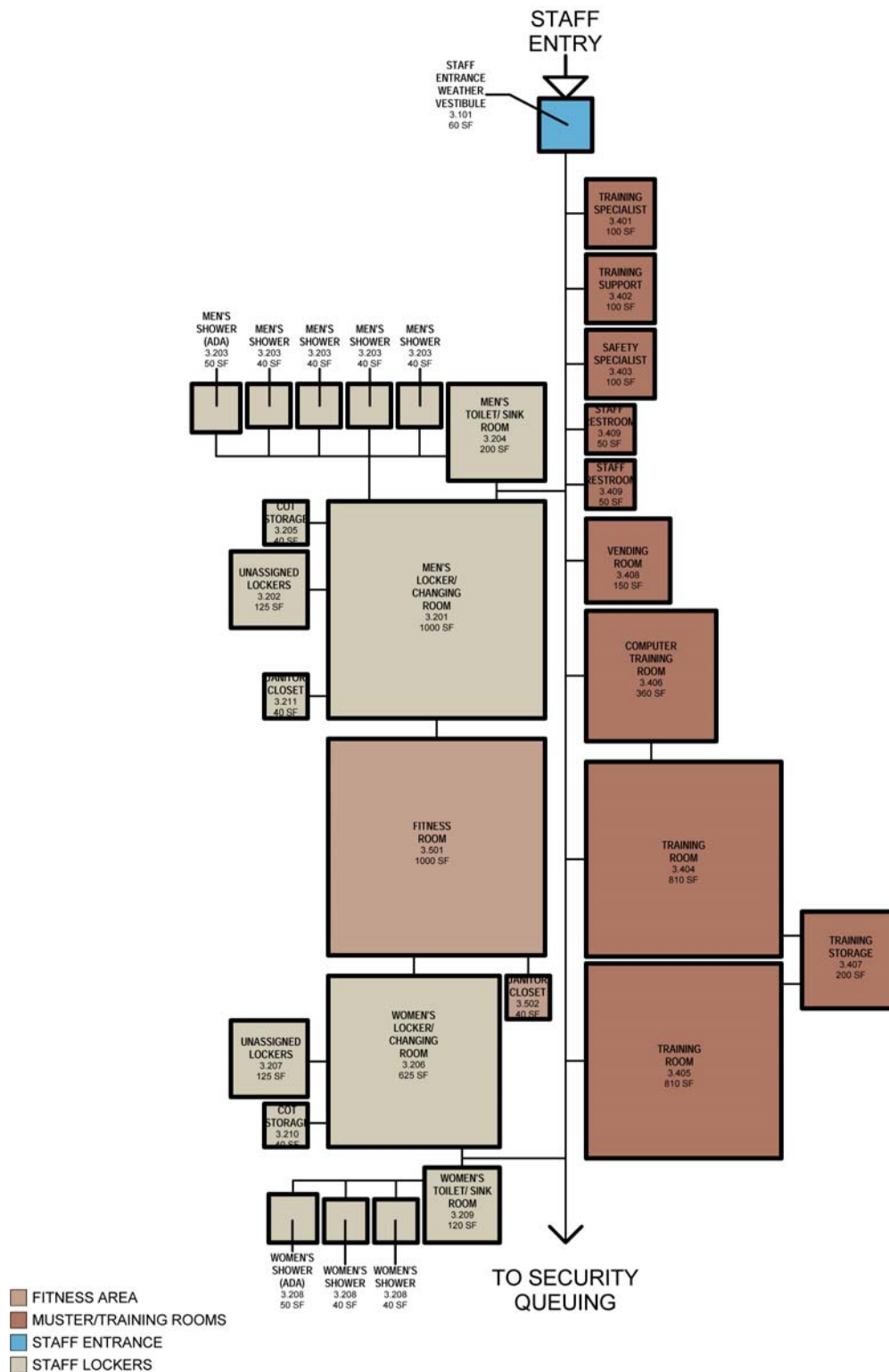
**3.000 STAFF SUPPORT**

| <b>No.</b>                                                                                                      | <b>Component</b>          | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of<br/>Areas</b> | <b>Space<br/>Standard</b>            | <b>NSF</b> | <b>Notes</b>                                                                                              |
|-----------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------|--------------------------------|--------------------------------------|------------|-----------------------------------------------------------------------------------------------------------|
| 3.210                                                                                                           | Cot Storage               | -                              | 1                              | 40 /area                             | 40         |                                                                                                           |
| 3.211                                                                                                           | Janitor Closet            | -                              | 1                              | 40 /area                             | 40         | Slop sink, mop racks,<br>ventilation                                                                      |
| <b>Subtotal Net Square Feet 2,655</b><br><b>Grossing Factor 1.35</b><br><b>Subtotal Gross Square Feet 3,584</b> |                           |                                |                                |                                      |            |                                                                                                           |
| <b>3.300 STAFF ROLL-CALL (No space associated with this subcomponent)</b>                                       |                           |                                |                                |                                      |            |                                                                                                           |
| <b>3.400 MUSTER/TRAINING ROOMS</b>                                                                              |                           |                                |                                |                                      |            |                                                                                                           |
| 3.401                                                                                                           | Training Specialist       | 1                              | 1                              | 100 /office                          | 100        | OF-4; additional file<br>cabinets.                                                                        |
| 3.402                                                                                                           | Training Support (FTOs)   | 1                              | 1                              | 100 /office                          | 100        | OF-4; shared office.                                                                                      |
| 3.403                                                                                                           | Safety Specialist         | 1                              | 1                              | 100 /office                          | 100        | OF-4; additional file<br>cabinets.                                                                        |
| 3.404                                                                                                           | Training Room             | 30                             | 1                              | 25 /person<br>+60sf<br>teach<br>area | 810        | Narrow learning desk, A/V<br>equipment; ceiling<br>mounted projector; white<br>boards; lectern; shelving. |
| 3.405                                                                                                           | Training Room             | 30                             | 1                              | 25 /person<br>+60sf<br>teach<br>area | 810        | Self-defense and other<br>active training.                                                                |
| 3.406                                                                                                           | Computer Training<br>Room | 12                             | 1                              | 25 /person<br>+ 60sf                 | 360        | Tables formed in a U-<br>shape; with 4 computer<br>workstations, projector                                |
| 3.407                                                                                                           | Training Storage          | -                              | 1                              | 200 /area                            | 200        | Secure storage for A/V<br>equipment, training<br>materials, equipment;<br>serves both training<br>rooms.  |
| 3.408                                                                                                           | Vending Room              | 8-10                           | 1                              | 150 /area                            | 150        | Vending machines; coffee<br>station; sink; trash can.                                                     |
| 3.409                                                                                                           | Staff Restroom            | 1                              | 2                              | 50 /area                             | 100        | ADA-Compliant; easily<br>accessible from the<br>training rooms                                            |
| <b>Subtotal Net Square Feet 2,730</b><br><b>Grossing Factor 1.35</b><br><b>Subtotal Gross Square Feet 3,686</b> |                           |                                |                                |                                      |            |                                                                                                           |
| <b>3.500 FITNESS AREA</b>                                                                                       |                           |                                |                                |                                      |            |                                                                                                           |
| 3.501                                                                                                           | Fitness Room              | 20                             | 1                              | 50 /person                           | 1,000      | Exercise equipment, card<br>or biometric access.                                                          |
| 3.502                                                                                                           | Janitor Closet            | -                              | 1                              | 40 /area                             | 40         | Slop sink, mop racks,<br>ventilation                                                                      |

3.000 STAFF SUPPORT

| No.                                                                                                                                | Component                                                 | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF | Notes |
|------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------|-----------------------|-------------------|-----|-------|
| Subtotal Net Square Feet 1,040<br>Grossing Factor 1.35<br>Subtotal Gross Square Feet 1,404                                         |                                                           |                        |                       |                   |     |       |
| 3.600                                                                                                                              | STAFF DINING (No space associated with this subcomponent) |                        |                       |                   |     |       |
| 3.000 Total Interior Net Square Feet 6,485<br>3.000 Total Interior Gross Square Feet 8,755<br>3.000 Total Exterior Square Feet (0) |                                                           |                        |                       |                   |     |       |

Diagram 3.000  
Adjacency Diagram: Staff Support



## Introduction

The mission of security operations is to provide for the safety and security of all staff, visitors, and offenders in the entire facility, and thus facilitate orderly operations and programming. This section includes perimeter security and entrances and exits through pedestrian sallyports; management of vehicle access for the purpose of admissions, offender transfer/transport, and the delivery of supplies and food; the operation of the master control room; keys; security and safety communications and surveillance; fire safety; and emergency response. Administration space for security operations personnel is located in this component. Although the main vehicle sallyport is a significant operational subcomponent of the security operations section, the functionality of this subcomponent is described in section 16.000.

Breaches in the perimeter will be limited as much possible to ensure all persons entering and exiting the facility perimeter are accounted for and visually identified. To the degree feasible, these breaches should be limited to the main pedestrian sallyport, the vehicle sallyport, the service sallyport, and an additional entrance from the staff support areas into the secure perimeter, preferably via the main sallyport accessed from the public lobby. Card access and/or biometric means of identification will be provided at each access point to properly document all persons inside the facility.

Components of the security operations section are located within an interstitial space of the facility's secure perimeter with the exception of the security office, which will be located adjacent to the other subcomponents, but will be within the secure perimeter. Control centers associated with management units will be located within the secure perimeter (see Section 6.000). The interstitial space includes areas such as master control, key storage, CERT, and the armory, which are neither within the secure perimeter nor outside of the secure perimeter; rather are within a stand-alone secure perimeter that bridges the two. No unauthorized staff will be located in these areas unless for official business.

Typically, security equipment such as keys, radios, and personal alarms will be located at each post and transferred between staff during shift changes. Utility staff, whose post is not at a fixed location, will obtain these security items from an electronic key control system located in this component.

While each control room performs a distinct primary function, master control will be the primary control room from which the operation of all other control rooms can be taken.

## Operational Description

### 4.100 Sallyports

#### *Main Pedestrian Sallyport*

The main pedestrian sallyport is the primary entrance into the secure perimeter of the facility by staff, visitors, and other non-facility staff. All persons requesting entry into the secure perimeter must first successfully pass security screening, which is conducted in the public lobby. Everyone who has successfully passed security-screening in the public lobby (e.g. staff, professional visitor, and volunteer) and entering the secure perimeter will

#### 4.000 SECURITY OPERATIONS

pass through this sallyport. Before entry into the secure perimeter is authorized, staff and visitors will secure any weapons or ammunition in the weapons lockers located on the non-secure public lobby side of the main pedestrian sallyport. Visitors to the facility administration office will be directed to that location by the public reception staff and will not enter the main pedestrian sallyport. Personal visitors will clear security screening and will be directed to "clean" waiting (see Section 1.000).

The main pedestrian sallyport will contain two doors. The outer door leads to the public lobby, while the inner door leads to the secure central spine of the facility. Master control will operate both doors. Access to and egress from the main pedestrian sallyport doors will be controlled by master control once verification of authorized entry/exit is made. An intercom (with appropriate signage) located on each side of the inner door will allow communication between people requesting entrance/exit to the main pedestrian sallyport and master control staff.

##### *Master Control Sallyport*

Access to master control will be via a sallyport to further enhance security and minimize breaches of the core security systems operations. There should be very limited access into the master control sallyport other than during shift change or during emergency situations. The master control sallyport will contain two doors. The outer door leads to the secure central spine of the facility, while the inner door leads into master control. Master control will operate both doors. Access to and egress from the master control sallyport doors will be via electric strike operated by master control once verification of authorized entry/exit is made. An intercom (with appropriate signage) located on each side of the inner door will allow communication between people requesting entrance/exit to the master control sallyport and master control staff. CCTV devices will be situated such that master control may view people entering/exiting the master control sallyport.

#### 4.200 Security Office

All security operations staff will be managed within a single location within the facility near master control. It will be set up in a suite style, with a common area, distinct spaces for shift captains and shift lieutenants. This space will function as the administration space for the security/housing operations component. The security operations suite should provide ample glazing to afford good visibility of the facility's buildings and grounds.

The shift captains will be assigned a shared office. This office area will provide a work counter sufficiently sized to accommodate four shift captains working in the area at one time (though typically only two may be on shift at any given time). Space will also be provided for file cabinets so that each supervisor can be assigned an individual cabinet. Similarly, a shared office area with workstations will be provided and sized for four shift lieutenants. Although the workstations may be shared, it should provide sufficient privacy for conducting staff coaching sessions. Individual lockable file cabinets will be provided in the supervisors' office to store confidential documentation.

The security operations suite will also be the initial area for coordinating a response to an incident occurring within the facility. It is here that initial directions and responses will be issued and coordinated. The official incident command center will be located in the facility administration's conference room (see Section 2.000). Adequate pin-up space for floor

#### 4.000 SECURITY OPERATIONS

plans of the facility and wall-mounted writing surface should be provided. As such, a conference table with seating will be provided in this area. Additionally, the room must have multiple phone lines at various locations (to enhance uninterrupted communication), computer terminals with access to security and life safety information, fire alarm enunciator panels and be capable of supporting audio/visual presentation and have adequate counter space for radio chargers. This area may also be used for meetings, small training groups, etc.

A secure records storage room will be located within the security operations suite for the retention of operation-related records, e.g., incident reports, shift commander reports, operations logs, etc. Like administrative records, it is assumed that the ISP will make arrangements for off-site long-term storage for the retention of archived operations-related records.

The security office suite will include a conference room, a pantry/break room, a work alcove containing a networked printer/copy/fax unit and teletype and built-in shelving for forms and supplies, a supply closet, a staff restroom, and a janitor's closet.

Located near the main pedestrian sallyport and adjacent to the security operations suite will be a shared office having ample glazing to allow good visibility of the main pedestrian sallyport and the secure central spine of the facility. This activity office is where all staff must check-in with the shift supervisor when first reporting for duty and prior to reporting to his/her assigned post. In this office will be an electronic key control system, whereby staff will obtain authorized keys, and the system will record the date, time, and staff member removing/returning the keys. It is here that other unassigned security equipment (e.g., radios, restraints) will be distributed. It will also serve as a shared workstation for activity officers.

Co-located within the activity office will be 12 secure equipment storage lockers for E-squad team members to store individually assigned equipment such as attack vests, riot helmets, etc. In addition, there should be four fully-equipped lockers strategically located within the secure perimeter offering a rapid response capacity. The E-squad is an adjunct to the CERT described below.

All security offices should be secured with card access and/or a biometric security system (authorized staff only).

#### 4.300 Master Control Center

Master control is the focal point of daily facility operations by providing entry/exit access of the secure perimeter, management unit (secondary control center), exterior doors, and other high security doors and monitoring activities via camera throughout the facility. Master control will be located within its own security zone of the facility, and access into this area is strictly limited to authorized personnel. Master control is accessed from the main pedestrian sallyport through a second set of interlocked doors.

Master control will be laid out to provide easy maneuvering for the benefit of the assigned staffs' activities. Because master control will be a crucial and highly specialized 24-hour operation with specialized technological equipment, a separate HVAC system should be provided to ensure appropriate temperatures and uninterrupted climate control. Master

**4.000 SECURITY OPERATIONS**

control must be entirely self-sufficient with its own equipment storage, restroom, beverage station, and janitor's closet.

Activities within master control include:

- observation and control of all perimeter doors/exits (pedestrian and vehicle);
- monitoring of life safety and security alarm systems;
- control of internal movement into and out of major zones within the prison;
- making public address system announcements;
- maintaining radio communications and base station for internal transmissions and facility-based transports;
- monitoring of cameras throughout the ISP;
- elevator monitoring systems (if any);
- control of all secure perimeter sallyports; and
- ability to assume command of all locking doors within the facility, particularly in emergency situations.

Master control will be staffed by at least one officer at all times, with an additional one to two officers assigned during periods of increased activity. Given the number of functions occurring in master control, the interior layout and counter designs must be provided in concert with the complete understanding of the full range of functions and design of security systems. Redundant door control and communication capabilities must be provided to allow a second staff person to operate the necessary equipment during busy periods, restroom breaks, etc. The control consoles must be ergonomically designed, as staff will be assigned to this post for extended periods.

Counter space will include an area directly accessible by the officer for a security management system computer and printer, fire alarm system computer, and local area network computer. Monitoring of fire alarm, smoke and thermal detection, public address, radio and other mechanical and electrical systems is a key responsibility of staff assigned to master control.

Master control must have excellent direct visibility of the main pedestrian sallyport so that positive identification of all persons entering and exiting the secure portion of the facility can be made. All persons who enter the facility are required to display proper identification (e.g., uniform, ISP issued identification or temporary pass with authorized escort staff). A card and/or biometric means of documenting all persons within the secure perimeter will be provided at all entry/exit points to ensure positive identification and an accounting of all persons in the facility. This security measure is not intended to authorize access into and out of the facility; rather it is a means of documenting persons physically in the perimeter. In the event of an emergency, master control will be able to print a list of all persons within the secure perimeter.

Positive identification of persons entering other pedestrian access points may be by remote, continuous view CCTV; cameras and monitors will be in color to enhance visibility. CCTV will be event-activated with surveillance of key perimeter points. Care must be taken to avoid creating banks of monitors that are difficult to observe properly.

Digital recording will be provided for cameras as required through a network to avoid stacks of recorders and to enhance later review of the recordings. Placement of all other



#### 4.000 SECURITY OPERATIONS

cameras should be limited to those areas that are not under direct visual inspection by facility security staff, and/or high activity levels (e.g. recreation yards) with manual and event-activated monitoring and/or recording capabilities.

Secure pass- and talk-throughs will facilitate communication between people inside and outside master control, as well as allowing for the passage of papers and other items. The pass-/talk-throughs will allow for two-way communication with hands-free or remote activation, but should minimize extraneous noise that should not be carried into master control.

Specialized fire suppression systems should be provided in master control. Security panels and equipment must be selected with care to ensure durability. If allowed by code, a “dry” sprinkler type system should be selected over a wet system to minimize the potential of rendering the security system, equipment consoles, or computers inoperable because of water damage.

To support the self-sufficiency of the master control area, a staff restroom and a small beverage counter will be provided in this area to minimize staff traffic and changes in personnel accountability in master control. A beverage counter will have space for a coffeemaker, sink, small refrigerator, microwave, and cabinetry for condiments and napkins, utensils, etc.

An equipment room, adequately sized to house electronic equipment, an uninterrupted power source (UPS) that prevents interruption of electrical current, and computers will be installed adjacent to, and accessible from, master control. A special ventilation system may be needed for the equipment room. Appropriate grounding is required in this area to minimize the potential for the electronics to be impacted by static electricity build up.

Master control must be on the same level as the main circulation spine. However, the equipment room may be on a higher level and be provided with a redundant work station, to protect it from potential flooding in an emergency situation.

#### 4.400 CERT Unit

Space will be provided for the emergency response team (CERT) to store and don their equipment and to prepare response plans in emergency situations. This area is located outside of the facility perimeter within its own security zone, and to the degree feasible, this area should be easily accessible to the armory, hot room, and canine team. CERT is currently comprised of a 12-person team, which is supplemented by the E-squad - a team comprised of 12 volunteer staff whose primary assignment is facility security (e.g., housing pod officer, activity officer), and who are the first responders for significant events occurring within the facility. Planning should incorporate and accommodate a growth in the number of CERT members. CERT is a tactical team whose primary mission is to be a last response to major events occurring in the facility that cannot be contained by corrections officers or the E-squad.

The CERT area will be an open area or muster room, with conference seating for up to 16 CERT members (which may include some E-squad team members). This is the primary location where staff will plan their tactical responses, and to write reports following an incident. White boards and bulletin boards should be located on the walls to aid the

#### 4.000 SECURITY OPERATIONS

planning efforts. A bin will be provided for storing architectural drawings, keying schedules and security systems specifications. Computer workstations will be located in an alcove, with additional data lines and power receptacles available in the room for the use of additional computers, when needed. Technology should allow for viewing of all cameras within the facility from this location.

Located in an adjacent room will be equipment storage lockers for storing individually assigned equipment such as attack vests, riot helmets, and self contained breathing apparatuses (if going to be considered in the future). Although staff will generally be wearing their CERT uniform while on duty, there may be an occasion when staff will need to change clothes prior to or following a response incident. Staff may change their clothes when necessary in this locker room or the staff restroom. The staff restroom will be equipped with a shower and ventilation to the facility exterior to allow decontamination to occur if necessary. The shower will not require additional space; rather it will be a shower head within the restroom with appropriate drainage and an eyewash station.

The CERT team leader will be located in an adjacent office accessible from the muster room. Although this office will be a private office so that the team leader can meet privately with staff, the office should have a large vision panel that will allow observation of the muster room from the team leader's office.

Unassigned equipment such as tasers, batons, and riot shields will be co-located within the hot room described below (see Section 4.500). This non-lethal armory will be equipped with a combination of shelving and cabinetry for storing various items. Some open space is required for storing riot shields. Oleo-capsicum should be stored in an airtight compartment located in this area.

The CERT area will include an eyewash station, a beverage station equipped with a coffee maker, water cooler, microwave, and half-height refrigerator, and janitor's closet.

#### 4.500 Armory

##### *Armory*

A storage area is needed in close proximity to CERT, also located outside of the secure perimeter within its own security zone and adjacent to the key room, for the storing of ISP firearms, ammunition, oleo capsicum products, and other arsenal items. Additionally, all non-lethal weapons and emergency response equipment will be stored in the CERT area described above. All work to be performed by an armorer will be taken off-site. The armory should remain locked at all times, with a two-step access procedure. Access to the armory will be via a sallyport, with the outer door being activated by master control after verifying the person's authority to enter, and the inner door operated by authorized personnel with key or card access and/or biometric access.

The armory, sized for a population of 1,000 offenders, requires special ventilation and humidity control, and should be equipped with smoke and fire detectors. This room should be equipped with shelving and weapons racks for secure storage and easy retrieval of the equipment. A workroom should be provided for routine cleaning and maintenance of the equipment. Ammunition will be stored in a separate secure room within the armory, having proper ventilation, and an outside roof with explosive hatch.

4.000 SECURITY OPERATIONS

Adequately ventilated and secure space should be provided for chemical storage. An eyewash station will be provided in this area. A telephone and computer will be located in this area for inventory and issuance.

Within the armory will be a staff restroom, utility sink, eyewash station, and chemical shower, all of which may be shared with the key storage/shop described below (see Section 4.700).

*Hot Room*

The hot room is a sub-unit of the armory and is a secure room that is accessed directly from the armory or the CERT space. It is here that CERT stores firearms, prepares tactical vests, tactical equip, flash bangs, etc. The hot room will be secure at all times and access will be via card access and/or biometric access (authorized staff only). This room should be adequately ventilated and climate-controlled to ensure the integrity of chemical agents stored in this area.

**4.600 Canine Unit**

The ISP has a canine unit whose purpose is to assist in the detection of contraband. There is canine coverage on a daily basis, averaging one to three dogs working per day. Located near the CERT and armory areas will be the canine unit operations area. Within the canine unit operations area will be a shared workstation a shower with private changing area and four individually-assigned equipment lockers. Space to accommodate four portable kennels is provided. The canine unit operations area also includes dog-showering space and equipment (both indoor and outdoor), clear access to a fenced green area, and a storage area for equipment. Adequate exhaust fans will be in place to prevent the build up of stench and other foul odors.

The canine unit operations area will include a beverage station equipped with a coffee maker, water cooler, microwave, and half-height refrigerator, staff restroom, and janitor's closet.

**4.700 Key Storage/Shop**

A key storage/shop room will be located adjacent to the armory outside of the secure perimeter within the armory security zone. Although emergency keys will be issued from master control; master keys and key blanks will be stored in the key room in a secure key cabinet with access via emergency key box or by the facility administrator or key control officer. The key storage/shop room will be equipped to perform basic locksmith functions (i.e., cut new keys, repair locks, etc).

Within the key storage/shop will be a staff restroom, utility sink, eyewash station, and chemical shower, all of which may be shared with the armory described above (see Section 4.500).

**Additional Design/Operational Considerations**

The master control components are the most secure areas within the prison. Master control will utilize extensive security construction, hardware, equipment, and technology.

**4.000 SECURITY OPERATIONS**

It will be designed with appropriate access control and monitoring capability. All transparent glazing in master control will be attack and ballistic resistant and with interior polycarbonate or other substance to prevent spalling<sup>2</sup>. The configuration and physical layout of master control should minimize staff fatigue through environmental conditioning and ergonomics. All operator controls will be passive by design. This means that an operator's attention will be called to control or monitor a particular location only during a change state, such as when a secure door becomes unsecured an audible enunciation and visual cue occurs. In addition, automation will be used whenever practical, and within limits of acceptable security practices, thereby minimizing operator actions for internal (within the secure perimeter) building movement of staff.

Security systems should be selected based on appropriateness to the intended function, maintenance history, availability, and initial cost. Proprietary products and/or software should be limited. The use of standard off-the-shelf commercial products will maximize competitive procurement of the initial system, and minimize life cycle costs. Replacement and spare parts should be included with the initial purchase of security equipment to avoid future unavailability of these parts, if they become obsolete as technology becomes more sophisticated.

All electrical circuits and lighting in these areas of the facility should be connected to the facility's emergency power generation system.

The storage areas designated for weapons and chemical agents requires special ventilation and humidity control, and should be equipped with smoke and fire detectors.

Security designation A: Master control room, pedestrian sallyport, armory, and key room.

Security designation D: All other areas.

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<sup>2</sup> Spalling occurs when the impact of glazing or other substances that could shatter could result in projectiles that may impale staff working behind these areas.

**4.000 SECURITY OPERATIONS**

**Table 4.000**  
**Architectural Program: Security Operations**

| <b>No.</b>                        | <b>Component</b>           | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of<br/>Areas</b> | <b>Space Standard</b> | <b>NSF</b>  | <b>Notes</b>                                                                                                                            |
|-----------------------------------|----------------------------|--------------------------------|--------------------------------|-----------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>4.000</b>                      | <b>SECURITY OPERATIONS</b> |                                |                                |                       |             |                                                                                                                                         |
| <b>4.100</b>                      | <b>SECURITY OPERATIONS</b> |                                |                                |                       |             |                                                                                                                                         |
| 4.101                             | Main Pedestrian Sallyport  | 10                             | 1                              | 150 /area             | 150         | Doors leading to into the secure perimeter from the staff area and the public lobby, 5 wall-mounted gun lockers located on public side. |
| 4.102                             | Central Control Sallyport  | 5                              | 1                              | 100 /area             | 100         | Access to the security operations sallyport, key room, armory and central control (4.200)                                               |
| <i>Subtotal Net Square Feet</i>   |                            |                                |                                |                       | <i>250</i>  |                                                                                                                                         |
| <i>Grossing Factor</i>            |                            |                                |                                |                       | <i>1.45</i> |                                                                                                                                         |
| <i>Subtotal Gross Square Feet</i> |                            |                                |                                |                       | <i>363</i>  |                                                                                                                                         |
| <b>4.200</b>                      | <b>SECURITY OFFICE</b>     |                                |                                |                       |             |                                                                                                                                         |
| 4.201                             | Shift Supervisors          | 2-4                            | 1                              | 200 /area             | 200         | Work counter sized for 4; file cabinets for each supervisor.                                                                            |
| 4.202                             | Shift Lieutenants          | 4                              | 1                              | 64 /person            | 256         | Shared area with file storage; sized to allow for one-to-one staff coaching.                                                            |
| 4.203                             | Storage Closet             | -                              | 1                              | 40 /area              | 40          | Shelving                                                                                                                                |
| 4.204                             | Conference Room            | 8-12                           | 1                              | 300 /area             | 300         | CF-2                                                                                                                                    |
| 4.205                             | Break Room                 | 1-4                            | 1                              | 100 /area             | 100         | BR-3                                                                                                                                    |
| 4.206                             | Printer/Copier/Work Alcove | -                              | 1                              | 100 /area             | 100         | Copier, networked printer, teletype, work table; built in shelving for forms.                                                           |
| 4.207                             | Office Supply Storage      | -                              | 1                              | 40 /area              | 40          | Secure storage                                                                                                                          |
| 4.208                             | Staff Restroom (M/F)       | 1                              | 1                              | 50 /area              | 50          | ADA-Compliant                                                                                                                           |
| 4.209                             | Janitor Closet             | -                              | 1                              | 40 /area              | 40          | Slop sink, mop racks, ventilation                                                                                                       |
| 4.210                             | Activity Office            | 1-2                            | 1                              | 120 /office           | 120         | OF-6; Located near the main sallyport; electronic key control system; security equipment issue; workstation.                            |
| 4.211                             | E-Squad Equipment          | 12                             | 1                              | 10 /locker            | 120         | Located within activity office; storage lockers for attack vests, riot helmets, etc.                                                    |

4.000 SECURITY OPERATIONS

| No.                                                                                                             | Component                 | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space Standard | NSF | Notes                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------|---------------------------|------------------------|-----------------------|----------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------|
| 4.212                                                                                                           | E-Squad Equipment         | 1                      | 4                     | 40 /area       | 160 | 4 locations throughout the campus; storage (possibly large locker) for rapid response equipment.                                           |
| <b>Subtotal Net Square Feet 1,526</b><br><b>Grossing Factor 1.45</b><br><b>Subtotal Gross Square Feet 2,213</b> |                           |                        |                       |                |     |                                                                                                                                            |
| <b>4.300 CONTROL ROOMS</b>                                                                                      |                           |                        |                       |                |     |                                                                                                                                            |
| <i>Central Control Room</i>                                                                                     |                           |                        |                       |                |     |                                                                                                                                            |
| 4.301                                                                                                           | Central Control Room      | 3                      | 1                     | 300 /area      | 300 | Includes security monitoring systems, alarm centers, intercoms, door controls, etc., pass-throughs                                         |
| 4.302                                                                                                           | Beverage Station          | -                      | 1                     | 25 /area       | 25  | Coffee maker, water cooler; microwave; half-height refrigerator.                                                                           |
| 4.303                                                                                                           | Staff Restroom            | 1                      | 1                     | 50 /area       | 50  | ADA-Compliant                                                                                                                              |
| 4.304                                                                                                           | Computer Equipment Room   | -                      | 1                     | 120 /area      | 120 | Alarm switching equipment, power supplies, surge protectors, etc.; adjacent to central control; accessed through central control sallyport |
| <b>Subtotal Net Square Feet 495</b><br><b>Grossing Factor 1.45</b><br><b>Subtotal Gross Square Feet 718</b>     |                           |                        |                       |                |     |                                                                                                                                            |
| <b>4.400 CERT UNIT</b>                                                                                          |                           |                        |                       |                |     |                                                                                                                                            |
| 4.401                                                                                                           | Muster Room               | 16                     | 1                     | 50 /person     | 800 | Conference seating for 12; 12 cubicles for dress out; wall mounted white boards and bulletin boards; bin                                   |
| 4.402                                                                                                           | Computer Equipment Alcove | 1                      | 1                     | 100 /area      | 100 | Alcove located within the muster room.                                                                                                     |
| 4.403                                                                                                           | Equipment Lockers         | 1                      | 16                    | 15 /room       | 240 | Wall mounted SCBAs shelving for riot helmets; hooks for hanging gear.                                                                      |
| 4.404                                                                                                           | Beverage Station          | -                      | 1                     | 25 /area       | 25  | Coffee maker, water cooler; microwave; half-height refrigerator.                                                                           |
| 4.405                                                                                                           | Staff Restroom            | 1                      | 1                     | 50 /area       | 50  | ADA accessible; shower head located in corner; ample drainage with sloped flooring; eye wash station.                                      |
| 4.406                                                                                                           | CERT Team Leader Office   | 1                      | 1                     | 100 /office    | 100 | OF-4, door with window into muster room                                                                                                    |

**4.000 SECURITY OPERATIONS**

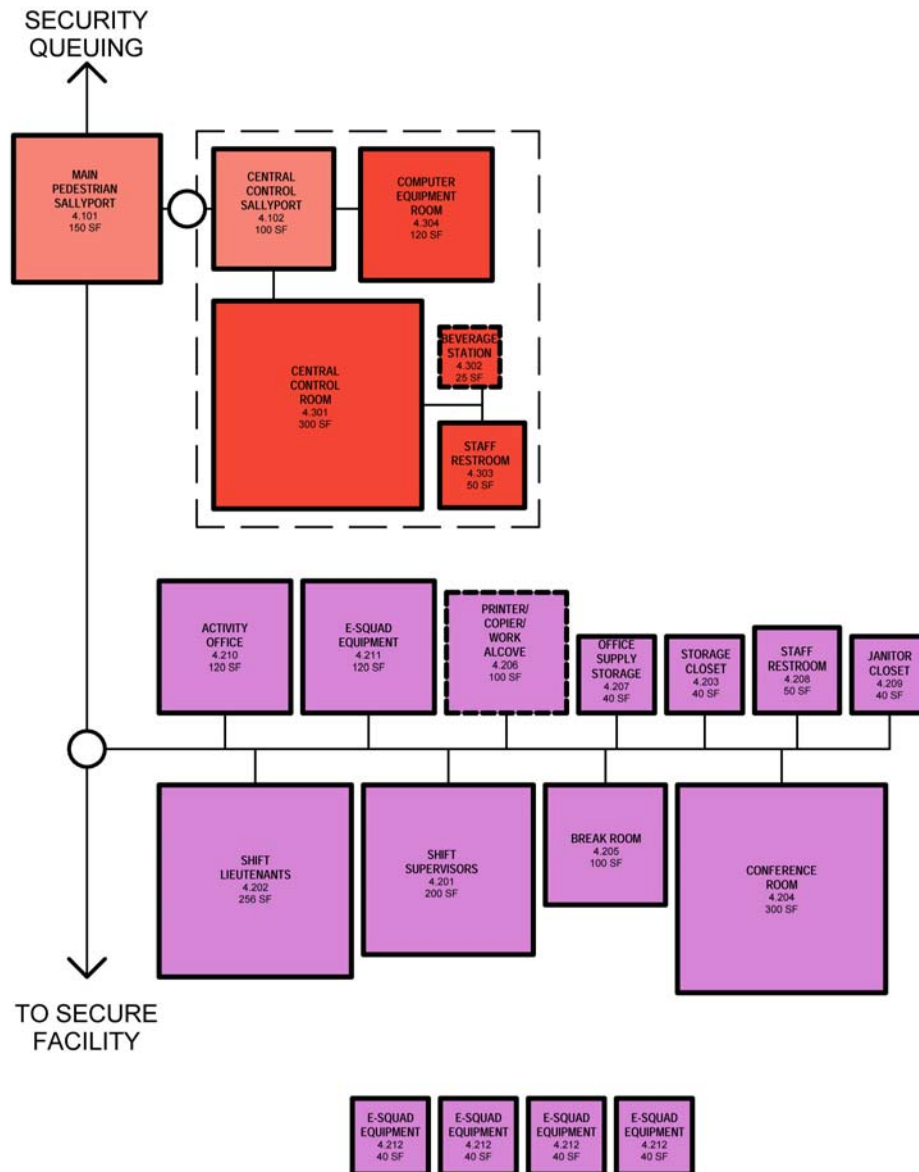
| <b>No.</b>                                                                                                                                                                                  | <b>Component</b>    | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of<br/>Areas</b> | <b>Space Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------|--------------------------------|-----------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: right;"><i>Subtotal Net Square Feet</i>    <b>1,315</b><br/> <i>Grossing Factor</i>            <b>1.45</b><br/> <i>Subtotal Gross Square Feet</i>    <b>1,907</b></p> |                     |                                |                                |                       |            |                                                                                                                                                                                                                                      |
| <b>4.500 ARMORY</b>                                                                                                                                                                         |                     |                                |                                |                       |            |                                                                                                                                                                                                                                      |
| 4.501                                                                                                                                                                                       | Weapons Storage     | -                              | 1                              | 200 /area             | 200        | Shelving and weapons rack; work surface; motion detection system; special ventilation and humidity control; smoke and fire detection; eyewash station; telephone and computer; in close proximity to CERT, adjacent to the key room. |
| 4.502                                                                                                                                                                                       | Ammunitions Storage | -                              | 1                              | 120 /area             | 120        | Outside roof with explosive hatch. Secure bars; ventillation to the outside.                                                                                                                                                         |
| 4.503                                                                                                                                                                                       | Weapons Workroom    | -                              | 1                              | 150 /area             | 150        | Bench; cleaning supplies, peg board; bench press; eye wash station.                                                                                                                                                                  |
| 4.504                                                                                                                                                                                       | Storage             | -                              | 1                              | 100 /area             | 100        | Chemical agents.                                                                                                                                                                                                                     |
| 4.505                                                                                                                                                                                       | Secure Entry        | 1-2                            | 1                              | 80 /area              | 80         | Operated by Master Control                                                                                                                                                                                                           |
| 4.506                                                                                                                                                                                       | Staff Restroom      | 1                              | 1                              | 80 /area              | 80         | ADA accessible; separate shower; utility sink; ample drainage with sloped flooring; eye wash station; located from shared sallyport between locksmith and armory.                                                                    |
| 4.507                                                                                                                                                                                       | Hot Room            | -                              | 1                              | 150 /area             | 150        | Accessed from the Armory and CERT area; storage of weapons, prepared tactical vests and equipment; climate controlled.                                                                                                               |
| <p style="text-align: right;"><i>Subtotal Net Square Feet</i>    <b>880</b><br/> <i>Grossing Factor</i>            <b>1.35</b><br/> <i>Subtotal Gross Square Feet</i>    <b>1,188</b></p>   |                     |                                |                                |                       |            |                                                                                                                                                                                                                                      |
| <b>4.600 CANINE</b>                                                                                                                                                                         |                     |                                |                                |                       |            |                                                                                                                                                                                                                                      |
| 4.601                                                                                                                                                                                       | Shared Workstation  | -                              | 1                              | 64 /wkstn             | 64         | WS-3                                                                                                                                                                                                                                 |
| 4.602                                                                                                                                                                                       | Staff Shower        | 1                              | 1                              | 40 /shower            | 50         | Shower stall with drying/changing area                                                                                                                                                                                               |
| 4.603                                                                                                                                                                                       | Staff Restroom      | 1                              | 1                              | 50 /area              | 50         | Includes eye wash station.                                                                                                                                                                                                           |
| 4.604                                                                                                                                                                                       | Equipment Lockers   | 1                              | 4                              | 10 /area              | 40         | Leases, dog toys, one des for drugs.                                                                                                                                                                                                 |
| 4.605                                                                                                                                                                                       | K-9 Kennels         | -                              | 4                              | 20 /area              | 80         | Large crates; exhaust fans                                                                                                                                                                                                           |

**4.000 SECURITY OPERATIONS**

| No.                                    | Component        | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space Standard | NSF   | Notes                                                                                  |
|----------------------------------------|------------------|------------------------|-----------------------|----------------|-------|----------------------------------------------------------------------------------------|
| 4.606                                  | Beverage station | -                      | 1                     | 40 /area       | 40    | Coffee maker, water cooler, microwave, half-height frig                                |
| 4.607                                  | Janitor Closet   | -                      | 1                     | 40 /area       | 40    | Slop sink, mop racks, ventilation                                                      |
| 4.608                                  | Green Area       | -                      | 1                     | 400 /area      | (400) | Accessible from Canine area; fenced                                                    |
| Subtotal Net Square Feet               |                  |                        |                       |                | 364   |                                                                                        |
| Grossing Factor                        |                  |                        |                       |                | 1.35  |                                                                                        |
| Subtotal Gross Square Feet             |                  |                        |                       |                | 491   |                                                                                        |
| Subtotal Exterior Square Feet          |                  |                        |                       |                | (400) |                                                                                        |
| 4.700 KEY STORAGE/SHOP                 |                  |                        |                       |                |       |                                                                                        |
| 4.701                                  | Key Storage/Shop | 1                      | 1                     | 150 /area      | 150   | Key cutting; peg boards; secure storage for key blanks; located adjacent to the armory |
| 4.702                                  | Locksmith Shop   | 1                      | 1                     | 150 /area      | 150   |                                                                                        |
| Subtotal Net Square Feet               |                  |                        |                       |                | 300   |                                                                                        |
| Grossing Factor                        |                  |                        |                       |                | 1.35  |                                                                                        |
| Subtotal Gross Square Feet             |                  |                        |                       |                | 405   |                                                                                        |
| 4.000 Total Interior Net Square Feet   |                  |                        |                       |                | 5,130 |                                                                                        |
| 4.000 Total Interior Gross Square Feet |                  |                        |                       |                | 7,284 |                                                                                        |
| 4.000 Total Exterior Square Feet       |                  |                        |                       |                | (400) |                                                                                        |



Diagram 4.000  
 Adjacency Diagram: Security Operations

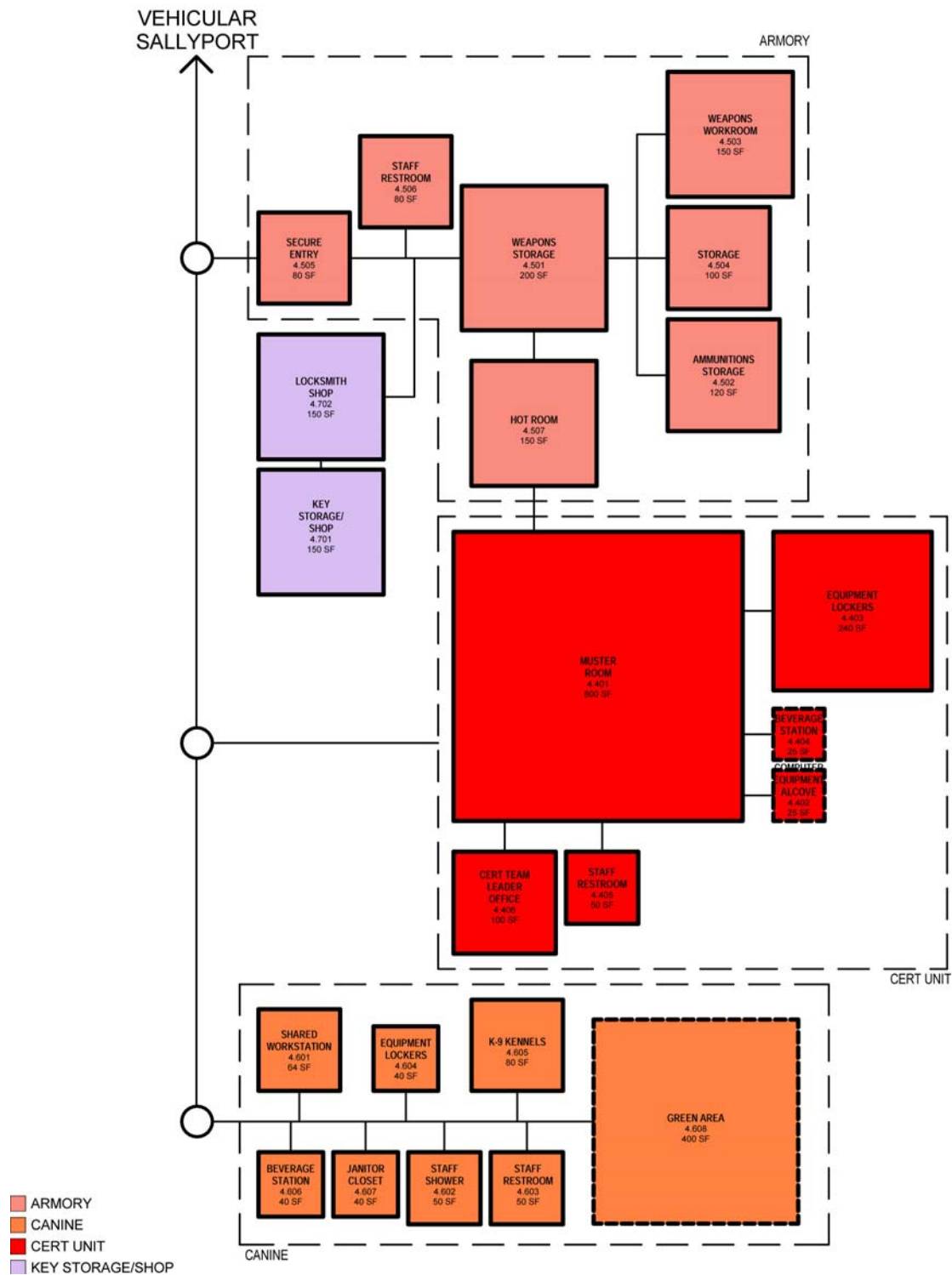


(4) LOCATIONS TO BE LOCATED  
 THROUGHOUT THE CAMPUS

■ CONTROL ROOMS  
 ■ SECURITY OFFICE  
 ■ SECURITY OPERATIONS



4.000 SECURITY OPERATIONS



## **5.000 RECEPTION AND DISCHARGE**

### **Introduction**

The reception and discharge component includes offender reception, short-term holding, property, releases for transportation to courts or other reasons, and release/transfer areas of the facility. Offenders admitted to ISP will have been in the IDOC system for a period of time whereby they will have been subject to classification and assessments identifying risks and needs. The new reception and discharge component at the primary ISP site will replace the facility presently in operation at the CCU, although that will continue to serve as the receiving point for the reintegration unit (see Section 17.000).

The various populations managed in this area suggest that the design accommodate the range of holding requirements, from open waiting for the majority of offenders who will behave in accordance with the rules and regulations, to the most secure holding for those who exhibit irrational or dangerous behavior. In both cases, the environment should support reduced tension and create a calm, orderly, and secure process.

A vehicle sallyport is required for processing new offenders and for receiving or transporting offenders from/to other facilities, including transfers from other agencies and to/from other sites at ISP. This enclosed sallyport provides security while offenders are being loaded/unloaded into security vehicles.

The ISP currently accepts admissions, on average, three days per week, receiving upwards of ten offenders each of the days. All admissions will be processed in the reception and discharge component. Upon completion of admission procedures, general population offenders will be assigned to the orientation housing pod, segregation offenders will be transported directly to the re-integration unit, and minimum-live-outs will be transported directly to the John Bennett Unit.

The reception and discharge process consists of:

- Identify verification
- Search
- Photo identification
- Health screening
- Release processing
- Property

Most offenders will be processed through this area in a one-hour time frame.

To maximize the flexibility of use of the area, a number of different types of waiting areas are described herein. These areas can be used interchangeably for new admissions, for releases, and for transports, depending on what the need is for each different group. The different waiting areas include open waiting for 12, and secure holding for 12. Altogether, this area has the potential to hold 24 people.

The property storage area includes the holding area where offender clothing and personal effects are collected and prison uniforms issued. A vault or secure room will be included for the holding of money and valuables, until such time they are transferred to the business office for secure safekeeping.

## 5.000 RECEPTION AND DISCHARGE

### Operational Description

#### 5.100 *Reception and Discharge Vehicle Sallyport*

Transport vehicles will enter the secure perimeter through the enclosed reception and discharge vehicle sallyport. Authorized vehicles will approach the reception and discharge vehicle sallyport gates, at which point they pass onto a vehicle detector device that will automatically activate a camera, which in turn will show the vehicle and alert sallyport tower to its presence. The sallyport tower may confer with the driver and the driver with the sallyport tower through the use of a weather-protected, pole-mounted two-way intercom/CCTV device situated at an appropriate height and location to enable master control to view the driver and to verbally communicate without the driver needing to leave the vehicle.

The enclosed reception and discharge vehicle sallyport will have two drive-through lanes; one sized to accommodate buses and one sized to accommodate two vehicles. A temperature protected hose bib will be provided for the spray-washing of vehicles. Outside the reception and discharge vehicle sallyport will be weather protected, pole-mounted intercom/CCTV devices situated at an appropriate height and location to view the driver outside of and inside the reception and discharge vehicle sallyport, and leaving the sallyport. Additional cameras will be placed inside the sallyport. In these cases, either pan/tilt/zoom cameras will be required or two cameras will be required to monitor standard sized vehicles and buses.

The reception and discharge vehicle sallyport is equipped with two interlocking, motor driven, roll-up doors or hydraulic bi-fold doors, controlled by the sallyport tower. Once the sallyport tower authorizes the vehicle to enter the reception and discharge vehicle sallyport, the gates will be opened remotely and the vehicle will proceed into the reception and discharge vehicle sallyport and park in one of four angled parking spaces on the building side of the reception and discharge vehicle sallyport. Cameras must be located inside the reception and discharge vehicle sallyport facing the inside of the doors, and can be supplemented by electronic eyes on the inside of the entry door and the outside of the exit door, to ensure that the doors and vehicles are not damaged by premature closing by the sallyport tower. The height and width of doors are sized to accommodate clearance for a passenger bus. The height and width of the travel lane must accommodate the size of standard fire and emergency response vehicles. However, in case of extreme emergency conditions, a tour bus-sized vehicle might be utilized for the emergency transport of offenders into or out of the facility. The doors should be sized with sufficient clearance height and width for this type of larger vehicle. Offenders are not expected to be in the reception and discharge vehicle sallyport without law enforcement or IDOC security escort. However, for security purposes and weather protection, the reception and discharge vehicle sallyport should be completely enclosed and properly ventilated.

In addition to the vehicle entrance, the reception and discharge vehicle sallyport will be accessible via a pedestrian entrance/exit. Access to and egress from the reception and discharge vehicle sallyport through the pedestrian door will be remotely controlled by the sallyport tower. An intercom (with appropriate signage) located on each side of the door will allow communication between people requesting entrance/exit to the reception and discharge vehicle sallyport and the sallyport tower. CCTV devices will be situated such that the sallyport tower may view people entering/exiting the reception and discharge

## **5.000 RECEPTION AND DISCHARGE**

vehicle sallyport via the pedestrian entrance.

Weapons will not be permitted into the reception-discharge area, and thus must be secured prior to entry. Prior to entering the reception-discharge pedestrian sallyport, all weapons will be properly stored. Officers will secure all weapons either inside their vehicle's trunk compartment or for those officers whose vehicle does not have a trunk, the reception and discharge vehicle sallyport will include eight individually keyed, wall-mounted gun lockers for the deposit of officers' weapons. The officer will secure the offenders, then deposit his/her weapon in an individual weapon locker, and remove and retain the key with him/her until departing the facility.

Once the offender is properly secured and the officer's weapon properly stored, the transport official will activate a button that alerts the sallyport tower to open the door leading into the reception-discharge pedestrian sallyport. A camera is situated at this point to allow the sallyport tower to view the perimeter door prior to opening it. Egress from the facility will typically occur in reverse of the above process.

### **5.200 Reception and Discharge Pedestrian Sallyport**

The reception-discharge pedestrian sallyport will contain two doors. Master control will operate the outer door, leading from the reception and discharge vehicle sallyport into the reception-discharge pedestrian sallyport, upon verification that the person is authorized entry/exit. Access to and egress from the inner door of the reception-discharge pedestrian sallyport will be via electric strike controlled by reception-discharge staff once visual verification of authorized entry/exit is made, and/or via card access or biometric means (authorized staff only). An intercom (with appropriate signage) located on each side of the inner door will allow communication between people requesting entrance/exit to the reception-discharge pedestrian sallyport and reception-discharge staff. CCTV devices will be situated such that master control may view people entering/exiting the reception-discharge pedestrian sallyport.

As the offender is brought into the reception-discharge pedestrian sallyport, the reception-discharge officer will complete a preliminary pat search. The preliminary search is designed to locate and remove any contraband (e.g., drugs and weapons). Contraband and/or weapons will be turned over to the transporting officer for disposition.

The reception-discharge pedestrian sallyport should be large enough to accommodate three offenders each having a property bin (seated on a bench having a cuff lock bar) awaiting preliminary search with an area designed to conduct a pat search. Upon completion of the search, the offender will be escorted into the reception-discharge area.

A one- or two-finger scanner will be located within the reception-discharge pedestrian sallyport so that offenders' identities can be verified prior to or accepting the offenders.

### **5.300 Reception and Discharge Processing**

Upon admission to the reception-discharge area, the offender may also be subject to a metal detector full body scan and/or body orifice scanning system (BOSS)<sup>3</sup> that is used to

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<sup>3</sup> A high sensitivity detector scans offenders for weapons and contraband objects hidden in anal, vaginal, oral, and nasal cavities.

## **5.000 RECEPTION AND DISCHARGE**

determine if an offender is concealing any contraband. These systems must be located so that the adjacent security measures (e.g., rebar, etc) do not interfere with their ability to effectively screen offenders.

The reception-discharge area includes an open waiting area, individual and group secure holding cells, photographing, health screening, and access to many of the functions that may occur during or immediately following processing. Adjacency to the property room is essential since these functions work in conjunction with the admissions process.

The open design of the reception-discharge area will provide for maximum supervision of the offenders in this area. Distinct seating and holding areas will allow for proper separations based on classification. Offenders will be permitted to sit in the open areas and wait to be called by staff to the various functions. Because it is not anticipated that this area will be used or staffed on a continuous basis, staff offices are not required in this location. Once notified, the shift captain will assign utility officers to reception and discharge to process incoming/outgoing offenders.

During use, the reception-discharge area will be supervised by the operations staff that will continuously monitor the area. Door controls for the reception-discharge area will be maintained in this area to provide access to persons who do not have card and/or biometric access authorization. The reception-discharge officer will escort newly admitted offenders into an open waiting area or place the offender in a holding cell (offenders who are acting out, offenders deemed extremely dangerous, and/or offenders needing separation from other offenders), where the offender will await further processing.

### *Open Waiting*

The open waiting area provides seating for up to 12 offenders who are compliant and are waiting to be processed into the facility. Most offenders will be held in the open waiting area. These offenders are the ones who comply with staff instructions, and do not pose a threat to staff or other offenders. The open waiting area will contain tandem seating with back support and secured to the floor and a wall- or ceiling-mounted television where offenders can wait in a normalized environment for their processing into facility housing. The television will serve as a distraction during the processing period, and potentially allow for the showing of an orientation video.

A restroom, visible from the reception-discharge stations, will be located adjacent to the open waiting area. These restrooms will not require staff to open the door, but will have "occupied" signage above the door that illuminates and also enunciates at the processing desk.

### *Secure Holding*

In addition to the open waiting area, there are secure holding cells. While the operating assumption should be that offenders are permitted to wait in the open waiting area, four secure individual holding cells and one secure group holding cell will be provided either for offenders who require separation from other offenders or whose behavior necessitates that they not await processing in the open waiting area, and/or to separate groups who may not come into contact with one another. These cells may also be used for separating offenders being prepared for transportation to another facility/location. The secure cells

## **5.000 RECEPTION AND DISCHARGE**

will be equipped with bench seating and a stainless steel toilet/sink combination unit. While intended for single occupancy, the secure individual holding cells could hold up to four seated persons if necessary. A cuff pass with a lockable cover or shutter on the outside of the door will be provided on the secure holding cell doors to permit potentially volatile offenders to put their hands through the cuff pass, and then be handcuffed prior to opening the cell door. To the degree possible, secure cells will be designed to minimize disruption to other people in the area from loud yelling or banging on the door, and minimize communication with offenders in the open waiting area, while still providing maximum visibility from the reception-discharge work areas.

### *Reception-Discharge Processing*

The reception-discharge process includes verifying offender identity (a one- or two-finger scanner will be located within the reception-discharge processing area), issuing photo-identification, assignment to housing (most offenders will be placed in the orientation housing pod, although others will go to mental health housing, the reintegration unit, or the farm), and medical and mental health screenings. Two fully-equipped workstations will face the open waiting areas and have access to the controls associated with the reception-discharge area and pedestrian sallyport doors, cameras, and intercoms. The workstation area must allow for the full range of processing functions to be performed on a wheelchair-bound offender without minimizing visibility to the areas described above, and need to include privacy panels that allow offenders to relate sensitive information without being overheard by others in the area.

### *Health Screenings*

Per IDOC policy, health care staff will complete a health screening on all offenders admitted to the ISP to take vital signs and determine if there are medical issues that may require immediate medical or mental health attention prior to the offender being housed in orientation housing. Officers will alert nursing staff that there are new admissions and nursing staff will come to the reception-discharge area to perform the health screenings. All written medical transfer paperwork about chronic medical and mental health conditions and prescribed medication will be reviewed by the nursing staff.

There will be two medical/mental health screening interview rooms to permit privacy during screening interviews; these interview rooms will be located adjacent to the reception-discharge processing desk and each equipped with a computer terminal workstation, chair, guest chair, telephone, networked printer, and storage for forms and other items. Additionally, one of the medical interview rooms will have a sink and lockable cabinetry for supplies necessary for medical testing (i.e., vital signs, height, and weight).

The health screening interview rooms should be located either within the reception-discharge area with easy access to the medical department or located within the medical department with direct access from the reception-discharge area. The room may be used by both medical and mental health practitioners to provide screenings or immediate health care to offenders in need (e.g., mental health screening for medications, etc.).

### *Discharge Processing*

All final releases from secure areas of the facility will be processed in the release area of



## **5.000 RECEPTION AND DISCHARGE**

discharge component. Offenders being released from ISP custody will be processed through this area. Many of the functions and spaces of admissions and releases are the same, just in reverse.

When informed of a pending release or transfer, the records clerk will process the necessary papers, verify release authorization, contact medical/mental health staff to secure medications, etc., notify the business office who will prepare a debit card representing any balance remaining on the offender's account, check for warrants or detainers, and notify the property room and housing pod staff of an offender's pending release. The property staff will stage the offender's property for change out. Ideally, the records staff will be able to inform persons involved in release processing through electronic means.

All offenders being processed for final release will retrieve any linens, uniforms, and property issued by the ISP during their stay from their housing pod. The housing officer will retrieve and account for issued uniforms and linens before placing them in the soiled laundry cart. Other items (such as books, etc.) being returned will be noted and placed on designated shelving within the housing pod for the activity specialist to return to their proper location. The housing pod officer will note return of facility-issued items in the offender's record.

Once facility-issued items have been accounted for, the offender will retrieve any personal property, and will be escorted by the utility officer to the reception-discharge area. At this point, the offender will await final release processing in a designated waiting area (e.g., open waiting). Any medication prescriptions for continuing the offender's care will be given to the offender by medical staff. Prior to the completion of release procedures, offenders will view the mandatory release video, which will be played on the television located in open waiting.

Once the administrative activities of the release process have been completed, the offender will be escorted to property where the offender will retrieve and change into his/her personal clothing in the shower/search changing area, and receive any remaining personal property.

A process of verifying identification will occur before the offender is released. This verification will occur visually and by interview (e.g., asking the offender a series of identifying questions from the offender's file, ID badge code, etc.), and having the offender submit to the one- or two-finger scanner for verification of identity. Once the offender's identity has been verified, the release staff will remove the offender's identification wristband. Offenders being released on parole, work release, or upon sentence expiration will be driven to the bus station or escorted outside the main vehicle sallyport for pick up.

### *Ancillary Spaces*

Support spaces include a supply storage room, a staff restroom, a trash alcove, and a janitor closet.



## **5.000 RECEPTION AND DISCHARGE**

### **5.400 Property Storage/Shower/Search**

The property function, like reception-discharge processing, includes many functions and has a relationship to several different subcomponents. The property section includes the temporary storage of property, long-term property storage, and the shower/search/changing functions. This area will be located to provide easy access to perform property exchanges for both the admission and the release of offenders.

The property waiting area will consist of bench seating sized to accommodate four people and located outside of the shower/search/changing area, adjacent to the property room, and accessible directly from the reception-discharge processing area.

All incoming offenders' property will be subject to search. A package x-ray machine is provided for scanning all offenders' personal and issued property brought into the facility. Space is provided for a table for personal items by-pass, and if necessary, personal item search. When an illegal or dangerous item/substance/weapon is found, the item will be confiscated in an appropriate manner by ISP staff in accordance with existing procedures. If the person possesses unauthorized items, the items will be inventoried and retained (see description below).

#### *Property Storage*

Offender property will be placed in the property staging area pending completion of reception-discharge processing. The property staging area will be located adjacent to security screening and the secure property room. The property staging area will have counter space for the officer to hand-search offender property for contraband and items not authorized for retention. Because offenders accumulate property over time, many offenders will have a considerable amount of property that must be searched. Therefore, the size of counter space needs to be larger than a normal work tabletop and sufficient in size and configuration so that two officers may be searching offender property simultaneously. Two computers with an electronic signature capacity will be provided for an electronic inventory of property and offender's signature.

All valuable property and money will be removed from the offender and sealed in a pouch with a tamperproof seal to be forwarded to the business office for secure safekeeping. The business office, upon an offender's request, may deposit any monies received into the offender's money account. In addition to inventorying valuable property and money, the officer, in the offender's presence, will log (inventory) all items not authorized for retention in the automated system. Once the inventory is complete, the offender will sign (digital signature) acknowledging the accuracy of the inventory and the items retained by ISP. Ideally, all property retained will be digitally recorded (photographed) in the offender's record to prevent false claims regarding lost property.

Space for short-term property storage (60 days or less) will be provided. The offender's retained property will be stored in a garment bag. Bulk storage of large items will be on racked shelves.

The property room should be designed to economize space (e.g., hanging bags, self-cradling containers/totes, etc.), with sufficient capacity for a mechanized conveyance system (e.g., a heavy duty electronically controlled conveyor clothing rack) that will allow

## **5.000 RECEPTION AND DISCHARGE**

staff to efficiently store, and pull offender property.

### *Shower/Search*

The property waiting area will consist of bench seating sized to accommodate four people and located outside of the shower/search/changing area, adjacent to the property room, and accessible from the reception-discharge processing area.

A shower with a private changing area will be provided for offenders to remove their clothing, shower, and change into an ISP-issued jumpsuit. The showers will be located in a manner that permits the officer, and no one else, to observe the offender. The shower will be equipped with a privacy panel/café-style doors to provide adequate security of the shower area while still maintaining the privacy of the offender. The shower/changing areas will be oversized to permit strip searches, if required. One shower must be ADA compliant. The showers should be adjacent to the property waiting area.

The issuance of facility uniforms and shoes to offenders, bedding, hygiene kits, towels, washcloths, etc. will be distributed from the housing pod/unit. A storage area for temporary jumpsuits will be located in close proximity to the shower area. Offenders will sign (digital signature) for property received. Since the property will be inventoried electronically, the system should provide for an offender to digitally sign the property receipt.

As offenders are undergoing discharge processing, they will be taken to the shower/search/changing area where they will change into their personal clothing retrieved from the property staff. Staff should have notified the property staff of the imminent release; therefore the property should be hung on a rack located near the shower/search/changing area awaiting the arrival of the offender. Once the offender changes into his/her personal clothing, the offender will return any remaining facility-issued clothing and linens to the property staff. Soiled clothing/linen items will be placed in a laundry cart for laundering. At the same workstation that incoming property is searched, all remaining property items retained by the ISP will be returned and accounted for, with the offender signing (digital signature) receipt of property returned. The offender will then be taken to the open waiting area for final processing.

All components of property storage will be self-contained within a single area. The entry door into this area should be kept locked when not in use, with a card and/or biometric-access type locking mechanism and remote operation from the staff side of the property transaction windows. The entire property room will be equipped with its own ventilation system that vents directly to the building exterior.

The property storage/shower/search function will share a supply storage room, a staff restroom, a trash alcove, and a janitor's closet with the reception-discharge area.

### **5.500 Transportation**

Offenders being transported out of ISP or to the JBU or reintegration unit at ISP will be staged in the reception-discharge area. Offenders preparing for, or returning from a transport will be staged in the open waiting area or, if necessary, in the group holding cell located in the reception-discharge area, and will be separated based on offenders'

## **5.000 RECEPTION AND DISCHARGE**

classifications and custody levels. Because it is expected that this will be a scheduled, time-limited activity, the use of the holding cells will be managed such that offenders being transported will not come into contact with other offenders in the reception-discharge area. All offenders will be subject to security screening and/or search prior to transport.

The records office will notify the housing pod officer of those offenders who will be transported. Offenders will be escorted by corrections officers to the transport staging area in reception-discharge where they will be checked in by the transport officer.

Offenders authorized to wear their personal clothing (e.g., court appearance, final release) prior to transport will be permitted to change in the shower/search/changing area described above. Return of any personal items retained by the ISP will be properly accounted for with the offender signing (digital signature) receipt of returned property.

Once all offenders scheduled for transport (trip) are assembled, they will proceed under escort to the reception-discharge pedestrian sallyport. It is here that each offender's identity is verified a final time using the one- or two-finger scanner, the offender is searched, and if required, restraints applied. Offenders will board the transport vehicle within the reception and discharge vehicle sallyport. Once everything is ready and secured, the transport officer driving the transport vehicle proceeds to the reception and discharge vehicle sallyport door to leave the facility, which will be opened by the sallyport tower. The functions of returning an offender to the facility via vehicle transport are the same as those when an offender is being prepared for transport, just in reverse.

The transportation function will share a supply storage room, a staff restroom, a trash alcove, and a janitor's closet with the reception-discharge area.

### **Additional Design/Operational Considerations**

The perimeter sallyport doors (pedestrian and vehicle) leading into and out of the reception-discharge area should be interlocked, with control from the sallyport tower and/or master control. The perimeter of this area must have doors and frames that are constructed of security hollow metal (12 gauge); the walls should be reinforced both vertically and horizontally, and the glazing specified to withstand potential attempts at intrusion. All locks must be high grade security hardware, with card and/or biometric access for staff for non-perimeter doors.

All holding cells must be designed to provide for maximum visibility for supervision purposes, while maintaining privacy from cell to cell. Glass-clad polycarbonate is not to be specified for holding cells due to the maintenance problems associated with the tempered glass cladding being fractured by offenders acting out within the cells. Because security is an important issue in those cell areas and because bar grilles cannot be used (due to the risk of suicide), a scratch-resistant polycarbonate product (e.g., Margard) should be used, despite the propensity for scratching. A sacrificial layer of polycarbonate, which can be readily replaced, should be provided on the offender side of all cells with glazing. Since scratching is likely over time, the CCTV camera should be located inside the cell mounted in the ceiling and/or high on the walls, and disguised to appear as vents, light fixtures, or other common wall/ceiling devices. Appropriate ventilation and light

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levels (with direct or indirect access to daylight) are required. Cell doors should be at least 12 gauge security hollow metal, with electro-mechanical security locks. Cell wall construction should be commensurate with the hardware and glazing being specified.

CCTV should be used in the perimeter sallyports and to monitor the holding areas when direct supervision by an officer cannot be maintained. These cameras should be on a real-time digital video recording system.

Security designation A: Secure perimeter

Security designation B: Reception-discharge and property areas

Security designation C: Open waiting areas

Security designation D: Office areas

**5.000 RECEPTION AND DISCHARGE**

Table 5.000  
 Architectural Program: Reception and Discharge

| No.                                                                                                                                         | Component                                         | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF                           | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------|-----------------------|-------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>5.000 RECEPTION / DIAGNOSTICS AND RELEASE</b>                                                                                            |                                                   |                        |                       |                   |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>5.100 RECEPTION AND DIAGNOSTICS VEHICLE SALLYPORT</b>                                                                                    |                                                   |                        |                       |                   |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.101                                                                                                                                       | Reception and<br>Diagnostics Vehicle<br>Sallyport | -                      | 1                     | 1,750 /area       | 1,750                         | 2 lanes (including 1<br>drive by lane & 1<br>passenger bus<br>parking lane;<br>covered and<br>enclosed; hose bib;<br>8 wall-mounted<br>individually keyed<br>gun lockers at<br>entrance to R&D;<br>weather protected,<br>pole-mounted<br>intercom/CCTV<br>devices situated at<br>appropriate heights<br>and locations to<br>view driver outside<br>and inside the<br>garage; rolling<br>doors; pedestrian<br>doors located at<br>entrance & exit;<br>doors operated by<br>Central Control. |
| <i>Subtotal Interior Square Feet</i><br><i>Grossing Factor</i><br><i>Subtotal Gross Square Feet</i><br><i>Subtotal Exterior Square Feet</i> |                                                   |                        |                       |                   | 1,750<br>1.00<br>1,750<br>(0) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>5.200 RECEPTION AND DIAGNOSTICS PEDESTRIAN SALLYPORT</b>                                                                                 |                                                   |                        |                       |                   |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.201                                                                                                                                       | Pedestrian Sallyport                              | 6                      | 1                     | 150 /area         | 150                           | Secure door<br>providing access<br>from the vehicle<br>sallyport to the<br>R&D area.                                                                                                                                                                                                                                                                                                                                                                                                       |
| <i>Subtotal Interior Square Feet</i><br><i>Grossing Factor</i><br><i>Subtotal Gross Square Feet</i>                                         |                                                   |                        |                       |                   | 150<br>1.45<br>218            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>5.300 RECEPTION AND DISCHARGE PROCESSING</b>                                                                                             |                                                   |                        |                       |                   |                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 5.301                                                                                                                                       | Open Waiting                                      | 10                     | 1                     | 15 /person        | 150                           | Bench Seating                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**5.000 RECEPTION AND DISCHARGE**

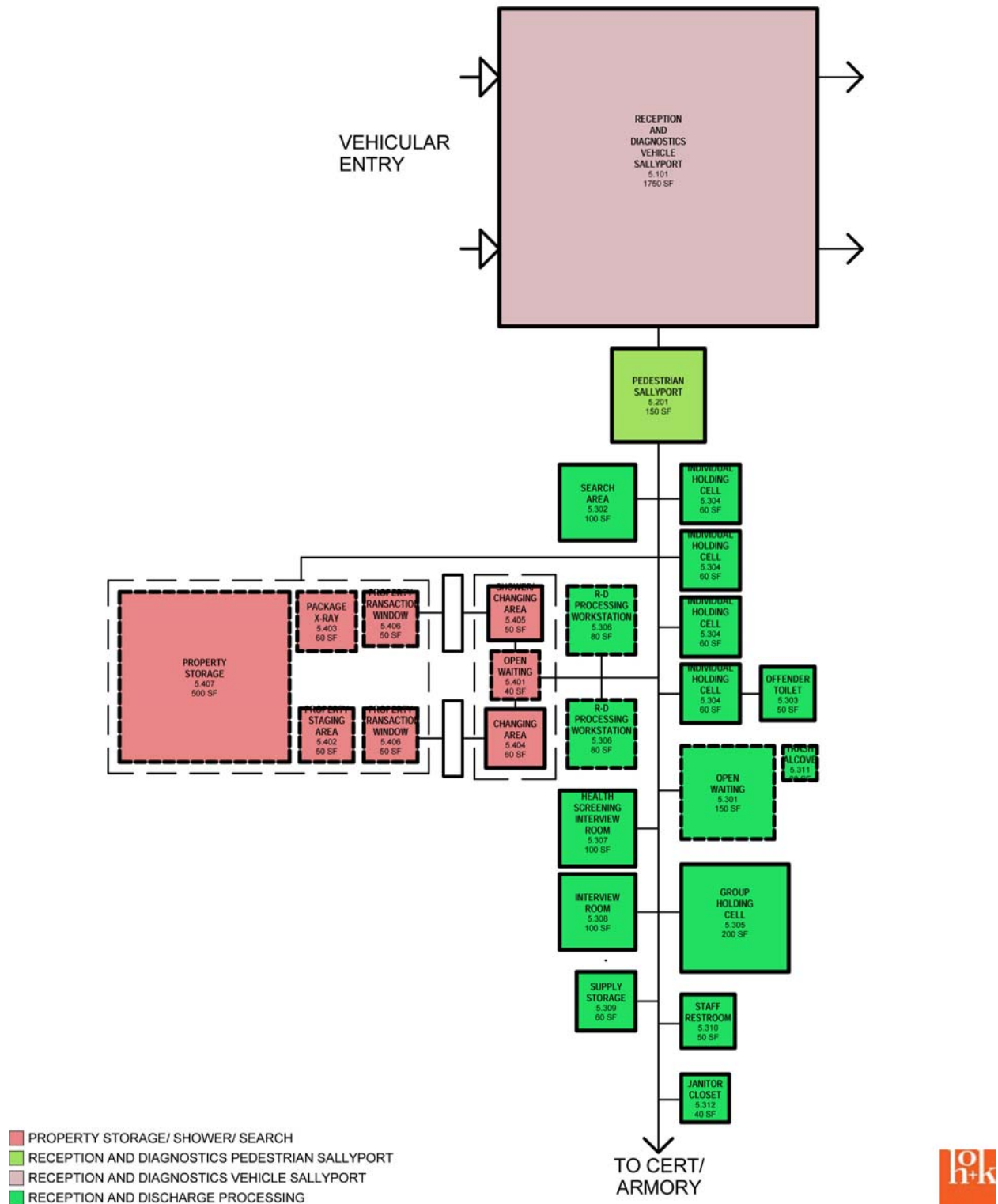
| <b>No.</b>                                  | <b>Component</b>                 | <b>Pers/Units Per Area</b> | <b>Number of Areas</b> | <b>Space Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                     |
|---------------------------------------------|----------------------------------|----------------------------|------------------------|-----------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 5.302                                       | Search Area                      | 1-2                        | 1                      | 100 /area             | 100        | Metal detector and/or BOSS.                                                                                                                      |
| 5.303                                       | Offender Toilet                  | 1                          | 1                      | 50 /area              | 50         | Occupied signage above the door; alert tone to processing desk.                                                                                  |
| 5.304                                       | Individual Holding Cell          | 1                          | 4                      | 60 /cell              | 240        | Bench seating; stainless steel combination toilet/sink                                                                                           |
| 5.305                                       | Group Holding Cell               | 10                         | 1                      | 200 /cell             | 200        | Bench seating, toilet, glazed cell front; visible from work area.                                                                                |
| 5.306                                       | R-D Processing Workstation       | 2                          | 2                      | 80 /area              | 160        | Fingerprint scanner; stool, molded plastic chair, computer, fixed camera, telephone, shared printer/fax; privacy screening between workstations. |
| 5.307                                       | Health Screening Interview Rooms | 2                          | 1                      | 100 /area             | 100        | Stool, molded plastic chair, wall mounted BP; charting area, sink, computer, scale, telephone/fax, cabinets.                                     |
| 5.308                                       | Interview Room                   | 2-4                        | 1                      | 100 /area             | 100        | Seating for up to 4.                                                                                                                             |
| 5.309                                       | Supply Storage                   | -                          | 1                      | 60 /area              | 60         | For storing gloves, forms, etc.                                                                                                                  |
| 5.310                                       | Staff Restroom                   | 1                          | 1                      | 50 /area              | 50         |                                                                                                                                                  |
| 5.311                                       | Trash Alcove                     | -                          | 1                      | 20 /area              | 20         |                                                                                                                                                  |
| 5.312                                       | Janitor Closet                   | -                          | 1                      | 40 /area              | 40         | Slop sink, mop racks, ventilation                                                                                                                |
| <b>Subtotal Interior Square Feet</b>        |                                  |                            |                        |                       |            | <b>1,270</b>                                                                                                                                     |
| <b>Grossing Factor</b>                      |                                  |                            |                        |                       |            | <b>1.45</b>                                                                                                                                      |
| <b>Subtotal Gross Square Feet</b>           |                                  |                            |                        |                       |            | <b>1,842</b>                                                                                                                                     |
| <b>5.400 PROPERTY STORAGE/SHOWER/SEARCH</b> |                                  |                            |                        |                       |            |                                                                                                                                                  |
| 5.401                                       | Open Waiting                     | 4                          | 1                      | 10 /person            | 40         | Bench Seating                                                                                                                                    |
| 5.402                                       | Property Staging Area            | 1                          | 1                      | 50 /area              | 50         | Located from property storage area to change out area; WS-4; standing height stool                                                               |

**5.000 RECEPTION AND DISCHARGE**

| <b>No.</b>                                                                                                                                                                   | <b>Component</b>            | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of<br/>Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------|--------------------------------|---------------------------|------------|---------------------------------------------------------------------------------------------------------------------|
| 5.403                                                                                                                                                                        | Package X-ray               | 1                              | 1                              | 60 /area                  | 60         |                                                                                                                     |
| 5.404                                                                                                                                                                        | Changing Area               | 1                              | 1                              | 60 /person                | 60         | Individual cubicle with privacy screening; café style doors.                                                        |
| 5.405                                                                                                                                                                        | Shower/Changing - ADA       | 1                              | 1                              | 50 /person                | 50         | Individual cubicle with shower with outer drying area/clothing exchange cubicles, café style doors, ADA accessible. |
| 5.406                                                                                                                                                                        | Property Transaction Window | 1                              | 2                              | 50 /area                  | 100        | Located from property storage area to each change out area; WS-4; standing height stool                             |
| 5.407                                                                                                                                                                        | Property Storage            | 1                              | 1                              | 500 /area                 | 500        | Hanging racks for clothing bags, shelving, 1 work station with computer; property issue                             |
| <i>Subtotal Interior Square Feet</i> <b>860</b><br><i>Grossing Factor</i> <b>1.45</b><br><i>Subtotal Gross Square Feet</i> <b>1,247</b>                                      |                             |                                |                                |                           |            |                                                                                                                     |
| <b>5.500 TRANSPORTATION (No additional space is required for this component)</b>                                                                                             |                             |                                |                                |                           |            |                                                                                                                     |
| <i>5.000 Total Interior Net Square Feet</i> <b>4,030</b><br><i>5.000 Total Interior Gross Square Feet</i> <b>5,056</b><br><i>5.000 Total Exterior Square Feet</i> <b>(0)</b> |                             |                                |                                |                           |            |                                                                                                                     |

## 5.000 RECEPTION AND DISCHARGE

Diagram 5.000  
 Adjacency Diagram: Reception and Discharge





## Introduction

This section describes the management units and housing for general population offenders who are classified as high-medium or maximum custody as well as those who require initial orientation housing. Specialized housing for medical or mental health reasons is described in sections 7.000 and 8.000 respectively, while the reintegration unit is addressed in section 17.000 and the John Bennett unit in 18.000.

Prior to being housed at ISP, most offenders will have been formally classified either maximum or high-medium custody. It is anticipated that ISP will house 95% of the State's maximum custody offenders. Upon admission to ISP, all offenders will be housed in orientation housing until such time they have been oriented to the facility and all assessments completed; at which time they will be given a housing assignment. The assessments completed would have resulted in the appropriate separation of offenders by level of risk and/or need while incarcerated.

The ISP employs a unit management housing system to enhance offender control and the overall delivery of correctional services within the institution. The essential components that support unit management are:

- A manageable number of offenders housed in one area, which can be further subdivided into smaller groups;
- A multi-disciplinary team of staff members with offices located near and adjacent to the housing pods and assigned to work with offenders in that unit for a relatively long time period;
- A unit manager with administrative authority and supervisory responsibility for the unit staff and authority concerning all within-unit aspects of offender living, programming, and security; and
- The assignment of offenders to a particular management unit and specific housing pods based on security and programmatic needs specific to the management capabilities of the particular unit.

The ISP facility will be divided into five management units as follows:

1. Maximum Custody, Orientation, and Special Needs (see Section 8.000) - 232 total beds
2. Maximum Custody - 224 total beds
3. High-Medium Custody - 256 total beds
4. Reintegration Unit (former CCU) and John Bennett Unit - 260 total beds (see Section 17.000 and 18.000)
5. Medical/Mental Health – 62 total beds

A detailed description of special needs housing is provided in section 8.000.

Within each management unit, individual housing pods are clustered, typically in groups of three or four housing pods, around a common housing support center. There will be a single access point for each management unit governed by a management unit control

center.

Table 6-1 below outlines the bed distribution of the new Iowa State Penitentiary.

**Table 6-1: Distribution of Housing Beds**

| Housing                          | No. of Beds | Cell Type        | Number of Pods | Total Beds   |
|----------------------------------|-------------|------------------|----------------|--------------|
| <b>Phase I</b>                   |             |                  |                |              |
| <b>New Housing</b>               |             |                  |                |              |
| Orientation                      | 56*         | Single           | 1              | 56           |
| Maximum                          | 56*         | Single           | 6              | 336          |
| High-Medium                      | 64          | Double           | 4              | 256          |
| Special Needs                    | 48<br>16    | Single<br>Double | 1              | 64           |
| Intensive Mental Health          | 32          | Single           | 1              | 32           |
| Medical                          | 8<br>12     | Single<br>Double | 1              | 30           |
| <i>Sub-total</i>                 |             |                  |                | <b>774</b>   |
| <b>Existing Housing</b>          |             |                  |                |              |
| John Bennett                     | 100         | Dorm             | 1              | 100          |
| Reintegration                    | 40          | Single           | 4              | 160          |
| <i>Sub-total</i>                 |             |                  |                | <b>260</b>   |
| <b>Phase I Total</b>             |             |                  |                | <b>1,034</b> |
| <b>Phase II</b>                  |             |                  |                |              |
| <b>New Housing</b>               |             |                  |                |              |
| Maximum/High-Medium              | 56*         | Single           | 4              | 224          |
| <i>Sub-total</i>                 |             |                  |                | <b>224</b>   |
| <b>Existing Housing</b>          |             |                  |                |              |
| Double-bunking of existing cells | 8           | Double           | 6              | 48           |
| <i>Sub-total</i>                 |             |                  |                | <b>48</b>    |
| <b>Phase II Total</b>            |             |                  |                | <b>272</b>   |
| <b>Total Beds</b>                |             |                  |                | <b>1,306</b> |

\*Each pod will be suitably configured to accommodate the double-bunking of eight cells, which would raise each pod's capacity from 56 to 64.

The total number of new beds planned for the new ISP is 774. With 774 new beds, 260 existing beds, and plus plans for expanding future capacity by 272 new beds, the new infrastructure will support expansion up to 1,306 beds. Although there are some physical differences in the housing areas, the primary housing pods (maximum and high-medium) will be constructed to accommodate maximum custody offenders as well as having the capacity to double-bunk high-medium custody offenders in order to provide maximum flexibility for housing offenders assigned to the facility.

## Operational Description

### *Description of Housing Pods - Overview*

The following operational considerations and practices will be the foundation from which all general population housing pods will be constructed. Any alteration, variation, or adaptation to this foundation is described in the individual housing pod sections detailed below. Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the assigned population's security classification and special needs considerations.

Access to the housing pod will be provided through a housing pod sallyport. The housing pod sallyport will contain two doors. One door will provide entry into and exit from the common hallway into the housing pod sallyport; within the housing pod sallyport the second door will lead into the housing pod. The management unit control center will operate the outer door leading from the common hallway into the housing pod sallyport upon verification that the person is authorized entry/exit. Access to and egress from the inner door of the housing pod sallyport into the housing pod will be via electronic door release strike controlled by the housing officer once visual verification of authorized entry/exit is made. Security staff cards (only) will be programmed with direct access into the housing pod via the housing pod sallyport so that they can respond quickly to an emergency in the pod. Upon entry/exit of the housing pod, offenders are subject to a pat search. An intercom located on each side of the inner doors will allow communication between people requesting entrance/exit to the housing pod sallyport and housing pod staff.

Offender cells will typically be accessible during the day and evening hours. Cells will be locked during the night hours, but will be equipped with a staff call "push-to-exit" button for offenders to exit their cell when enabled and authorized by the housing officer, or when offenders need to contact the housing officer in case of emergency. If the doors are set as secured, the "push-to-exit" button will operate as a staff call button, which sends an alert tone to the housing pod control panel. If the housing officer does not respond to the call within the designated time, the call will be directed to the management unit's control center where it will enunciate as an unacknowledged call-in.

Minimally, each cell will have a bunk, toilet, sink, mirror, desk/writing surface, seat, and clothing and personal property suicide resistant devices for clothes and towels. Push up friction-type mechanisms are preferred. The number of ADA-compliant cells will comply with applicable code, and will be located close to the shower area. Because there will be occasion whereby an offender may not retain all accumulated personal property (e.g., due to privilege suspension), secure storage bins for containing offender property will be provided near the officer's station; bins will be available on a 1:10 ratio.

While offenders may have the ability to control their own lighting and sanitary fixtures, water and lighting shut-offs will also be located at the officer's workstation, with redundant operation by the management unit control. Careful consideration must be given to the design of cells to limit sharp edges and opportunities for offenders to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, etc.

Access to self-locking individual shower stalls will require the housing officer to authorize

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such access, which will be limited to one offender at a time. Offenders will be able to leave a shower stall without first having to notify the housing officer. Housing officers will need to be attentive to any efforts to subvert the limit of one individual in a shower stall at any given time. Showers will be of sufficient number to comply with required codes and ACA standards that require one shower per eight offenders, with a designated number of showers within this ratio to be ADA-compliant. Extra care must be taken to provide adequate drainage to avoid water run-off from this shower. Each individual shower stall includes a private outer area for drying/dressing. The shower heads should be suicide resistant and ideally will be recessed. The showers stalls facing the dayroom should have curtains/doors that allow visibility of the head and feet. Floor drains will be located in both the shower and dressing areas.

The dayroom, which is centralized to the cells, will provide the amount of space and furnishings sufficient to seat the anticipated number of persons who may be allowed in the dayroom at a given time, including staff, at tables with seating. The dayroom will have access to natural light.

Within the dayroom, two telephones will be provided, with one being ADA-compliant. Where feasible, multiple television areas will be located in the dayroom in a manner that causes the least disruption to other offenders. Additionally, offenders will be expected to use FM receivers associated with the television to avoid issues of volume control. An additional quiet reading area will be located as part of the open dayroom, but separate from the primary activity areas (e.g., tables and television). Bookshelves will be maintained within the reading area and will be stocked with recreational reading materials, newspapers, and periodicals.

Mounted on the wall or under a counter within the dayroom will be four boxes with keyed, hinged lids and slots wide enough to accept a business envelope or folded file folder. One box will be designated for outgoing U.S. mail; its contents will be collected when the designated utility officer arrives each day with the mail delivery. Other boxes may be used for communication to staff, grievances, etc.

Within the dayroom will be a commissary transaction kiosk where offenders may place their commissary orders. Ideally, the commissary system will be interfaced with the offender management system to reduce the different types of kiosks required area. The same kiosk will be used by offenders to get information regarding their treatment and reentry plans, parole eligibility, potential court dates, etc.

An alcove with a carrel station located within the dayroom will provide offenders the opportunity to send and receive electronic communications from family, friends, and professionals through the ISP's secure server. All incoming/outgoing electronic communication is subject to censorship based on legitimate institutional interests of order and security. Expanding technology and an anticipated increase in demand for electronic communications, the space and infrastructure to support such stations is provided on a 1:16 ratio basis.

Accessible directly from both the housing pod sallyport and the housing pod will be an interview/staging room where program/treatment providers or facility staff may interview offenders in a confidential setting or offenders are staged prior to being escorted for court or transports. The interview room will be sized to accommodate up to four people seated,

**6.000 GENERAL POPULATION HOUSING**

and will have sufficient windows to allow for observation by the housing pod officer. This area may also be used for medical triage to minimize the number of escorted movements from the pod.

Offenders' uniforms and personal items, along with all institutional items, such as sheets, towels, blankets, mattresses and pillows, will be washed in the ISP's centralized laundry. Linens and uniforms will be exchanged on a one-for-one basis. Personal and issued clothing will be secured in mesh bags and taken to the centralized laundry for washing during yard time. Cleaned personal laundry will be delivered to the respective housing pod where it will be searched before it is returned to the offender. A storage closet with shelving is required for the mattresses and the many supply and equipment items that must be maintained on the pod. Disinfectant wipes for the mattresses will be located in this closet for cleaning mattresses prior to a new offender occupant or at other times deemed appropriate.

Offenders will typically eat their meals in the central dining room. A food and beverage alcove will be provided within the housing pod for offenders to prepare foods purchased from the commissary and will be equipped with counter space, sink with instant-hot water, microwave, appropriate electrical outlets, and storage cabinets for a supply of napkins, disposable eating utensils, etc. An adjacent trash alcove will be provided.

While offenders will access the central gym and outdoor exercise yard on a scheduled basis, opportunities for expanded outdoor exercise and fresh air will be provided adjacent to the housing pod, and offenders will be permitted to freely access these areas during scheduled times. The exterior exercise area will be sized to accommodate a portion of the housing pod population. These areas are not intended to be for active group recreation or exercise such as basketball or volleyball; they are intended for non-contact activities such as handball as well as individual exercise and passive activities such as board games and will be equipped with tables and seating. The outdoor yard area should be partially covered for weather protection and must be designed to facilitate snow removal. While all offenders will be permitted access to indoor or outdoor exercise a minimum of one hour per day, seven days per week,<sup>4</sup> although that figure will likely be exceeded, at least for general population offenders, who will have essentially unfettered access during non-programmed times of the day due to the location of the exercise yards. To the degree possible, the building itself will provide the boundaries of the outdoor exercise area. Security fencing and/or security mesh must be designed to prevent unauthorized persons (e.g., the public, other offenders) from observing or throwing contraband into the exercise areas. The common wall between the exercise area and the dayroom will be glazed to the maximum extent possible to afford unobstructed views into the exercise area for the officer in the housing pod. Direct access to the exercise area is through a door located in the dayroom.

Space will be provided in the housing pod to accommodate a fully-equipped workstation for the housing officer, which will be located within the dayroom such that it provides optimal visibility into the dayroom and of all cells. Post orders, and a portable phone will be the primary items maintained at this location. These items can be secured in lockable cabinetry. The workstation will include a computer, door controls, fire and smoke enunciation, and override for telephones, lighting, electric receptacle, water controls, and

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<sup>4</sup> Consistent with ACA Standard 4-4154.

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CCTV monitoring of the exercise yard. Security equipment/supplies will be integrated into the officer workstation. The workstation will be equipped with a mechanism for securing the control panel (most likely a touch screen device) to prevent offender tampering when the housing officer is away from the workstation. A flat screen PC monitor will be at the workstation for the officer to access the offender management system. The PC itself should be accessible but secured in a cabinet under the work surface. Space must be identified in close proximity to the housing officer's workstation for an emergency first-aid kit, and secure storage of staffs' personal items (coat, lunch box, and purse/briefcase).

Within the housing pod a staff restroom, a supply closet, storage closet for exercise yard equipment, and a janitor's closet (one on each level) will be provided.

**6.100 Orientation**

All offenders being admitted to the ISP will have been classified either maximum or high-medium security and will initially be housed in the orientation housing pod, unless it has been determined that they require specialized medical or mental health housing (see Sections 7.000 and 8.000). It is here that classification staff and treatment providers will orient new offenders to the facility and complete assessments that will guide the development of individual treatment and/or program/activity plans. While an actual housing assignment will be based upon the results of these assessments, which will identify the risks and needs of the offender, it will also provide the opportunity to identify factors that need to be considered in designating a housing assignment (i.e., known enemies, protective custody, medical and mental health concerns).

The orientation housing pod is comprised of 56 single-occupancy cells for a total capacity of 56 offenders. Eight of the 56 single-occupancy cells, located on the lower tier, will contain embeds for installation of a second bed at a future date, for an expanded capacity of 64 offenders. This housing pod along with three maximum-custody housing pods will comprise one of the management units.

Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the security classification and special needs considerations associated with a maximum custody offender population. This will provide built-in flexibility should the future need require that all offenders housed in this pod be maximum custody.

No housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pods – Overview*.

**6.200 General Population - Maximum**

Offenders assigned a custody grade of maximum require constant custodial supervision because they pose a serious threat to institutional security, including threat of physical harm to staff or other offenders. They are considered to be a serious escape risk. Maximum custody offenders are housed within an armed institutional perimeter and highly structured supervision and controlled movement within the institutional perimeter.

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There will be six housing pods designated for maximum offenders. Each maximum custody housing pod is comprised of 56 single-occupancy cells. Within each pod, eight of the 56 single-occupancy cells, located on the lower tier, will contain embeds for installation of a second bed at a future date for an expanded capacity of 64 offenders. This will provide built-in flexibility should the future need require that offenders housed in these pods be high-medium custody, and who may be appropriately housed in double-occupancy cells. Two maximum-custody housing pods along with the orientation and special needs housing pods will comprise one of the management units. The four remaining housing pods will comprise a separate management unit.

No housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pods – Overview*.

**6.300 General Population – High Medium**

Offenders assigned a custody grade of medium have some potential for escape and/or require a structured environment. Those medium offenders housed at ISP will be those whose risk and need factors place them at the upper end of the scaling continuum nearest to maximum custody, and are considered high-medium custody.

There will be four housing pods designated for high-medium offenders. Each high-medium custody housing pod is comprised of 32 double-occupancy cells. While every housing pod will have a limited number of ADA-compliant cells, one of the four high-medium housing pods will designate all cells located on the lower tier (up to 16 cells) as ADA-compliant cells. The four high-medium custody housing pods will comprise a single management unit.

Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the security classification and special needs considerations associated with a maximum custody offender population. This will provide built-in flexibility should the future need require that offenders housed in these pods be maximum custody.

No housing pod alteration, variation, or adaptation is required from that which was described in *Description of Housing Pods – Overview*.

**6.400 Housing Support Center**

The housing support centers will provide space for educational and treatment activities decentralized to the housing pods to facilitate offender participation in programs with minimal movement throughout facility. The housing support center is adjacent to the housing pods and will be located in the circulation areas within the management unit. There will be a single housing support center located within each management unit. Programs, activities, and services that occur in the housing support center include:

- Treatment programs
- Counseling
- Video visitation
- Medical sick call/triage
- Commissary



**6.000 GENERAL POPULATION HOUSING**

- Laundry
- Management Unit Administration

Based upon the results of the risk and needs assessment completed upon admission to the facility and the resultant behavior management plan created, offenders may be assigned to participate in a program offered in the housing support center. Offenders may also make a request to participate in any program or service offered. The offender's assigned case manager will receive and process these requests and, if approved, coordinate each offender's participation. Moreover, the offender management system must be sufficiently robust to alert staff when offenders, designated as "keep separates," have been scheduled for programs at the same time. If a program/service is at capacity, the offender will be placed on a waiting list. Waiting lists for work are processed on a first-come first-served basis, and waiting lists for programs are processed based upon release dates and parole board codes.

Each housing support center associated with this component will provide the spaces necessary to meet the programmatic needs for offenders assigned within a designated management unit. While some offender programming will be held in the management unit; the realities of offender needs as well as space and staff efficiencies suggest, that offenders will also be programmed centrally.

The housing support center includes the screening measures, program space, and support space for several decentralized program functions, which include education and treatment programs, self-help groups (e.g., AA, NA), and services such as medical triage and medication distribution, laundry, commissary, etc. Ideally, these programs/services can be located within a single area to maximize staff observation and efficiency by providing only one security screening area and staff observation post. Program leaders will be assigned to the area anytime an offender is present. Although it is not the intention that program leaders would supervise offenders, their observations and, where necessary, reporting will support the corrections officers during program activities.

Entry doors will have remote locking/unlocking capability by both unit and master controls (with CCTV and intercom capability); although these doors will typically be left unlocked during prime activity hours. Officers assigned to the housing support area will operate from a security workstation located near the main entry point and will routinely check offender passes and supervise movement into and out of the area. The officer's workstation will be in an open area, and all workstation drawers will be lockable.

In addition to the entry housing support center doors, will be a secure service entrance to the management unit for laundry service and trash removal. Located with easy access from the housing pods will be an ice machine. Ice will be distributed on an as needed basis to the housing pods at the discretion of the housing pod officer.

Most offenders will travel to the housing support center via a pass. Utility officers will monitor movement in the circulation corridor and will make periodic checks of these centers to verify offenders' authorization to be in the area. Careful scheduling must be employed to coordinate start times incrementally so that large numbers of offenders are not entering and leaving the housing support centers at the same time. Seating will be available for offenders who arrive just prior to the scheduled program; this seating will be located adjacent to the housing support centers with good visibility from the housing



support officer's workstation.

The housing support centers will contain large- and medium-sized multi-purpose rooms/classrooms, interview rooms, and space to support video visitation, medical triage/sick call, commissary, and laundry. These spaces will be located in a distinct area removed from the major traffic area and in a manner to ensure maximum visibility of areas from the housing support officer's workstation.

#### *Multipurpose Rooms/Classrooms*

One multi-purpose room/classroom sized for 15 people, will be designed and furnished similarly to traditional adult education classrooms. The classroom will be equipped with CCTV capabilities to allow for programs to be aired live or video taped for later showing in the housing pods or housing support centers. Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area. One multipurpose/group room will be designed and furnished for group activities.

Two additional rooms will be provided which are designed and equipped for conducting interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to conduct the interview in the offender's assigned housing pod.

#### *Video Visitation*

Two private rooms with visibility directly from the housing support center circulation area will have the requisite wiring to accommodate a portable video visitation kiosk that may be utilized for special visits that have been authorized. It may also be utilized by the administrative law judge in conducting disciplinary hearings or by health care in utilizing telemedicine. Each room should be sized to accommodate a small table and two people seated along the necessary video-conferencing equipment.

#### *Medical Triage/Examination*

A fully equipped and furnished triage/examination room with adequate space for the secure storage of the medication cart will be provided in the housing support center to minimize movement throughout the facility of offenders undergoing health care triage/treatment. Offenders will make a written request to be seen by health care staff. Nurses will process and triage offender requests for health care on a daily basis.

Offenders will be brought to the triage/examination area where they will sit on bench seating just outside of the triage/examination room to wait to meet with the nurse. The nurse will triage the offenders' condition and, if necessary, complete further physical assessment and/or ongoing health care treatment (e.g., wound care). If deemed necessary, the offender will be scheduled for sick call to see the physician or a specialist.

The triage/examination room will be equipped with a sink, workstation, chair, examination table, charting area with computer, sphygmomanometer, AED, telephone and one visitor chair. The equipment will be located behind lockable cabinetry to avoid.

### *Medication Distribution*

Located within the housing support center will be a room with a securable transaction window with access directly from the circulation area that will serve as the distribution point for medications. Inside will be adequate space to maneuver a medication cart, from which medications will be distributed. On a scheduled basis, offenders will approach the transaction window and receive their prescribed medications. Offenders will take the medication with a cup of water obtained from an adjacent water cooler. Before the offender leaves, staff will verify that the offender indeed consumed the medication as prescribed. The cart should be equipped with a lockable top, so that the medications can be secured during transport. When not in use, the medication cart will be secured, and stored within the medical triage/examination room.

### *Commissary*

Eligible offenders will place commissary orders utilizing the commissary transaction kiosk located within their assigned housing pod. Commissary orders will be submitted electronically to the vendor who will process and deliver orders on a scheduled basis to the facility's warehouse. Once orders have cleared the warehouse, commissary orders will be delivered to the respective management unit's designated housing support center. Located within the housing support center will be a room having a transaction window and access directly from the circulation area that will serve as the distribution point for commissary orders. Inside will be shelving to store upwards of 100 presorted commissary orders or sufficient space to service two housing pods at a given time.

On a scheduled basis, offenders will approach the transaction window and receive their completed commissary order. Prior to leaving, the offender will verify that the order is complete, and any discrepancies adequately resolved.

### *Laundry*

Offenders' uniforms and personal items, along with all institutional items, such as sheets, towels, blankets, mattresses and pillows, will be cleaned in the ISP's centralized laundry. Linens and uniforms will be exchanged on a one-for-one basis. Located within the housing support center will be a room having a transaction window and access directly from the circulation area that will serve to process the exchange of linens and uniforms. Inside will be shelving to store linen and uniform inventory adequate to service two housing pods at a given time.

Linens – sheets, towels and blankets, shall be exchanged on a scheduled once-weekly basis. The offender shall approach the laundry window and turn in soiled linens to the laundry worker who will first inspect for damage and then exchange the soiled for clean linens on a one-for-one basis. Soiled linens will be deposited into a laundry cart designated for this purpose. Upon completion of linen exchange, the soiled laundry will be transported to the central laundry and clean stock items acquired in sufficient quantity so as to replenish the depleted inventory maintained in the management unit laundry room.

#### *Management Unit Administration*

Within the housing support center, office and/or work space will be provided for the following positions and functions:

- Treatment Services Director
- Assistant Unit Manager
- Corrections Officers
- Nurse
- Mental Health Provider
- Correctional Counselors
- Social Worker
- Activity Specialist
- Reception/Clerical

Office design and furniture and equipment will be commensurate with assigned responsibilities. In addition, one unassigned semi-private office will be provided for future growth of programs.

Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and activities areas will enhance supervision without disrupting the programs and activities. Conveniently located to all the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities areas. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored, will be more cost-effective than outfitting each room for the maximum number of anticipated participants.

The housing support centers will include a conference room printer/copier/fax and supply alcove, a pantry/break room, an activity specialist supply closet, staff restrooms, an offender restroom, and a janitor closet.

#### **6.500** *Management Unit Control Center*

Security systems for each cluster of housing pods comprising a single management unit will be controlled and operated by a single management unit control center. Each management unit control center is subservient to master control, which has overriding control of all doors and security systems within the ISP, and therefore, the management unit. The management unit control center will enhance control of movement within the management unit, serve as back-up to the housing pods, and will mitigate the workload of master control during peak operating periods.

The management unit control center is the focal point of daily management unit operations by providing entry/exit access of the management unit and the unit's exterior doors, and other high security doors and monitoring activities via camera throughout the unit. The management unit control center will be located within the secure zone of the management unit, and access into this area is strictly limited to authorized personnel. The management unit control center is accessed from the main corridor within the management unit.

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Access to the management unit will be through a secured entrance/exit door operated by the management unit control center. An intercom located on each side of the entry/exit doors will allow communication between people requesting entrance/exit to the management unit and management unit control center staff. During activity periods the door may remain unlocked. The management unit control center must have excellent and preferably direct visibility of the management unit entrances/exits so that positive identification of all persons entering and exiting the unit can be made. Security staff cards (only) will be programmed with direct access into the management unit so that they can respond quickly to an emergency in the unit.

The management unit control center will be laid out to provide easy maneuvering for the benefit of the assigned staffs' activities. Activities within the management unit control center include:

- observation and control of all management unit perimeter doors/exits;
- maintenance of the management unit headcount;
- control of internal movement within, and into and out of the management units;
- making public address system announcements;
- maintaining radio communications;
- monitoring of cameras throughout the management unit; and
- elevator monitoring systems (if present);

The management unit control center will be staffed by one officer during peak hours of operation. During periods of low activity levels, master control may assume command of the management unit control center's functions. Given the number of functions occurring in the management unit control center, the interior layout and counter designs must be provided in concert with the complete understanding of the full range of functions and design of security systems. The control consoles must be ergonomically designed, as staff will be assigned to this post for extended periods.

Secure pass- and talk-throughs will facilitate communication between people inside and outside the management unit control center, as well as allowing for the passage of papers and other items. The pass-/talk-throughs will allow for two-way communication with hands-free or remote activation, but should minimize extraneous noise that should not be carried into management unit control center.

Positive identification of persons entering other pedestrian access points in the management units may be by remote, continuous view CCTV; cameras and monitors will be in color to enhance visibility. CCTV will be event-activated with surveillance of key perimeter points. Care must be taken to avoid creating banks of monitors that are difficult to observe properly.

To support the self-sufficiency of the management unit control center, a staff restroom and a small beverage counter will be provided in this area to minimize staff traffic and changes in personnel accountability in management unit control center. A beverage counter will have space for a coffeemaker, sink, small refrigerator, microwave, and cabinetry for condiments and napkins, utensils, etc.

### **Additional Design/Operational Considerations**

The housing areas have a number of design considerations that must be incorporated into the basic design and layout of the housing pods. As with all areas of the facility, the design and construction of the housing pod must meet the standards of the American Correctional Association. Housing areas with a single mezzanine are preferable where possible, although careful consideration must be given to ensure that the design does not permit offenders the ability to congregate above or behind officer workstations. Maximum visibility by the assigned housing officer is a primary concern. Sound attenuation measures will also be employed where appropriate (e.g., fabric rather than plastic or other hard surfaces, acoustic ceiling panels, etc.) to support direct supervision. Officer stations should be at an open desk that is strategically located so as to maximize visibility and limit the amount of offender movement behind the officer. The desk should not be elevated on a platform as this serves to create a "virtual control station," which limits interaction between the officer and offenders, inhibits the officer from moving easily throughout the pod, and defines that area as the "officer's space" - in direct supervision pods all areas belong to the officer, not just the area defined as the control desk.

All cell doors within housing areas will be out swinging or sliding to limit the ability of an offender to barricade himself in a cell and to increase officer safety in the event of a cell extraction incident. In addition, all cell doors will have a cuff/food pass. Dayroom spaces should be designed in a manner to prevent any visual or acoustical access between offenders and persons outside - either other offenders or the public outside the facility. In other words, the public or other offenders should not be able to view into housing areas or, conversely, offenders should not be able to communicate with the public or other offenders who are outside the housing pod.

The environment should encourage offenders to develop a positive sense of community and positive relations with staff. To that end, open areas, clear glazing, and durable residential-style furnishings and fixtures will be used whenever possible.

Access to the inner general population sallyport door of the housing areas may be via card and/or biometric access for select staff. An intercom on the outside of the door, connected to the workstation, will provide appropriate communication capability and should be used to announce entry into the pod. The master and management unit control centers will have override control of both the inner and outer doors of the sallyport in emergencies.

No exterior window openings in the general population cells will be greater than five inches wide. Glazing will be security grade. All general population cell doors will be out-swinging or sliding and remotely operated and constructed of 14 gauge security hollow metal with a 14 gauge security frame, and will contain observation panels for housing officer checks. Locking systems will be electronic narrow jamb security locks. A secure speaker diaphragm and push-to-exit/call button will be provided in each cell.

Sound attenuation measures will be considered where appropriate to assure trouble-free communication within the housing pod (e.g., fabric rather than plastic or other hard surfaces, carpet, acoustic ceiling panels, etc.).

The housing officer should have a master key to all cells in the living pods. The master

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and management unit control centers will also have single point override control of these doors in the event of an emergency.

All housing pod dayrooms will be camera monitored and recorded in real-time. Cameras will also be located throughout the living areas, which will allow for either continual time lapse digital video recording or upon activation of a duress alarm. While the number of cameras should be minimized, coverage of all common areas is critical.

The showers in general population housing will be equipped with locking mechanisms. Privacy panels will be provided for the showers in these pods. The shower heads should be suicide resistant and ideally will be recessed.

Electrical circuits, lighting and mechanical systems in these areas of the facility should be connected to the facility's emergency power generation system.

All exercise yards will include floor drains, and camera monitoring at the officer's workstation.

The management unit control center will have an escape hatch to the roof.

Mixture of security levels:

Security designation A: Secure perimeter walls

Security designation A: Housing interior spaces

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Table 6.000  
 Architectural Program: General Population Housing

| No.   | Component                                | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                                                                                                                                                                                                                                                                       |
|-------|------------------------------------------|------------------------|-----------------------|-------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.000 | HOUSING                                  |                        |                       |                   |       |                                                                                                                                                                                                                                                                                             |
| 6.100 | MANAGEMENT UNIT 1: ORIENTATION - (1 pod) |                        |                       |                   |       |                                                                                                                                                                                                                                                                                             |
| 6.101 | Pod Sallyport                            | 1-10                   | 1                     | 100 /area         | 100   | Outer door controlled by management unit control; inner door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation.                                                                                                        |
| 6.102 | Single Occupancy Cells                   | 1                      | 54                    | 80 /cell          | 4,320 | 1 bunk, secure mounted writing surface, stainless steel toilet/sink, under bed storage, seating, breakaway hooks, natural light; 8 lower level cells to be equipped with embeds for future installation of bunks; food/cuff pass in door.                                                   |
| 6.103 | ADA Double Occupancy Cell                | 1                      | 2                     | 90 /cell          | 180   | 1 bunk, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; removable grab bar; food/cuff pass in door.                                                                                                                 |
| 6.104 | Shower/Changing                          | 1                      | 7                     | 40 /area          | 280   | Vented doors, frosted glazing, outer drying/dressing area; self locking.                                                                                                                                                                                                                    |
| 6.105 | ADA-Compliant Shower                     | 1                      | 1                     | 50 /area          | 50    | Double shower head, vented doors, frosted glazing, outer drying/dressing area; self locking                                                                                                                                                                                                 |
| 6.106 | Dayroom/TV                               | 64                     | 1                     | 35 /person        | 2,240 | Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, 2 TV areas with seating for 15, wall-mounted mail boxes, 2 telephones (at least one ADA), sound attenuation measures; reading area with book shelves; 4 keyed hinged lid boxes. |

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| No.                                                                                                                                                                                                                                                        | Component                   | Pers/Units Per Area | Number of Areas | Space Standard | NSF     | Notes                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------|-----------------|----------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.107                                                                                                                                                                                                                                                      | Commissary Order/Info Kiosk | 1                   | 1               | 40 /area       | 40      | Automated transaction station                                                                                                                                                                                                        |
| 6.108                                                                                                                                                                                                                                                      | Computer Carrel             | 1                   | 4               | 40 /area       | 160     | Computer carrels                                                                                                                                                                                                                     |
| 6.109                                                                                                                                                                                                                                                      | Storage Closet              | -                   | 1               | 50 /area       | 50      | Mattresses; linens, etc.                                                                                                                                                                                                             |
| 6.110                                                                                                                                                                                                                                                      | Food/Beverage Alcove        | -                   | 1               | 120 /area      | 120     | Sink with instant-hot, countertop, cabinets, microwave.                                                                                                                                                                              |
| 6.111                                                                                                                                                                                                                                                      | Trash Alcove                | -                   | 1               | 20 /area       | 20      |                                                                                                                                                                                                                                      |
| 6.112                                                                                                                                                                                                                                                      | Recreation Court            | 20                  | 1               | 1200 /area     | (1,200) | Glazing to maximize visibility; covered for inclement weather exercise; sized for half-court basketball or walking; exterior space                                                                                                   |
| 6.113                                                                                                                                                                                                                                                      | Housing Officer Workstation | 1                   | 1               | 100 /area      | 100     | Standing height work desk/counter, stool, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power |
| 6.114                                                                                                                                                                                                                                                      | Property Storage Bins       | -                   | 1               | 20 /area       | 20      | Lockable stacked bins; adjacent to officer station.                                                                                                                                                                                  |
| 6.115                                                                                                                                                                                                                                                      | Shared Office               | 1                   | 1               | 120 /office    | 120     | OF-5                                                                                                                                                                                                                                 |
| 6.116                                                                                                                                                                                                                                                      | Staff Restroom              | 1                   | 1               | 50 /area       | 50      | ADA-Compliant                                                                                                                                                                                                                        |
| 6.117                                                                                                                                                                                                                                                      | Staff Locker                | -                   | 1               | 10 /area       | 10      | For storing staff personal items; may be located within staff restroom.                                                                                                                                                              |
| 6.118                                                                                                                                                                                                                                                      | Supply Closet               | -                   | 1               | 50 /area       | 50      | Recreation items.                                                                                                                                                                                                                    |
| 6.119                                                                                                                                                                                                                                                      | Storage Closet              | -                   | 1               | 50 /area       | 50      | Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.)                                                                                                                                        |
| 6.120                                                                                                                                                                                                                                                      | Janitor Closet              | -                   | 2               | 40 /area       | 80      | Slop sink, mop racks, ventilation, one per level                                                                                                                                                                                     |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>    <b>8,040</b><br/> <i>Grossing Factor</i>            <b>1.65</b><br/> <i>Subtotal Gross Square Feet</i>    <b>13,266</b><br/> <i>Subtotal Exterior Square Feet</i>    <b>(1,200)</b> </p> |                             |                     |                 |                |         |                                                                                                                                                                                                                                      |



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| No.   | Component                                                                     | Pers/Units Per Area | Number of Areas | Space Standard | NSF   | Notes                                                                                                                                                                                                                                                                                                       |
|-------|-------------------------------------------------------------------------------|---------------------|-----------------|----------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.200 | MANAGEMENT UNITS 1 AND 2: MAXIMUM CUSTODY HOUSING - (56 Beds per pod; 6 pods) |                     |                 |                |       |                                                                                                                                                                                                                                                                                                             |
| 6.201 | Pod Sallyport                                                                 | 1-10                | 1               | 100 /area      | 100   | Outer door controlled by management unit control; inner door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation                                                                                                                         |
| 6.202 | Single Occupancy Cells                                                        | 1                   | 54              | 80 /cell       | 4,320 | 1 bunk, secure mounted writing surface, stainless steel toilet/sink, under bed storage, seating, breakaway hooks, natural light; 8 lower level cells to be equipped with embeds for future installation of bunks; food/cuff pass in door.                                                                   |
| 6.203 | ADA Double Occupancy Cell                                                     | 1                   | 2               | 90 /cell       | 180   | 1 bunk, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; removable grab bar; food/cuff pass in door.                                                                                                                                 |
| 6.204 | Shower/Changing                                                               | 1                   | 6               | 40 /area       | 240   | Vented doors, frosted glazing, outer drying/dressing area; self locking.                                                                                                                                                                                                                                    |
| 6.205 | ADA-Compliant Shower                                                          | 1                   | 2               | 50 /area       | 100   | Double shower head, vented doors, frosted glazing, outer drying/dressing area; self locking                                                                                                                                                                                                                 |
| 6.206 | Dayroom/TV                                                                    | 64                  | 1               | 35 /person     | 2,240 | Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64, 2 TV areas with seating for 15, wall-mounted mail boxes, 2 telephones (at least one ADA), sound attenuation measures; reading area with book shelves; 4 keyed hinged lid boxes. |
| 6.207 | Commissary Order Kiosk                                                        | 1                   | 1               | 40 /area       | 40    | Automated transaction station                                                                                                                                                                                                                                                                               |
| 6.208 | Computer Carrel                                                               | 1                   | 4               | 40 /area       | 160   | Computer carrels                                                                                                                                                                                                                                                                                            |

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| No.                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Component                   | Pers/Units Per Area | Number of Areas | Space Standard | NSF     | Notes                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------|-----------------|----------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.209                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Storage Closet              | -                   | 1               | 50 /area       | 50      | Mattresses; linens, etc.                                                                                                                                                                                                             |
| 6.210                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Food/Beverage Alcove        | -                   | 1               | 120 /area      | 120     | Sink with instant-hot, countertop, cabinets, microwave.                                                                                                                                                                              |
| 6.211                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Trash Alcove                | -                   | 1               | 20 /area       | 20      |                                                                                                                                                                                                                                      |
| 6.212                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Recreation Court            | 20                  | 1               | 1200 /area     | (1,200) | Glazing to maximize visibility; covered for inclement weather exercise; sized for half-court basketball or walking; exterior space                                                                                                   |
| 6.213                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Housing Officer Workstation | 1                   | 1               | 100 /area      | 100     | Standing height work desk/counter, stool, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power |
| 6.214                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Property Storage Bins       | -                   | 1               | 20 /area       | 20      | Lockable stacked bins; adjacent to officer station.                                                                                                                                                                                  |
| 6.215                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Shared Office               | 1                   | 1               | 120 /office    | 120     | OF-5                                                                                                                                                                                                                                 |
| 6.216                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Staff Restroom              | 1                   | 1               | 50 /area       | 50      | ADA-Compliant                                                                                                                                                                                                                        |
| 6.217                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Staff Locker                | -                   | 1               | 10 /area       | 10      | For storing staff personal items; may be located within staff restroom.                                                                                                                                                              |
| 6.218                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Supply Closet               | -                   | 1               | 50 /area       | 50      | Recreation items.                                                                                                                                                                                                                    |
| 6.219                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Storage Closet              | -                   | 1               | 50 /area       | 50      | Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.)                                                                                                                                        |
| 6.220                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Janitor Closet              | -                   | 2               | 40 /area       | 80      | Slop sink, mop racks, ventilation, one per level                                                                                                                                                                                     |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>    8,050<br/> <i>Grossing Factor</i>    1.65<br/> <i>Subtotal Gross Square Feet</i>    13,283<br/> <i>Subtotal Exterior Square Feet</i>    (1,200) </p> <p style="text-align: right;"> <i>Subtotal 6 Units - Interior Net Square Feet</i>    48,300<br/> <i>Subtotal 6 Units - Interior Gross Square Feet</i>    79,695<br/> <i>Subtotal 6 Units - Exterior Square Feet</i>    (7,200) </p> |                             |                     |                 |                |         |                                                                                                                                                                                                                                      |

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| No.   | Component                                                                  | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                                                                                                                                                                                                                                                                                                     |
|-------|----------------------------------------------------------------------------|------------------------|-----------------------|-------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.300 | MANAGEMENT UNIT 3: HIGH MEDIUM CUSTODY HOUSING - (56 Beds per pod; 4 pods) |                        |                       |                   |       |                                                                                                                                                                                                                                                                                                                           |
| 6.301 | Pod Sallyport                                                              | 1-10                   | 1                     | 100 /area         | 100   | Outer door controlled by management unit control; inner door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation                                                                                                                                       |
| 6.302 | Double Occupancy Cells                                                     | 1                      | 30                    | 80 /cell          | 2,400 | 2 stacked bunks, secure mounted writing surface, stainless steel toilet/sink, under bed storage, seating, breakaway hooks, natural light; 8 lower level cells to be equipped with embeds for future installation of bunks; food/cuff pass in door.                                                                        |
| 6.303 | ADA Double Occupancy Cell                                                  | 1                      | 2                     | 90 /cell          | 180   | 2 bunks, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; removable grab bar; food/cuff pass in door.                                                                                                                                              |
| 6.304 | Shower/Changing                                                            | 1                      | 6                     | 40 /area          | 240   | Vented doors, frosted glazing, outer drying/dressing area; self locking.                                                                                                                                                                                                                                                  |
| 6.305 | ADA-Compliant Shower                                                       | 1                      | 2                     | 50 /area          | 100   | Double shower head, vented doors, frosted glazing, outer drying/dressing area; self locking                                                                                                                                                                                                                               |
| 6.306 | Dayroom/Dining/TV                                                          | 64                     | 1                     | 35 /person        | 2,240 | Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64 for mealtimes, 2 TV areas with seating for 15, wall-mounted mail boxes, 2 telephones (at least one ADA), sound attenuation measures; reading area with book shelves; 4 keyed hinged lid boxes. |
| 6.307 | Commissary Order Kiosk                                                     | 1                      | 1                     | 40 /area          | 40    | Automated transaction station                                                                                                                                                                                                                                                                                             |
| 6.308 | Computer Carrel                                                            | 1                      | 4                     | 40 /area          | 160   | Computer carrels                                                                                                                                                                                                                                                                                                          |

6.000 GENERAL POPULATION HOUSING

| No.                                                                                                                                                                                                                                                                                                                                                                                                                    | Component                   | Pers/Units Per Area | Number of Areas | Space Standard | NSF     | Notes                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------|-----------------|----------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.309                                                                                                                                                                                                                                                                                                                                                                                                                  | Storage Closet              | -                   | 1               | 50 /area       | 50      | Mattresses; linens, etc.                                                                                                                                                                                                             |
| 6.310                                                                                                                                                                                                                                                                                                                                                                                                                  | Food/Beverage Alcove        | -                   | 1               | 120 /area      | 120     | Sink with instant-hot, countertop, cabinets, microwave.                                                                                                                                                                              |
| 6.311                                                                                                                                                                                                                                                                                                                                                                                                                  | Trash Alcove                | -                   | 1               | 20 /area       | 20      |                                                                                                                                                                                                                                      |
| 6.312                                                                                                                                                                                                                                                                                                                                                                                                                  | Recreation Court            | 20                  | 1               | 1200 /area     | (1,200) | Glazing to maximize visibility; covered for inclement weather exercise; sized for half-court basketball or walking; exterior space                                                                                                   |
| 6.313                                                                                                                                                                                                                                                                                                                                                                                                                  | Housing Officer Workstation | 1                   | 1               | 100 /area      | 100     | Standing height work desk/counter, stool, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power |
| 6.314                                                                                                                                                                                                                                                                                                                                                                                                                  | Property Storage Bins       | -                   | 1               | 20 /area       | 20      | Lockable stacked bins; adjacent to officer station.                                                                                                                                                                                  |
| 6.315                                                                                                                                                                                                                                                                                                                                                                                                                  | Shared Office               | 1                   | 1               | 120 /office    | 120     | OF-5                                                                                                                                                                                                                                 |
| 6.316                                                                                                                                                                                                                                                                                                                                                                                                                  | Staff Restroom              | 1                   | 1               | 50 /area       | 50      | ADA-Compliant                                                                                                                                                                                                                        |
| 6.317                                                                                                                                                                                                                                                                                                                                                                                                                  | Staff Locker                | -                   | 1               | 10 /area       | 10      | For storing staff personal items; may be located within staff restroom.                                                                                                                                                              |
| 6.318                                                                                                                                                                                                                                                                                                                                                                                                                  | Supply Closet               | -                   | 1               | 50 /area       | 50      | Recreation items.                                                                                                                                                                                                                    |
| 6.319                                                                                                                                                                                                                                                                                                                                                                                                                  | Storage Closet              | -                   | 1               | 50 /area       | 50      | Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.)                                                                                                                                        |
| 6.320                                                                                                                                                                                                                                                                                                                                                                                                                  | Janitor Closet              | -                   | 2               | 40 /area       | 80      | Slop sink, mop racks, ventilation, one per level                                                                                                                                                                                     |
| <p> <i>Subtotal Net Square Feet</i>      6,130<br/> <i>Grossing Factor</i>              1.65<br/> <i>Subtotal Gross Square Feet</i>    10,115<br/> <i>Subtotal Exterior Square Feet</i>   (1,200) </p> <p> <i>Subtotal 3 Units - Interior Net Square Feet</i>    18,390<br/> <i>Subtotal 3 Units - Interior Gross Square Feet</i>   30,344 </p> <p> <i>Subtotal 3 Units - Exterior Square Feet</i>        (3,600) </p> |                             |                     |                 |                |         |                                                                                                                                                                                                                                      |

6.000 GENERAL POPULATION HOUSING

| No.                                       | Component                 | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------|---------------------------|------------------------|-----------------------|-------------------|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>High Medium Custody with ADA Cells</i> |                           |                        |                       |                   |       |                                                                                                                                                                                                                                                                                                                           |
| 6.321                                     | Pod Sallyport             | 1-10                   | 1                     | 100 /area         | 100   | Outer door controlled by management unit control; inner door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation                                                                                                                                       |
| 6.322                                     | Double Occupancy Cells    | 1                      | 30                    | 80 /cell          | 2,400 | 2 stacked bunks, secure mounted writing surface, stainless steel toilet/sink, under bed storage, seating, breakaway hooks, natural light; 8 lower level cells to be equipped with embeds for future installation of bunks; food/cuff pass in door.                                                                        |
| 6.323                                     | ADA Double Occupancy Cell | 1                      | 2                     | 90 /cell          | 180   | 2 bunks, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; removable grab bar; food/cuff pass in door.                                                                                                                                              |
| 6.324                                     | Shower/Changing           | 1                      | 6                     | 40 /area          | 240   | Vented doors, frosted glazing, outer drying/dressing area; self locking.                                                                                                                                                                                                                                                  |
| 6.325                                     | ADA-Compliant Shower      | 1                      | 2                     | 50 /area          | 100   | Double shower head, vented doors, frosted glazing, outer drying/dressing area; self locking                                                                                                                                                                                                                               |
| 6.326                                     | Dayroom/Dining/TV         | 64                     | 1                     | 35 /person        | 2,240 | Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64 for mealtimes, 2 TV areas with seating for 15, wall-mounted mail boxes, 2 telephones (at least one ADA), sound attenuation measures; reading area with book shelves; 4 keyed hinged lid boxes. |
| 6.327                                     | Commissary Order Kiosk    | 1                      | 1                     | 40 /area          | 40    | Automated transaction station                                                                                                                                                                                                                                                                                             |
| 6.328                                     | Computer Carrel           | 1                      | 4                     | 40 /area          | 160   | Computer carrels                                                                                                                                                                                                                                                                                                          |
| 6.329                                     | Storage Closet            | -                      | 1                     | 50 /area          | 50    | Mattresses; linens, etc.                                                                                                                                                                                                                                                                                                  |

6.000 GENERAL POPULATION HOUSING

| No.                                                                                                                                                                                                                                                                                                                                                                                                                | Component                   | Pers/Units Per Area | Number of Areas | Space Standard | NSF     | Notes                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------|-----------------|----------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.330                                                                                                                                                                                                                                                                                                                                                                                                              | Food/Beverage Alcove        | -                   | 1               | 120 /area      | 120     | Sink with instant-hot, countertop, cabinets, microwave.                                                                                                                                                                              |
| 6.331                                                                                                                                                                                                                                                                                                                                                                                                              | Trash Alcove                | -                   | 1               | 20 /area       | 20      |                                                                                                                                                                                                                                      |
| 6.332                                                                                                                                                                                                                                                                                                                                                                                                              | Recreation Court            | 20                  | 1               | 1200 /area     | (1,200) | Glazing to maximize visibility; covered for inclement weather exercise; sized for half-court basketball or walking; exterior space                                                                                                   |
| 6.333                                                                                                                                                                                                                                                                                                                                                                                                              | Housing Officer Workstation | 1                   | 1               | 100 /area      | 100     | Standing height work desk/counter, stool, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power |
| 6.334                                                                                                                                                                                                                                                                                                                                                                                                              | Property Storage Bins       | -                   | 1               | 20 /area       | 20      | Lockable stacked bins; adjacent to officer station.                                                                                                                                                                                  |
| 6.335                                                                                                                                                                                                                                                                                                                                                                                                              | Shared Office               | 1                   | 1               | 120 /office    | 120     | OF-5                                                                                                                                                                                                                                 |
| 6.336                                                                                                                                                                                                                                                                                                                                                                                                              | Staff Restroom              | 1                   | 1               | 50 /area       | 50      | ADA-Compliant                                                                                                                                                                                                                        |
| 6.337                                                                                                                                                                                                                                                                                                                                                                                                              | Staff Locker                | -                   | 1               | 10 /area       | 10      | For storing staff personal items; may be located within staff restroom.                                                                                                                                                              |
| 6.338                                                                                                                                                                                                                                                                                                                                                                                                              | Supply Closet               | -                   | 1               | 50 /area       | 50      | Recreation items.                                                                                                                                                                                                                    |
| 6.339                                                                                                                                                                                                                                                                                                                                                                                                              | Storage Closet              | -                   | 1               | 50 /area       | 50      | Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.)                                                                                                                                        |
| 6.340                                                                                                                                                                                                                                                                                                                                                                                                              | Janitor Closet              | -                   | 2               | 40 /area       | 80      | Slop sink, mop racks, ventilation, one per level                                                                                                                                                                                     |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>    6,130<br/> <i>Grossing Factor</i>            1.65<br/> <i>Subtotal Gross Square Feet</i>    10,115<br/> <i>Subtotal Exterior Square Feet</i>    (1,200) </p> <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>    24,510<br/> <i>Subtotal Gross Square Feet</i>    40,458<br/> <i>Subtotal Exterior Square Feet</i>    (4,800) </p> |                             |                     |                 |                |         |                                                                                                                                                                                                                                      |

6.000 GENERAL POPULATION HOUSING

| No.                      | Component                                                        | Pers/Units Per Area | Number of Areas | Space Standard | NSF | Notes                                                                                                                                                                                                                                                                             |
|--------------------------|------------------------------------------------------------------|---------------------|-----------------|----------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.400                    | HOUSING SUPPORT CENTER (Management Unit 2 and Management Unit 3) |                     |                 |                |     |                                                                                                                                                                                                                                                                                   |
| 6.401                    | Multi-Purpose/ Classroom                                         | 15                  | 1               | 25 /pers.+ 50  | 425 | Teacher station, narrow 2-person learning tables, sturdy molded plastic chairs, white board, cabled for video learning; computer cart with CD-ROM capabilities; subdividable by moveable acoustical partition; CCTV capabilities; lockable cabinets; located to minimize traffic. |
| 6.402                    | Multi-Purpose/ Group Room                                        | 10                  | 1               | 20 /pers       | 250 | Stackable chairs for small group activities; located to minimize traffic.                                                                                                                                                                                                         |
| 6.403                    | Interview Room                                                   | 4                   | 2               | 120 /area      | 240 | Conference table, chairs                                                                                                                                                                                                                                                          |
| 6.404                    | Storage                                                          | -                   | 1               | 100 /area      | 100 | For storing stackable chairs.                                                                                                                                                                                                                                                     |
| 6.405                    | Video Visitation                                                 | 1                   | 2               | 30 /area       | 60  | Seating for 2; space and hook ups for video visitation.                                                                                                                                                                                                                           |
| 6.406                    | Triage                                                           | 1-2                 | 1               | 120 /area      | 120 | WS-4, exam table, charting area; lockable cabinet.                                                                                                                                                                                                                                |
| 6.407                    | Medication Distribution                                          | -                   | 1               | 100 /area      | 100 | Window to the waiting area with a water cooler and dispenser located in circulation area; interior sized for staff dispensing medication through a pass-through and a medication cart; authorized card access; provide sink, computer and telephone.                              |
| <i>Offender Services</i> |                                                                  |                     |                 |                |     |                                                                                                                                                                                                                                                                                   |
| 6.408                    | Commissary Services Window - Offender Side                       | 1-3                 | 1               | 20 /area       | 20  | Transaction windows to commissary; roll down screen.                                                                                                                                                                                                                              |
| 6.409                    | Commissary Distribution                                          | 1                   | 1               | 200 /area      | 200 | Space for carts; shelving for storing commissary orders.                                                                                                                                                                                                                          |
| 6.410                    | Laundry Services Window - Offender Side                          | 1-3                 | 1               | 40 /area       | 40  | 2 windows to: laundry receiving; laundry drop off; roll down screen.                                                                                                                                                                                                              |
| 6.411                    | Laundry Drop Off                                                 | 1                   | 1               | 100 /area      | 100 | Laundry Bins                                                                                                                                                                                                                                                                      |
| 6.412                    | Laundry Receiving                                                | 1                   | 1               | 150 /area      | 150 | Shelving for various linens and uniforms.                                                                                                                                                                                                                                         |
|                          |                                                                  |                     |                 |                |     |                                                                                                                                                                                                                                                                                   |

6.000 GENERAL POPULATION HOUSING

| No.                            | Component                             | Pers/Units Per Area | Number of Areas | Space Standard | NSF | Notes                                                                                                                                      |
|--------------------------------|---------------------------------------|---------------------|-----------------|----------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Staff Offices</i>           |                                       |                     |                 |                |     |                                                                                                                                            |
| 6.413                          | Treatment Services Director           | 1                   | 1               | 120 /office    | 120 | OF-3                                                                                                                                       |
| 6.414                          | Reception/Clerk                       | 1                   | 1               | 50 /wkstn      | 50  | WS-4                                                                                                                                       |
| 6.415                          | Assistant Unit Manager                | 1                   | 1               | 100 /office    | 100 | OF-4                                                                                                                                       |
| 6.416                          | Mental Health Professional            | 1                   | 1               | 100 /office    | 100 | OF-4                                                                                                                                       |
| 6.417                          | Counselors                            | 1                   | 2               | 100 /office    | 200 | OF-4                                                                                                                                       |
| 6.418                          | Activity Specialist                   | 2                   | 1               | 150 /office    | 150 | OF-5                                                                                                                                       |
| 6.419                          | Unassigned Office                     | 1                   | 1               | 100 /office    | 100 | OF-4                                                                                                                                       |
| 6.420                          | Unassigned Shared Office              | 1-2                 | 1               | 150 /office    | 150 | OF-5; Desk, chair, computer, telephone, book shelves; file cabinet, visitor chairs                                                         |
| 6.421                          | Conference Room                       | 6-8                 | 1               | 200 /area      | 200 | CF-3                                                                                                                                       |
| 6.422                          | Printer/Copier/Work Alcove / Supplies | -                   | 1               | 100 /area      | 100 | Copier, networked printer, work table                                                                                                      |
| 6.423                          | Pantry/Break Room                     | 8-10                | 1               | 150 /area      | 150 | BR-2, adjacent to conference room with lockable pass-through window to the conference room                                                 |
| 6.424                          | Activity Specialist Supplies          | -                   | 1               | 40 /area       | 40  |                                                                                                                                            |
| <i>Management Unit Control</i> |                                       |                     |                 |                |     |                                                                                                                                            |
| 6.425                          | Management Unit Control               | 1                   | 1               | 100 /area      | 100 | Includes security monitoring systems, alarm centers, intercoms, door controls, etc., pass-throughs; subservient to central control.        |
| 6.426                          | Beverage Station                      | -                   | 1               | 25 /area       | 25  | Coffee maker, water cooler; microwave; half-height refrigerator.                                                                           |
| 6.427                          | Staff Restroom                        | 1                   | 1               | 50 /area       | 50  | ADA-Compliant                                                                                                                              |
| 6.428                          | Computer Equipment Room               | -                   | 1               | 100 /area      | 100 | Alarm switching equipment, power supplies, surge protectors, etc.; adjacent to central control; accessed through central control sallyport |
| <i>Shared Spaces</i>           |                                       |                     |                 |                |     |                                                                                                                                            |
| 6.429                          | Management Unit Entry                 | 2-6                 | 1               | 80 /area       | 80  | Partially covered on exterior; intercom on each side; card or biometric access for authorized persons; controlled by                       |



6.000 GENERAL POPULATION HOUSING

| No.                                                                                                                                                                                                                                                                                                                                                                                                                                    | Component                 | Pers/Units Per Area | Number of Areas | Space Standard   | NSF | Notes                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------|-----------------|------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |                     |                 |                  |     | management unit control.                                                                                                                                                                                                                                                          |
| 6.430                                                                                                                                                                                                                                                                                                                                                                                                                                  | Officer Work Podium       | 1                   | 1               | 50 /area         | 50  | WS-4; centrally located to facilitate visibility of entire area.                                                                                                                                                                                                                  |
| 6.431                                                                                                                                                                                                                                                                                                                                                                                                                                  | Offender Restroom         | 1                   | 1               | 50 /area         | 50  | ADA-Compliant; wall-mounted water fountain outside restroom.                                                                                                                                                                                                                      |
| 6.432                                                                                                                                                                                                                                                                                                                                                                                                                                  | Staff Restroom            | 1                   | 2               | 50 /area         | 100 | ADA-Compliant; located convenient to offices                                                                                                                                                                                                                                      |
| 6.433                                                                                                                                                                                                                                                                                                                                                                                                                                  | Janitor Closet            | -                   | 1               | 40 /area         | 40  | Slop sink, mop racks, ventilation                                                                                                                                                                                                                                                 |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>      3,860<br/> <i>Grossing Factor</i>              1.40<br/> <i>Subtotal Gross Square Feet</i>    5,404<br/> <i>Exterior Square Feet</i>              0<br/> <br/> <i>Subtotal 2 Areas - Interior Net Square Feet</i>    7,720<br/> <i>Subtotal 2 Areas - Interior Gross Square Feet</i>    10,808<br/> <i>Subtotal 2 Areas - Exterior Square Feet</i>        (0) </p> |                           |                     |                 |                  |     |                                                                                                                                                                                                                                                                                   |
| <b>6.500 HOUSING SUPPORT CENTER (Management Unit - Orientation, Special Needs and Maximum Custody)</b>                                                                                                                                                                                                                                                                                                                                 |                           |                     |                 |                  |     |                                                                                                                                                                                                                                                                                   |
| 6.501                                                                                                                                                                                                                                                                                                                                                                                                                                  | Multi-Purpose/ Classroom  | 15                  | 1               | 25 /pers.+<br>50 | 425 | Teacher station, narrow 2-person learning tables, sturdy molded plastic chairs, white board, cabled for video learning; computer cart with CD-ROM capabilities; subdividable by moveable acoustical partition; CCTV capabilities; lockable cabinets; located to minimize traffic. |
| 6.502                                                                                                                                                                                                                                                                                                                                                                                                                                  | Multi-Purpose/ Group Room | 10                  | 1               | 20 /pers         | 250 | Stackable chairs for small group activities; located to minimize traffic.                                                                                                                                                                                                         |
| 6.503                                                                                                                                                                                                                                                                                                                                                                                                                                  | Interview Room            | 4                   | 2               | 120 /area        | 240 | Conference table, chairs                                                                                                                                                                                                                                                          |
| 6.504                                                                                                                                                                                                                                                                                                                                                                                                                                  | Storage                   | -                   | 1               | 100 /area        | 100 | For storing stackable chairs.                                                                                                                                                                                                                                                     |
| 6.505                                                                                                                                                                                                                                                                                                                                                                                                                                  | Video Visitation          | 1                   | 2               | 30 /area         | 60  | Seating for 2; space and hook ups for video visitation.                                                                                                                                                                                                                           |
| 6.506                                                                                                                                                                                                                                                                                                                                                                                                                                  | Triage                    | 1-2                 | 1               | 120 /area        | 120 | WS-4, exam table, charting area; lockable cabinet.                                                                                                                                                                                                                                |

6.000 GENERAL POPULATION HOUSING

| No.                      | Component                                  | Pers/Units Per Area | Number of Areas | Space Standard | NSF | Notes                                                                                                                                                                                                                                               |
|--------------------------|--------------------------------------------|---------------------|-----------------|----------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.507                    | Medication Distribution                    | -                   | 1               | 100 /area      | 100 | Window to the waiting area with a water cooler and dispenser located in circulation area; interior sized for staff dispensing medication through a pass-through and a medication cart; authorized card access; provide sink, computer and telephone |
| <i>Offender Services</i> |                                            |                     |                 |                |     |                                                                                                                                                                                                                                                     |
| 6.508                    | Commissary Services Window - Offender Side | 1-3                 | 1               | 20 /area       | 20  | Transaction windows to commissary; roll down screen.                                                                                                                                                                                                |
| 6.509                    | Commissary Distribution                    | 1                   | 1               | 200 /area      | 200 | Space for carts; shelving for storing commissary orders.                                                                                                                                                                                            |
| 6.510                    | Laundry Services Window - Offender Side    | 1-3                 | 1               | 40 /area       | 40  | 2 windows to: laundry receiving; laundry drop off; roll down screen.                                                                                                                                                                                |
| 6.511                    | Laundry Drop Off                           | 1                   | 1               | 100 /area      | 100 | Laundry Bins                                                                                                                                                                                                                                        |
| 6.512                    | Laundry Receiving                          | 1                   | 1               | 150 /area      | 150 | Shelving for various linens and uniforms.                                                                                                                                                                                                           |
| <i>Staff Offices</i>     |                                            |                     |                 |                |     |                                                                                                                                                                                                                                                     |
| 6.513                    | Treatment Services Director                | 1                   | 1               | 120 /office    | 120 | OF-3                                                                                                                                                                                                                                                |
| 6.514                    | Reception/Clerk                            | 1                   | 1               | 50 /wkstn      | 50  | WS-4                                                                                                                                                                                                                                                |
| 6.515                    | Assistant Unit Manager                     | 1                   | 1               | 100 /office    | 100 | OF-4                                                                                                                                                                                                                                                |
| 6.516                    | Mental Health Professional                 | 1                   | 1               | 100 /office    | 100 | OF-4                                                                                                                                                                                                                                                |
| 6.517                    | Counselors                                 | 1                   | 2               | 100 /office    | 200 | OF-4                                                                                                                                                                                                                                                |
| 6.518                    | Activity Specialist                        | 3                   | 1               | 200 /office    | 200 | Three activities specialists in this location                                                                                                                                                                                                       |
| 6.519                    | Social Worker                              | 1                   | 1               | 100 /office    | 100 | OF-4                                                                                                                                                                                                                                                |
| 6.520                    | Unassigned Shared Office                   | 1-2                 | 1               | 150 /office    | 150 | OF-5; Desk, chair, computer, telephone, book shelves; file cabinet, visitor chairs                                                                                                                                                                  |
| 6.521                    | Conference Room                            | 6-8                 | 1               | 200 /area      | 200 | CF-3                                                                                                                                                                                                                                                |
| 6.522                    | Printer/Copier/Work Alcove / Supplies      | -                   | 1               | 100 /area      | 100 | Copier, networked printer, work table                                                                                                                                                                                                               |
| 6.523                    | Pantry/Break Room                          | 8-10                | 1               | 150 /area      | 150 | BR-2, adjacent to conference room with lockable pass-through window to the conference room                                                                                                                                                          |
| 6.524                    | Activity Specialist                        | -                   | 1               | 40 /area       | 40  |                                                                                                                                                                                                                                                     |

6.000 GENERAL POPULATION HOUSING

| No.                                                                                                                                              | Component               | Pers/Units Per Area | Number of Areas | Space Standard | NSF | Notes                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------|-----------------|----------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                  | Supplies                |                     |                 |                |     |                                                                                                                                               |
| <i>Subtotal Net Square Feet</i> 3,315<br><i>Grossing Factor</i> 1.40<br><i>Subtotal Gross Square Feet</i> 4,641<br><i>Exterior Square Feet</i> 0 |                         |                     |                 |                |     |                                                                                                                                               |
| 6.600 MANAGEMENT UNIT CONTROL                                                                                                                    |                         |                     |                 |                |     |                                                                                                                                               |
| 6.601                                                                                                                                            | Management Unit Control | 1                   | 1               | 100 /area      | 100 | Includes security monitoring systems, alarm centers, intercoms, door controls, etc., pass-throughs; subservient to central control.           |
| 6.602                                                                                                                                            | Beverage Station        | -                   | 1               | 25 /area       | 25  | Coffee maker, water cooler; microwave; half-height refrigerator.                                                                              |
| 6.603                                                                                                                                            | Staff Restroom          | 1                   | 1               | 50 /area       | 50  | ADA-Compliant                                                                                                                                 |
| 6.604                                                                                                                                            | Computer Equipment Room | -                   | 1               | 100 /area      | 100 | Alarm switching equipment, power supplies, surge protectors, etc.; adjacent to central control; accessed through central control sallyport    |
| <i>Shared Spaces</i>                                                                                                                             |                         |                     |                 |                |     |                                                                                                                                               |
| 6.605                                                                                                                                            | Management Unit Entry   | 2-6                 | 1               | 80 /area       | 80  | Partially covered on exterior; intercom on each side; card or biometric access for authorized persons; controlled by management unit control. |
| 6.606                                                                                                                                            | Officer Work Podium     | 1                   | 1               | 50 /area       | 50  | WS-4; centrally located to facilitate visibility of entire area.                                                                              |
| 6.607                                                                                                                                            | Offender Restroom       | 1                   | 1               | 50 /area       | 50  | ADA-Compliant; wall-mounted water fountain outside restroom.                                                                                  |
| 6.608                                                                                                                                            | Staff Restroom          | 1                   | 2               | 50 /area       | 100 | ADA-Compliant; located convenient to offices                                                                                                  |
| 6.609                                                                                                                                            | Janitor Closet          | -                   | 1               | 40 /area       | 40  | Slop sink, mop racks, ventilation                                                                                                             |
| <i>Subtotal Net Square Feet</i> 595<br><i>Grossing Factor</i> 1.40<br><i>Subtotal Gross Square Feet</i> 833<br><i>Exterior Square Feet</i> 0     |                         |                     |                 |                |     |                                                                                                                                               |

6.000 GENERAL POPULATION HOUSING

| No. | Component | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF                                    | Notes    |
|-----|-----------|------------------------|-----------------------|-------------------|----------------------------------------|----------|
|     |           |                        |                       |                   | 6.000 Total Interior Net Square Feet   | 92,480   |
|     |           |                        |                       |                   | 6.000 Total Interior Gross Square Feet | 149,701  |
|     |           |                        |                       |                   | 6.000 Total Exterior Square Feet       | (13,200) |

### Diagram 6.000

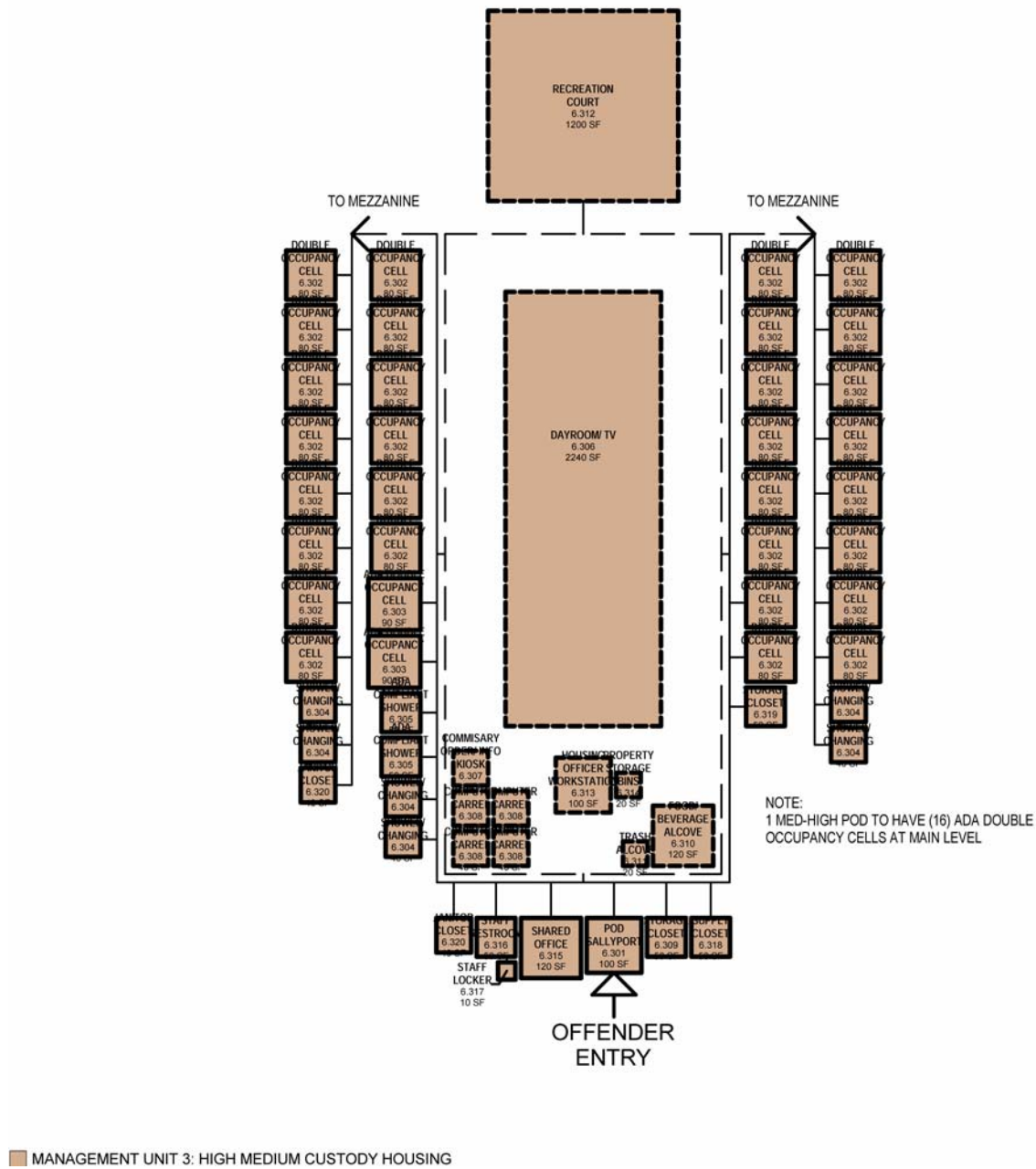


## GENERAL POPULATION HOUSING

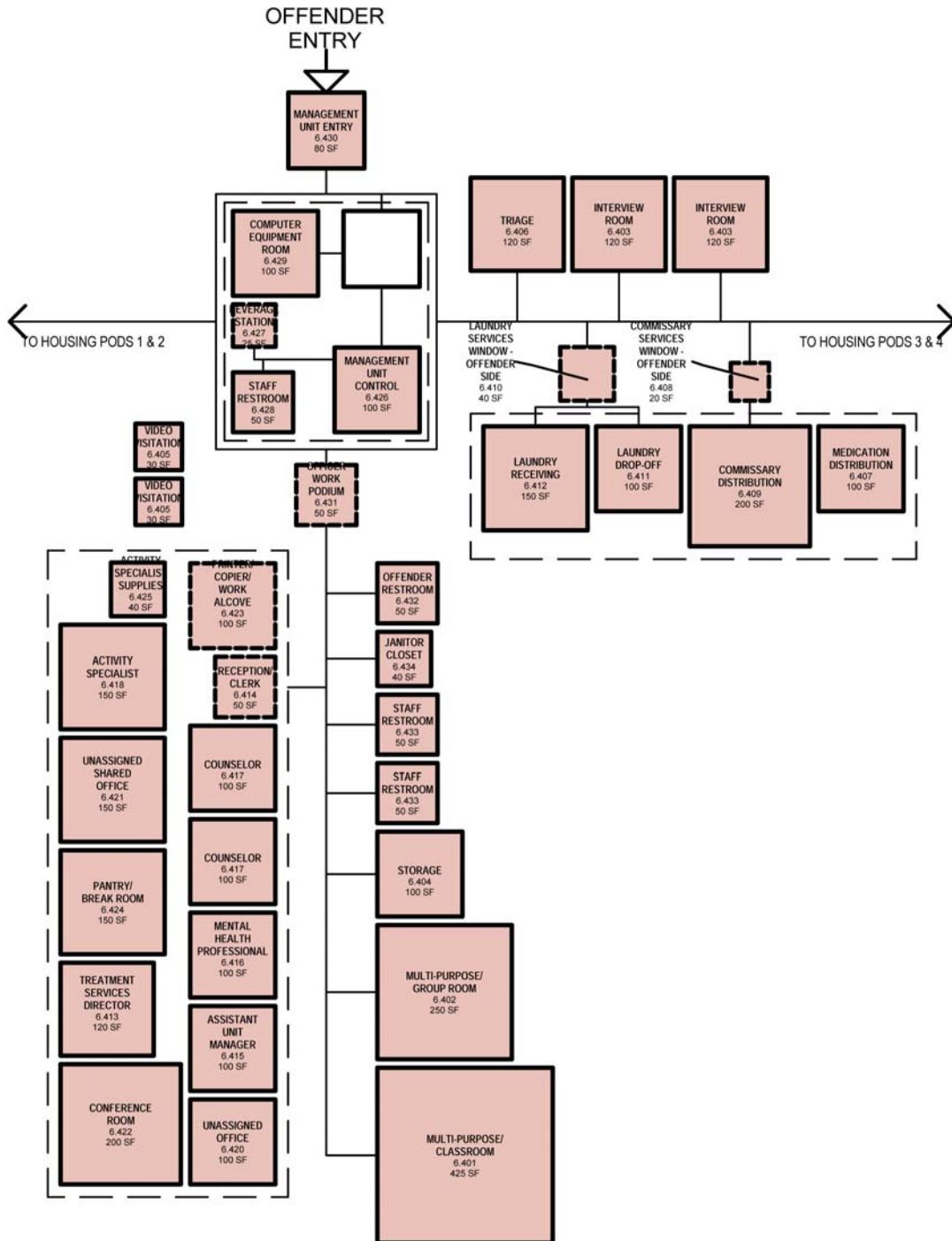


MANAGEMENT UNITS 1 AND 2: MAXIMUM CUSTODY HOUSING





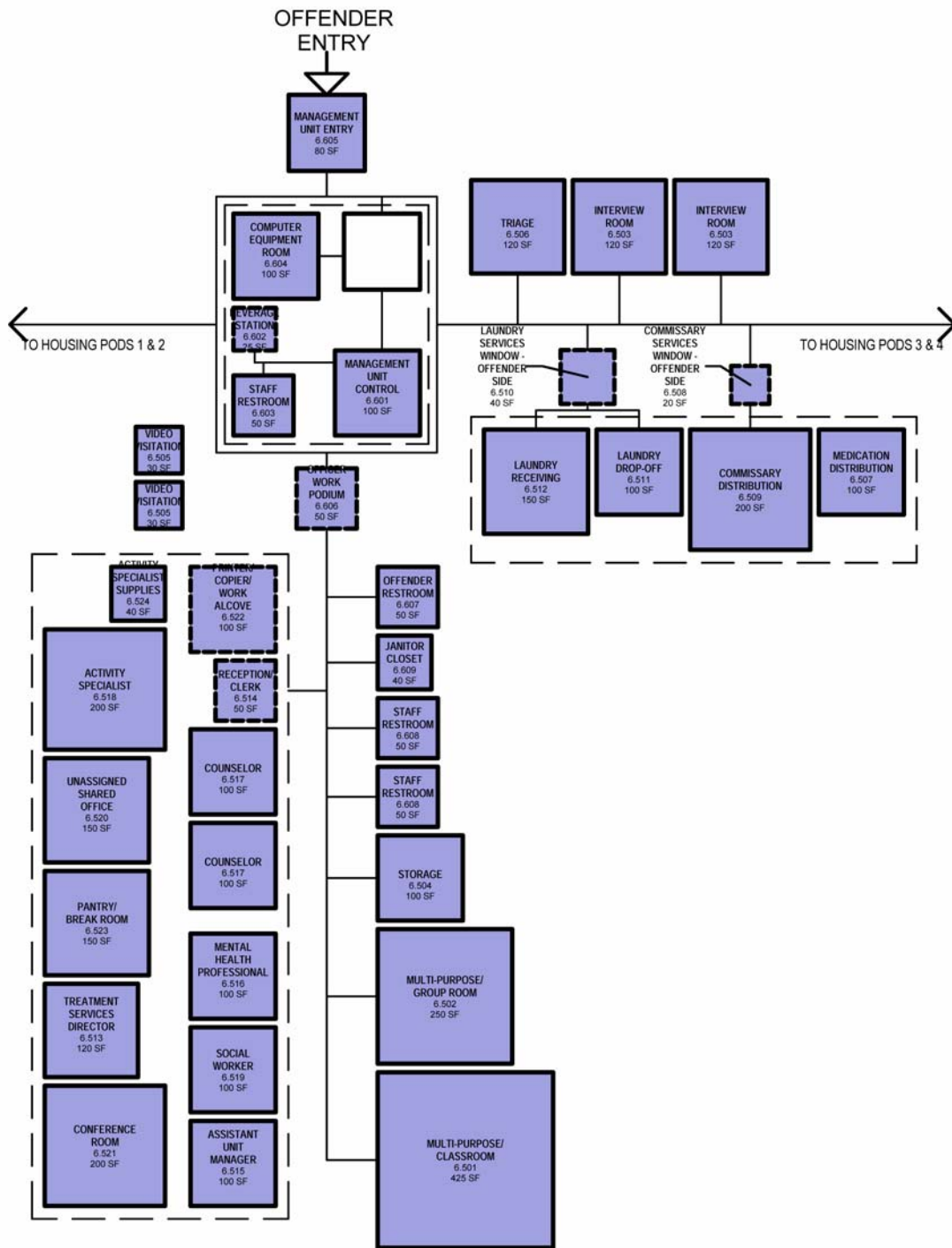




HOUSING SUPPORT CENTER







HOUSING SUPPORT CENTER - SNU



7.000 OUTPATIENT MEDICAL/MENTAL HEALTH & MEDICAL HOUSING

## Introduction

The medical health care services section includes the space necessary to meet the medical and dental health needs of the entire ISP population, plus the outpatient components of mental health. The provision of health care services begins at reception into the facility and continues until release into the community or transfer to another correctional facility. Health care should be provided in compliance with HIPAA regulations as well as American Correctional Association standards.

The services available at the ISP are listed below. The medical, dental, and mental health reception and outpatient components are described in this section; the mental health housing component is described in Section 8.000.

### *Medical Services*

The primary care clinic, infirmary care, assisted living and hospice will be provided by medical services personnel. Primary care outpatient services include physical examinations, triage, sick call, primary care, and medication services. Specialty care including vision care, dental care, routine physical therapy, and telemedicine consultation with University of Iowa Hospitals and Clinics (UIHC) will be provided within ISP. The use of telemedicine with specialty clinics at the University will be encouraged wherever appropriate. More intensive and specialized care will be provided at the Iowa Medical and Classification Center (IMCC) or will be provided by the UIHC. Any serious acute illnesses or life-threatening conditions will be treated at UIHC.

Given the spread of infectious disease such as tuberculosis, Hepatitis B, MRSA and HIV among the general population, it is expected that there will be a risk of infectious disease among the offenders in the facility. Offenders with infectious airborne diseases will be housed in the infirmary, which will have negative pressure cells. The infirmary should be located adjacent to the medical clinic with infirmary beds and medical isolation rooms. Adjacent to the infirmary beds will be designated cells for observation of general population offenders who require limited mental health observation (MHO) or suicide or self-injury prevention (SSIP).

Short-term and long-term assisted medical housing will be provided for offenders who may not be ambulatory, who require wound care, who need post-hospitalization rehabilitative care, or are diagnosed with unstable or serious chronic medical conditions. These offenders are usually not bed-bound but may require limited assistance with activities of daily living (ADLs) by trained offenders. However, the seriousness of their condition requires that they be housed in a location where medical care is immediately available. This housing is also provided for offenders whose condition does not require immediate medical attention; however, their condition requires regular medical attention such as diabetics and advanced HIV. Because this is a maximum security facility, offenders will typically be housed in single cells.

### *Mental Health Services*

Reception and outpatient mental health services will be provided in the medical clinic in areas designated for mental health clinicians. Access to mental health services will be through a shared medical and mental health waiting area.

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*Dental Services*

Routine dental services will be provided at the facility. Specialty dental care and oral surgery will be provided at UIHC.

Operational Description

**7.100 Outpatient Clinic**

Outpatient health services will consist of the following functions:

- Intake assessment
- History and physical
- Sick call
- Medication administration
- Medication storage
- Specialized treatment
- Clinic
- Mental health outpatient services
- Dental services
- Optometry

Intake Assessment - It is anticipated that offenders received from other institutions will be seen for initial health screening while held in the reception and discharge processing area described in Section 5.000. It is therefore important that the medical clinic either be adjacent to or proximal to the reception area to facilitate nurses moving to that area from the clinic.

History and Physical – Updated bi-annual physical examinations will be completed in the clinic. In addition, physical examinations may also be conducted for offenders whose medical conditions require more frequent examinations.

Sick Call - Sick call triage will be conducted daily in the medical triage room located in the housing support centers. Offenders will submit a written request outlining the nature of the need to see the nurse. These will be reviewed by the nursing staff on a daily basis. The nurse will then come to the housing support center located in the management unit to conduct sick call triage, and when necessary, the nurse will indicate the need to have the offender report to the clinic for further treatment. The nurse will schedule appointments for the centralized clinic and will inform the housing officer of the appointment.

Medication Administration - Medications will be distributed from a medication distribution area located in the housing support center. All medications will be pre-measured according to prescription in the medication storage (or central pharmacy), and labeled with the offender's name and management unit. The continued use of unit-dose blister packing is supported. The cart will be maintained in the medical triage/exam room in the housing support center.

Each offender will step forward to the medication distribution transaction window when his

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name is called, and take the medication with a cup of water (also provided from the cart). The officer in the area, as well as the person distributing the medications, will check to make sure that the medication is indeed consumed. The cart should be equipped with a lockable top, so that the medications can be secured during transport.

Self-administered medications (SAMS) will also be distributed to the offenders from the medication distribution areas.

Medications will be distributed on a bedside or cell-front basis for those offenders in the infirmary, acute mental health, and partial care mental health. Distribution of medications for those offenders with special needs and medical-assisted living offenders will be provided medications in the dayroom area.

*Medication Storage*

Space will be provided for medication and medication cart storage. Locked cabinetry will be provided for over the counter (bulk) supplies. A secondary double-locked cabinet within the medication storage room will be provided for controlled medications. A refrigerator will be provided for the cold storage of medications, as needed. A work counter shall be provided. A sink/hand washing station will also be provided. The space will be sized to accommodate up to five medication carts at one time. The medication storage room will be designed so walls are constructed from the floor slab to the underside of the building structure above. The door to this space, accessed from the nurse's station, will be monitored with an enunciation device from the nurse's station and in master control. The door will be controlled by authorized card access in combination with a biometric or pin-code device (e.g., thumbprint identifier). Unless direct delivery can be made from the central pharmacy to management units, the medication storage room must be secured and located to facilitate movement of medication through direct and secure routes to the management units. While it is intended that all medications will be distributed from each housing support area, the medication storage areas should be adjacent to the clinic waiting area. Two securable transaction windows for distributing medications should be available in the event that it becomes necessary. Offenders would receive their medications from the waiting area of the clinic.

Specialized Treatment - The clinic will include the telemedicine capacity to help reduce the number of specialty clinics held on-site and off-site. It is assumed that treatment for sexually transmitted diseases, dermatological, psychiatric, optometry, dentistry, orthopedic, wound care, and minor procedures (e.g., suturing) may occur on-site. The provision of telemedicine hardware in the outpatient clinic (discussed below) will facilitate the provision of these, and additional, services at ISP, thereby reducing the number of transports for medical reasons. Due to special equipment requirements, specialty ophthalmological services, oral surgery, and comprehensive physical therapy may occur off-site.

Clinic - The outpatient clinic will be accessed by offenders via the clinic entrance, where a staff member will receive them and direct them to the open waiting area. Offenders with medical clinic and mental health outpatient appointments will share waiting spaces. Offenders, who due to classification or behavioral issues require separation, will be held in one of the two secure holding cells adjacent to the waiting area. Offenders escorted to the clinic in restraints will be seen immediately. Careful scheduling will be incorporated so

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that offenders from the different housing pods are not in the clinic at the same time.

An officer will be stationed at the security workstation whenever there are offenders in the waiting rooms. The security workstation, in addition to controlling access and egress from the clinic, will be situated so as to have direct lines of visibility to the waiting areas and the entrance to all exam rooms.

A nurses' workstation at the outpatient clinic will be located to receive offenders into the outpatient clinic, but also to easily access all areas of the central support spaces and the outpatient clinic. As offenders arrive at the outpatient clinic they will be checked in with the medical officer described above, and will then report to the nurses' station so they can be directed to the appropriate exam rooms. Alternatively, offenders may be directed by the medical officer to sit in the open waiting area and provide the name(s) of the offenders to be seen to the nurse. The nurses' workstation will be located so that offenders and staff cannot arbitrarily observe medical records located on the nurses' station. Once offenders are received and any medical records ancillary to the electronic medical record (EMR) are pulled, they will be directed via nursing staff to an available examination room for treatment.

*Examination Areas* – There will be an examination prep alcove to obtain vital signs, weights, vision screening and so forth. This space will include four seating areas with privacy curtains.

There will be six exam rooms in the central clinic for sick call, primary care, and health assessments located in close proximity to maximize staff efficiency. The examination rooms will contain lockable cabinets for supplies, a sink, exam table, wall mounted diagnostic equipment, overhead lighting for examinations, a stool for the practitioner, and a work station for EMR. All exam rooms will have generous amounts of glazing on walls and doors to promote visibility from the nurse's station for the safety of practitioners; portable privacy screens should be used when offenders are required to disrobe as part of an examination. One general exam room will be equipped for telemedicine, which can be connected via secure audio/video hook-ups either to specialty clinics at the UIHC or similarly equipped community providers.

Three of the exam rooms will be equipped for specialized treatment (but can also be utilized for general exams).

One specialty exam room will include all of the equipment for a general exam room as well as equipment for drawing laboratory specimens (routine lab work will be analyzed off-site), and equipped with a work counter, locked specimen storage, space for "sharps" container, and a refrigerator for specimen holding. This room should also have locked storage for storing reagent strips, urine specimen receptacles, vacuum tubes for blood draws and sharps.

One specialized exam/treatment room, designated for x-rays, should have lead-lined walls for the use of a portable x-ray, and orthopedic care.

A third specialized treatment room will be equipped for suturing and wound care.

*Exposure Response* – There should be space provided to respond to any exposure

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events that may occur and be equipped with an eyewash station and emergency pull shower, with appropriate drainage.

A charting area will be centrally located for further detailing clinical findings/assessments.

There should be adjacent storage and mechanical areas to accommodate medical and daily-use equipment/supplies and equipment required for the medical assistive equipment.

An ADA-compliant restroom and a water cooler will be located adjacent to the examination rooms for use by offenders. Access to the restrooms will be controlled by staff. This restroom will be provided adjacent to the exam room/lab described above and will include a pass-through for specimens to be passed directly to the lab area to maximize privacy.

Clean and dirty utility rooms will be provided, as will a janitor's closet to serve the clinic service areas. Space for the temporary storage of bio-hazard materials is required. These items will be bagged and kept in a specially marked locked box/closet in the dirty utility room to await the arrival of the contracted bio-hazard disposal company, or removal to the centralized bio-hazard storage room located in the warehouse (see Section 14.000). The location of this temporary storage needs to be out of the direct path of offenders and staff, and should be adjacent and within view of the nurse's station. Both the clean and dirty utility rooms will have a sink; the dirty utility room will also have a hopper sink.

The clinic will include a staff restroom, and a pantry/break room.

Mental Health Services – Reception and outpatient mental health services will be provided in the clinic area. Access to mental health will be through scheduled appointments. Offenders will share the waiting space with offenders who are scheduled for medical appointments. It is important that mental health services interview space is integrated into the clinic area in order to reduce the stigma associated with mental health care. Offenders in the waiting area should not be able to distinguish by location whether a fellow offender is going to scheduled mental health care or medical care.

It is anticipated that at any one time, there could be three mental health appointments with the clinic for reception, medication evaluations, and outpatient appointments. Offenders from all units except infirmary, intensive mental health treatment, and the reintegration unit will have scheduled mental health appointments in the clinic. Those offenders in special housing and management units will be seen by mental health professionals in the housing support areas of those units.

There will also be four interview rooms sized for up to four people and equipped with an EMR work station, four chairs, and locked cabinets. There will be acoustical and sight privacy. One interview room will be equipped for psychiatry telemedicine.

Mental health offices will be assigned in either the intensive mental health treatment unit or in the mental health administration area (that is co-located with medical administration). It is anticipated that the mental health interview space in the clinic will be used primarily by all mental health staff; when not in use, it becomes multipurpose space within the clinic.

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Outpatient mental health group therapy and other activities will be included in the program activity spaces.

Dental Services - Dental services will be provided to offenders on a regularly scheduled and an as-needed basis, so as to maintain the good health of the offender. Dental services will be provided in two open bay dental operatories one with two chairs, and one with one chair. There should be a provision for privacy between chairs via a pulled curtain or divider. There will be the ability to take digitalized x-rays in this area.

Work spaces for computers and diagnostic equipment will be provided including a space for digitalized x-ray equipment, a small dental lab, and instrument sterilization station. Air compressors will be located in an adjacent closet. Lockable cabinets and drawers will be provided for dental instruments and supplies. Clean and dirty areas for equipment will be provided either within the dental suite or adjacent to it. An office for the dentist and a shared private workspace for dental hygienist, and dental assistant will be provided within the dental suite to update records.

While the design of this area should reflect a standard dental setting, it must also be capable of being secured and be in a highly visible location so that supervision can be provided by the corrections officer assigned to the clinic area. Extensive glazing will facilitate observation by custody staff, and low dividing walls between dental chairs will allow for security separation when more than one offender is in an operatory.

Optometry – The optometry examination room should be sized to hold several large pieces of examination equipment, one exam chair, an optometrist stool, stool-height counters, and lockable cabinets. The room should be designed to allow for distance sight field vision, and glaucoma testing. There should be an internal workstation for the optometrist to do charting and other related paperwork.

Conference/Training - A multipurpose training/conference room sized for 10 people should be provided for staff and offender training. These offenders will be trained to provide direct observation for MHO and SSIP; additional offenders will be trained to provide assistance with daily living activities (ADLs). This room will also be used for staff meetings and teleconferencing. The conference room will be designed and equipped and furnished commensurate with the type of activity/meetings anticipated.

### 7.200 Administration/Support Spaces

A secured area with a controlled entrance, which includes the medication storage room, nurse's station, medical records, and offices, will be located adjacent to both the inpatient and outpatient services. The nurse's station will provide interlocked access to both areas. All other support spaces will be accessible from a secure corridor accessible to both the inpatient and outpatient areas. Separate entrances will be provided to the inpatient services area that will be the primary access for authorized staff and offenders. If possible these spaces should be located together to maximize staffing efficiencies.

A separate, but adjacent charting area will provide counter space for updating medical records. A computer workstation, telephone, and shelving for storing active medical records will be located in this area. Each time an offender is admitted to ISP, it is important that medical staff, especially during the initial reception into ISP health



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assessment processes, is able to readily access previous medical information from ICON.

*Medical Records*

ISP, as well as all facilities within IDOC, utilizes an electronic medical record. Separate storage for medical records from other systems should be scanned into the medical record as soon as possible. Limited storage will be available for those hard copy medical record materials until they are scanned. An electronic medical record (EMR) storage and retrieval system will provide ready access to the records, regardless of the physical location of the paper records. Since there are a number of lifers at ISP, sufficient medical records storage should be provided for old medical records. The secure records room, accessed only by authorized medical personnel, will be equipped with a space-saver filing system for the storage of approximately 1,000 paper medical records, each averaging two inches in width. A scanner, printer, and shredder will be located in this area so that few, if any, hard copy records must be maintained once all paper medical records, including medical consultations and records from the UIHC and specialty clinics are entered into ICON. One large office space with two workstations will be provided for two staff persons who are assigned with scanning all paper records that precede the implementation of the EMR, as well as all medical records incoming from other health systems. A medical records supervisor office will also be located in this area.

*Administration Offices*

The medical administration suite will be accessed via card access or from the medical support officer station described in Section 7.600. A medical secretary will be located in this area to provide assistance to persons new to the suite (e.g., a contract psychiatrist requiring use of the telepsychiatry equipment). The medical secretary will work for all of the staff located in this component from a centralized workstation.

The medical and mental health offices and administrative support space will be co-located.

Administration office spaces will be provided for the following staff assigned to this component:

- Medical Physician
- Director of Nursing
- Nursing Supervisors
- Medical Secretary
- Psychiatrist
- Mental Health Professionals (6)<sup>5</sup>

There will be one unassigned office in this area.

*Administrative Ancillary Spaces*

A break room will be provided; this room will also have direct access from the conference

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<sup>5</sup> Consistent with IDOC's transition to multidisciplinary treatment teams of psychologists, socials workers and advanced practice registered nurse, the term "mental health professionals" is used to designate mental health treatment office space.



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room.

A locker area will be provided in the break room for staff medical equipment that should not be transported into/out of the facility daily (i.e., stethoscopes). An adjacent staff shower should be provided in the event of exposure.

The administration/support spaces will include a copy/print/scan/fax and office supply work alcove, a wall-mounted water cooler, staff restrooms, and a janitor closet.

7.300 Medical Housing

The medical housing component includes the direct medical observation/infirmery and assisted living that will include provisions for hospice care in ISP.

- Direct medical observation/infirmery beds are provided for offenders who require skilled nursing care on 24-hour/7-day basis or who must be separated from the population due to a medical isolation requirement. These offenders will typically be housed in single cells.
- Assisted living housing will be provided for both short-term and long-term care needs for offenders who may not be ambulatory, or who require wound care, or are diagnosed with heart disease or other similar condition. These offenders require some level of assistance with activities of daily livings (ADLs) that can be provided by trained offenders. They are usually not bed-bound. However, the seriousness of their condition requires that they be housed in a location where medical care is immediately available. Hospice care offenders can be accommodated in this area.

The configuration of the medical housing is unique due to the proximity requirements of the infirmery and medical assisted living housing to the medical support component described in subsection 7.100 above. Since both the infirmery and mental health observation beds require direct observation, it would be ideal to have these areas adjacent to each other to increase staff efficiency, if the necessary noise attenuation can be achieved. Ideally, the footprint of the facility may be sufficient to accommodate the entire medical component on one level of the facility. If this is not possible, the assisted living housing may be located on the level above or below the clinic. Table 7-1 outlines the recommended bed distribution to meet the projected demand for medical housing.

Table 7-1: Medical Bed Distribution

| Housing Area                             | Capacity / Type                                       | Total Number of Beds |
|------------------------------------------|-------------------------------------------------------|----------------------|
| <b>Medical Long-term</b>                 |                                                       |                      |
| Direct Medical Observation and Infirmery |                                                       |                      |
| ▪ Infirmery                              | 6 Single-Occupancy Rooms                              | 6                    |
| ▪ Isolation Cells                        | 4 Single-Occupancy Rooms; each pair share an anteroom | 4                    |

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| Housing Area                                            | Capacity / Type                                      | Total Number of Beds |
|---------------------------------------------------------|------------------------------------------------------|----------------------|
| Assisted Living (Short-Term and Long-Term and /Hospice) | 8 Single-Occupancy Rooms<br>6 Double-Occupancy Rooms | 20                   |
| <b>TOTAL MEDICAL BEDS</b>                               |                                                      | <b>30</b>            |

All medical rooms will meet ADA-accessibility requirements including doors, door handles, grab bars, etc. All medical rooms will be equipped with cable/satellite hook-up for television. Secure nurse call systems will be provided in all medical rooms or in areas easily accessible to the sleeping areas.

Medical housing will be accessible through a shared entrance co-located with the clinic's reception and waiting area. The front door to the health services area will have card and/or biometric access and intercoms on each side.

Medical housing areas will be supervised by the medical housing officer who will observe all offenders assigned to medical housing on a routine basis, making irregular intermittent rounds of all medical housing areas. Access to and egress from the medical housing area will be remotely controlled by master control and/or via card access or biometric means (authorized staff only).

*Direct Medical Observation Infirmary*

Offenders will be admitted to the infirmary by medical order. The Infirmary will be staffed with nursing staff on a 24-hour/7-day basis whenever an offender patient has been admitted to this area. The direct observation infirmary beds are intended for offenders who require skilled nursing care or who must be separated from the general or medical population of offenders due to their medical condition. However, the use of all medical beds will be flexible based on the clinical demands of the population.

Two sets of isolation rooms will be provided. One set of these rooms (two isolation cells) will be used for respiratory isolation for offenders who might manifest symptoms of contagious diseases (e.g., flu or tuberculosis). A second pair of isolation beds will have positive air pressure, but will have a shared anteroom with a small sink and temporary hazardous material collection. These rooms will be primarily used for infected wounds such as MRSA. All four of the isolation rooms will be equipped with special air filtration systems (e.g., negative and positive pressure systems or at least a HEPA filtration system). These offenders will be housed in an area where they can be directly observed by medical staff and security staff to provide for their safety and the safety of others.

Each of the respiratory isolation and the wound isolation pair of rooms will be entered through a shared ante-room. Each ante-room will contain a small utility counter with a hand washing sink, a space for a soiled linen hamper, and shelving for gowning materials. Staff will be able to view into the direct observation room from the ante-room through an observation window.

In addition, six single-occupancy rooms are necessary for observation of ill offenders and to allow for the maximum housing flexibility. Within each room will be a small toilet with a lavatory. There will be no mezzanine in this housing area, and no stacked bunks should

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be considered as this would provide opportunities for suicide attempts.

The four isolation rooms and the additional six single-occupancy rooms will be equipped with at least four electrical outlets for medical equipment such as oxygenators, C-pap, and Bi-pap machines. Each room will have an electrical hospital bed, an over the bed table, writing surface and chair. A toilet and lavatory will be provided in each room. An ADA-compliant shower will be provided in each of the isolation rooms, and two showers, one of which is ADA-compliant will be provided for the six observation rooms.

Since many of these offenders require separation from other offenders and staff, ideally most services will be brought to the offender. These services will include meals, opportunity to participate in video visitation and library services. Offenders will make a written request for such services (except for meal as they will be brought to the room at regular meal times), and the service, where feasible will be arranged and brought to the room. Visits and telephone calls will be by remote hook up immediately outside of the offender's cell.

Medications will be distributed to these offenders at bedside.

Although these offenders are not expected to use a large dayroom area, a small seating area that will accommodate up to four offenders will be provided for offenders to potentially watch television or talk on the telephone. There will be at least four electrical outlets available for supportive medical equipment (e.g. oxygenators) for the offenders using this area.

*Medical Assisted Living*

Typically the medical assisted living area will be staffed on a 24-hour/7-day basis by supportive medical personnel (e.g., nursing unit coordinators). Professional medical staff will need to be readily accessible; hence, the necessity of close proximity to the clinic and infirmary. The medical assisted living area will incorporate a pod approach, which will promote visibility for staff and minimize long walking distances. Medical staff will determine when an offender is admitted to or discharged from the assisted living housing pod.

It is anticipated that some offenders will receive medical services for rehabilitative sub-acute conditions and therefore will be housed there for relatively short periods of time (not likely to exceed thirty days), or for other conditions that may require longer term assisted living such as cardiac, respiratory or neurological conditions. Examples of the types of conditions that may require housing in medical assisted living include the following:

- Offenders requiring observation for post-operative care once discharged from the hospital until they are stable enough for medical housing or general population.
- Offenders requiring medical observation or wound care.
- Offenders requiring bed rest due to orthopedic conditions or observation after having fractures set (to monitor temperatures, check for infections).
- Acute exacerbations of chronic health conditions that require closer medical

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observation and/or nursing care for diabetes, cardiac, or respiratory conditions.

All corridors and rooms will be sized to accommodate stretcher swings, wheelchairs, and offenders who use walkers or canes and other assistive devices.

A total of 20 medical assisted living beds will be required to meet the health care needs of the total projected population of ISP offenders. Medical assisted living housing should ideally be adjacent to the infirmary, but at the very least be proximal. Appropriate provisions will be made to ensure the privacy and security of the offenders yet allowing for good visibility and observation of offenders.

Within each room will be a small toilet with a lavatory. There will be no mezzanine in this housing pod, and no stacked bunks should be considered as this would provide opportunities for suicide attempts.

There should be at least two electrical outlets for each occupant for additional portable medical equipment such as CPAP and oxygenators. Nurse call with two way capability will be provided in each room and an emergency pull station for the nurse call will be provided in the toilets, per code.

The medical assisted living rooms should be arranged around the dayroom space where some offenders are expected to be during the daytime hours. Some of the offenders may remain in their bed or seated bedside due to their medical condition. Dayroom space will be provided to encourage offenders whose condition allows participating in dayroom activities or merely walking the perimeter of the dayroom. Due to the chronicity of many long-term offenders, numerous electrical outlets (1:1 offender/outlet ratio) will be provided for assistive medical equipment.

Nurses will make rounds of the medical assisted living area, and distribute medications and provide any necessary treatments in the medical/triage exam room accessible from the dayroom. Offenders will be seen in the clinic for any specialized care.

Two shower areas, one of which will be equipped with a tub, will be accessible from the dayroom. The showers should be ADA-compliant and located to provide for privacy but also to allow for staff to observe the area with minimal difficulty. The shower heads should be suicide resistant double fixtures and ideally will be recessed. Extra care must be taken to provide adequate drainage to avoid water run-off from this shower. Each individual shower stall includes a private outer area for drying/dressing. Floor drains will be located in both the shower and dressing areas. The showers will have side shower panels that can provide appropriate visibility into the shower stall, without compromising personal privacy. The showers stalls facing the dayroom should have café doors to allow visibility of head and feet. It is recommended that a Velcro attached shower curtain that has top and bottom transparent panels with an opaque center panel be provided between the drying area and the shower area. This will both afford appropriate visibility while preventing water from entering into the dayroom area which will prevent potential slipping and mitigate maintenance of the dayroom floors. The tub room for bathing and hydrotherapy should be equipped with Hoya lift. It may be utilized for direct observation care, and for outpatient care for those requiring hydrotherapy as part of the treatment for a physical condition.

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7.400 *Medical Housing Shared Support*

Several of the operational components of the direct medical observation/infirmery, and assisted living housing would be duplicated because they are necessary for each type of housing. Since these housing areas are relatively small in population size and require similar medical care they will share support areas to enhance efficiencies of space and more importantly, for staffing. The following spaces will be adjacent to the medical housing areas:

Meal Service – All meals will be prepared in and distributed from the central kitchen (see Section 12.000). Within the medical housing component will be a servery sized to accommodate the holding and transport carts containing individual, pre-portioned meal trays. Outlets will be required in this area, sufficient in number, to plug in the heated carts. The servery will be equipped with counter space, sink, microwave, appropriate electrical outlets, and storage cabinets for a supply of napkins, disposable eating utensils, etc. This is an area to keep food supplied and snacks for offenders on special diets. The door to the housing pod will be sized wider than standard to permit passage of food carts.

The housing officer will call the offenders to form a line at which point the officer will monitor the distribution of individual meal trays to offenders. Assistance will be provided for those offenders in wheelchairs or using walkers or crutches. For those offenders eating in their cells, meal trays will be provided cell-side. Staff may also be served trays and will eat in the same dining space, while also observing offenders during dining. Once the meal is completed, offender kitchen workers will collect the soiled trays from offenders and load them into the delivery carts for return to the central kitchen. Space within the servery will be designated specifically as a staging area for soiled trays. An adjacent trash alcove will be provided.

Space for an ice machine will also be provided in this area. Ice will be distributed on an as needed basis to the housing pods at the discretion of the housing pod officer.

Clinical Workstation - A workstation in the unit will be sized for three staff to include clinical staff. This workstation is expected to monitor the direct medical observation/infirmery and the medical assisted living housing areas. The nursing station will be defined by a four-foot high counter with staff access through a double swing half-height door at two different entry points; each leading to one of the housing areas to provide easy staff response to each area in emergency situations. The nursing/clinical workstations will be equipped with computer and counter space for charting. This area will be equipped with desk, chairs, secure file storage, charting area, tamper-proof control panel; situated so as to provide good visibility into all areas; adjacent to security workstation, and with a pass-through window. There will be a small area to secure emergency and PRN medications.

The housing officer area will include a computer, door controls, fire and smoke enunciation, and override for telephones, lighting, electrical receptacles, water controls, and CCTV monitoring of the recreation yard. The workstation will be equipped with a mechanism for securing the control panel (most likely a touch screen device) to prevent offender tampering when the housing officer is away from the workstation. Space must be identified in close proximity to the housing officer's workstation for an emergency first-aid kit, and secure storage of staffs' personal items (e.g., coat, lunch box, and

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purse/briefcase).

Rehabilitative Exercise and Routine Physical Therapy – A space should be provided for up to four persons for rehabilitative and routine physical therapy for post-CVA, post-surgical, post-orthopedic injury rehabilitation, and exercise. This space should have assistive rails for ambulation, an electronic exam table and fitted with basic physical therapy equipment. This room will also have a single chair, single bed to practice transfers from wheelchairs, walkers, crutches and other assistive devices. It should also have equipment to maintain hot packs. Hydrotherapy offender patients will use the tub room in the clinic. Specialized physical therapy will be provided at IMCC or UIHC.

Clean and Dirty Utility Rooms – Clean and dirty utility rooms will be provided. Space for the temporary storage of bio-hazard materials is required. These items will be bagged and kept in a specially marked locked box/closet in the dirty utility room to await the arrival of the contracted bio-hazard disposal company, or removal to the centralized bio-hazard storage room located in the warehouse (see Section 14.000). The location of the temporary storage needs to be out of the direct path of any people, and should be adjacent and within view of the nurse's station. Both areas should have sinks; the dirty utility rooms should also have a hopper sink.

Medical Supply Storage – A large secure room will be provided for equipment and supplies. It will be sized to provide open space for easy access to wheel chairs, a gurney, and other similar equipment, and shelving for storage of medical supplies.

Multipurpose Room - A multipurpose space will be provided for activities deemed appropriate by the treatment team. The multipurpose space should be located in close proximity to the housing officer workstation to enhance supervision. Programs and services will be offered that address the special medical and mental health needs of offenders, health care education, and other programs and services such as movement therapy, meditation/stress management activities, and arts/crafts. Student desks and seating for up to six offenders in molded stackable plastic chairs will be provided. Secure storage for art supplies and therapeutic instructional materials will be provided in this area.

For offenders with mobility challenges and who require any of the programs and services described in Section 6.000 and 10.000, such programs and services may be delivered cell-side.

Visitation – Offenders, who are eligible yet unable medically or physically to participate in regular visitation (see Section 9.000), may participate in visits via video-visitation. The multipurpose room will have the requisite wiring to accommodate a portable video visitation kiosk.

Special arrangements will be made for personal visits for those offenders under hospice care who are unable medically or physically to participate in regular visitation or video visitation.

Recreation/Exercise – For those offenders who are medically or physically unable to participate in centralized recreation, a fresh air court/exercise yard will be provided in close proximity to medical housing where offenders will be permitted access on a scheduled basis. The exterior exercise area will be sized to accommodate a portion of

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the medical housing population. These areas are not intended to be for active group recreation or exercise; they are intended for non-contact activities, as well as individual exercise and passive activities such as board games and will be equipped with tables and seating. The outdoor yard area should be partially covered for weather protection and must be designed to facilitate snow removal. All offenders who are able will be permitted fresh air exercise a minimum of one hour per day, seven days per week.<sup>6</sup> To the degree possible, the building itself will provide the boundaries of the outdoor exercise area. Security fencing and/or security mesh must be designed to prevent unauthorized persons (e.g., the public, other offenders) from observing or throwing contraband into the exercise areas. The common wall between the exercise area and the common interior of medical housing will be glazed to the maximum extent possible to afford unobstructed views into the exercise area by staff.

Commissary - An electronic transaction station will be available for offenders to place their commissary orders consistent with Section 6.000. Commissary orders will be placed and received on a scheduled basis.

Storage - A storage closet with shelving is required for the linens, blankets, mattresses and the many supply and equipment items that must be maintained on the unit. Disinfectant wipes for the mattresses will be located in this closet for cleaning mattresses prior to a new offender occupant or at other times deemed appropriate.

A storage closet with large cubicles and shelving is required for storage of offender personal property not permitted in the cells due to clinical concerns or space limitations.

### Additional Design/Operational Considerations

The primary security consideration in the health services component is offender supervision (particularly in the clinic area), and control of dangerous substances and instruments. An officer will be stationed at the security workstation in the clinic during clinic hours. Examination rooms should be equipped with observation panels. Glazing need not be extensive, but should be security grade.

The front door to the health services area will have card and/or biometric access and intercoms on each side. During clinic hours, the intercom will be answered by the nurse or officer at his/her station. When the clinic closes, the intercom will forward to master control. Controls for the clinic entry will be located at the nurse's station and at the officer's security station.

The medication storage room will have a locked door, and will be for staff use only. It is recommended that the door remain locked at all times. A card reader and biometric access or pin-code system will monitor who is accessing the medication storage at any given time. If desired, an enunciator can be incorporated into the locking system, to alert master control whenever someone enters the pharmacy. In addition, the medication storage room will be designed so that the walls are constructed from the floor slab to the underside of the building structure.

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<sup>6</sup> Consistent with ACA Standard 4-4154.



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Electrical circuits and lighting in these areas of the facility should be connected to the facility's emergency power generation system.

The direct observation cells will be constructed to maximum security standards, as they will be designed to house high-medium to maximum custody offenders.

Hand washing stations will be strategically located throughout the clinic area.

Security designation A: Medication storage room

Security designation B: Inpatient areas

Security designation C: All other medical spaces



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Table 7.000  
Architectural Program: Outpatient Medical/Mental Health & Medical Housing

| No.   | Component                               | Pers/Units Per Area | Number of Areas | Space Standard | NSF | Notes                                                                                                                                                                                                          |
|-------|-----------------------------------------|---------------------|-----------------|----------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.000 | MEDICAL HEALTH CARE                     |                     |                 |                |     |                                                                                                                                                                                                                |
| 7.100 | OUTPATIENT MEDICAL/MENTAL HEALTH CLINIC |                     |                 |                |     |                                                                                                                                                                                                                |
| 7.101 | Open Waiting                            | 10                  | 1               | 15 /person     | 150 | Hook ups for ceiling mounted television.                                                                                                                                                                       |
| 7.102 | Offender Restroom                       | 1                   | 1               | 50 /area       | 50  | ADA accessible; wall-mounted water fountain outside of rest room                                                                                                                                               |
| 7.103 | Single Waiting Holding Cell             | 1                   | 2               | 80 /area       | 160 | Bench, toilet/lav combination unit; privacy wall; one per waiting room.                                                                                                                                        |
| 7.104 | Officer's Desk                          | 1-2                 | 1               | 64 /area       | 64  | WS-3, sufficient space for wheel chair access                                                                                                                                                                  |
| 7.105 | Reception and Nursing Station           | 1                   | 1               | 64 /wkstn      | 64  | WS-3; To provide direction to the offenders; to review and note orders for implementation. Central hub area of the clinic.                                                                                     |
| 7.105 | Exam Prep Alcove                        | 1-4                 | 1               | 200 /area      | 200 | 4 seating areas; privacy curtains                                                                                                                                                                              |
| 7.106 | General Clinic Exam Rooms               | 1-2                 | 3               | 120 /area      | 360 | Separated by block wall dividers; privacy screens; exam table, wall mounted diagnostic equipment, desk area for computer station; sink; lockable cabinets.                                                     |
| 7.107 | Specialty Clinic Exam Rooms             | 1-2                 | 3               | 150 /area      | 450 | Separated by block wall dividers; privacy screen; plastic chair; counter for computer. The 3 rooms will be designated and equipped for x-ray, telemedicine, phlebotomy (centrifuge; refrigerator), wound care. |
| 7.108 | Exposure Room                           | 1                   | 1               | 100 /area      | 100 | Eye-wash station; emergency pull-shower; drainage.                                                                                                                                                             |
| 7.109 | Multipurpose Training Room              | 10                  | 1               | 20 /person     | 200 | Training and conference space; secured cabinets and A/V storage.                                                                                                                                               |
| 7.110 | Medication Storage                      | 5                   | 1               | 500 /area      | 500 | Sink, shelving, computer, printer, fax machine, counter space, narcotics cabinet, cabinets, cart storage and staging area, refrigerator; includes pharmacist workstation with desk, chair,                     |

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| No.                                   | Component                               | Pers/Units Per Area | Number of Areas | Space Standard | NSF | Notes                                                                                                                     |
|---------------------------------------|-----------------------------------------|---------------------|-----------------|----------------|-----|---------------------------------------------------------------------------------------------------------------------------|
|                                       |                                         |                     |                 |                |     | computer, printer; two securable transaction windows accessible from the clinic waiting area.                             |
| 7.111                                 | Equipment and Supply Storage            | -                   | 1               | 200 /area      | 200 | Shelving for storing medical supplies and equipment.                                                                      |
| 7.112                                 | Clean Utility                           | -                   | 2               | 50 /area       | 100 | Cabinets; shelving for clean linen, sink.                                                                                 |
| 7.113                                 | Soiled Utility                          | -                   | 2               | 50 /area       | 100 | Bio-hazard storage within; visible from nurse's station, sink, hopper sink.                                               |
| 7.114                                 | Staff Restroom (M/F)                    | 1                   | 1               | 50 /area       | 50  | ADA accessible                                                                                                            |
| 7.115                                 | Janitor Closet                          | 1                   | 1               | 40 /area       | 40  |                                                                                                                           |
| <i>Outpatient Mental Health Areas</i> |                                         |                     |                 |                |     |                                                                                                                           |
| 7.116                                 | Interview Rooms                         | 2-4                 | 3               | 150 /area      | 450 | Interview room sized for up to 4 people with EMR workstation for charting, table, chairs; two equipped with telemedicine. |
| <i>Outpatient Medical Clinic</i>      |                                         |                     |                 |                |     |                                                                                                                           |
| 7.117                                 | Dental operatory                        | 1                   | 2               | 80 /person     | 160 | 2 chairs per dental operatory bay                                                                                         |
| 7.118                                 | Dental operatory                        | 1                   | 1               | 80 /person     | 80  | 1 chair per dental operatory bay                                                                                          |
| 7.119                                 | -Air Compression                        | -                   | 1               | 40 /area       | 40  | Located between two dental areas.                                                                                         |
| 7.120                                 | Digitalized x-ray Equipment and Storage | 1                   | 1               | 40 /area       | 40  | Located in Dentistry Suite                                                                                                |
| 7.121                                 | -Dental Lab/Work Area                   | 1                   | 1               | 50 /area       | 50  | Located in Dentistry Suite                                                                                                |
| 7.122                                 | -Dental Storage                         | 1                   | 1               | 80 /area       | 80  | Located in Dentistry Suite                                                                                                |
| 7.123                                 | -Dentist                                | 1                   | 1               | 100 /office    | 100 | OF-4; located in Dentistry Suite                                                                                          |
| 7.124                                 | -Dental Hygienist/ Assistant Area       | 1                   | 1               | 120 /office    | 120 | OF6; shared by dental hygienist and assistant. Located in Dentistry Suite; sound privacy from offenders                   |
| 7.125                                 | -Sterilization Work                     | 1                   | 1               | 80 /area       | 80  | "Clean" and "dirty" instrument preparation                                                                                |
| <i>Optometry Room</i>                 |                                         |                     |                 |                |     |                                                                                                                           |
| 7.126                                 | Optometry Room                          | 1                   | 1               | 140 /area      | 140 | Sized for several pieces of optometric equipment. Needs to be longer than the                                             |

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| No.                                                                                                                                                         | Component                    | Pers/Units Per Area | Number of Areas | Space Standard | NSF | Notes                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------|-----------------|----------------|-----|------------------------------------------------------------------------------------|
|                                                                                                                                                             |                              |                     |                 |                |     | standard exam room in order to accommodate site testing equipment.                 |
| <b>Subtotal Net Square Feet 4,128</b><br><b>Grossing Factor 1.50</b><br><b>Subtotal Gross Square Feet 6,192</b><br><b>Subtotal Exterior Square Feet (0)</b> |                              |                     |                 |                |     |                                                                                    |
| <b>7.200 ADMINISTRATION/SUPPORT SPACES</b>                                                                                                                  |                              |                     |                 |                |     |                                                                                    |
| 7.201                                                                                                                                                       | Clinic Charting Station      | 3-6                 | 1               | 300 /area      | 300 | Charting area with computer workstations; storage for forms; telephone             |
| 7.202                                                                                                                                                       | Medical Records              | 1                   | 1               | 300 /area      | 300 | Space saver file system; work counter; scanner, printer, shredder; 2 WS-4.         |
| 7.203                                                                                                                                                       | Medical Records Workstations | 1                   | 2               | 80 /wkstn      | 160 | WS-2; located within Records                                                       |
| 7.204                                                                                                                                                       | Medical Records Supervisor   | 1                   | 1               | 120 /office    | 120 | OF-3                                                                               |
| 7.205                                                                                                                                                       | Janitor Closet               | -                   | 1               | 40 /area       | 40  |                                                                                    |
| <i>Medical Administration</i>                                                                                                                               |                              |                     |                 |                |     |                                                                                    |
| 7.206                                                                                                                                                       | Medical Secretary            | 1                   | 1               | 80 /wkstn      | 80  | WS-2                                                                               |
| 7.207                                                                                                                                                       | Physician                    | 1                   | 1               | 180 /office    | 180 | OF-2                                                                               |
| 7.208                                                                                                                                                       | Director of Nursing          | 1                   | 1               | 120 /office    | 120 | OF-3                                                                               |
| 7.209                                                                                                                                                       | Nursing Supervisor           | 1                   | 1               | 100 /office    | 100 | OF-4                                                                               |
| <i>Mental Health Administration (Described in Section 8.400)</i>                                                                                            |                              |                     |                 |                |     |                                                                                    |
| 7.210                                                                                                                                                       | Psychiatrist                 | 1                   | 1               | 120 /office    | 120 | OF-3                                                                               |
| 7.211                                                                                                                                                       | Mental Health Professional   | 1                   | 6               | 100 /office    | 600 | OF-4                                                                               |
| 7.212                                                                                                                                                       | Unassigned Shared Office     | 1-2                 | 1               | 150 /office    | 150 | OF-5; Desk, chair, computer, telephone, book shelves; file cabinet, visitor chairs |
| 7.213                                                                                                                                                       | Supply Closet                | -                   | 1               | 40 /area       | 40  |                                                                                    |
| <i>Administration Shared Spaces</i>                                                                                                                         |                              |                     |                 |                |     |                                                                                    |
| 7.214                                                                                                                                                       | Copy/Fax/ Work Alcove        | 1-2                 | 1               | 150 /area      | 150 | Includes office supplies.                                                          |
| 7.215                                                                                                                                                       | Break Room/Pantry/Coffee     | 2-6                 | 1               | 150 /area      | 150 | BR-2                                                                               |
| 7.216                                                                                                                                                       | Conference Room              | 8-12                | 1               | 400 /area      | 400 | CF-2; movable partition for dividing the room into two smaller conference rooms.   |
| 7.217                                                                                                                                                       | Janitor Closet               | -                   | 1               | 40 /area       | 40  |                                                                                    |
| 7.218                                                                                                                                                       | Staff Restroom (M/F)         | 1                   | 2               | 50 /area       | 100 | ADA accessible                                                                     |

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| No.                                                                                                                                                         | Component                  | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF | Notes                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|------------------------|-----------------------|-------------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.219                                                                                                                                                       | Water Cooler               | 1                      | 1                     | 6 /area           | 6   | ADA-Compliant, amount per code                                                                                                                                                                                                                                                                                          |
| <i>Subtotal Net Square Feet</i> 3,156<br><i>Grossing Factor</i> 1.50<br><i>Subtotal Gross Square Feet</i> 4,734<br><i>Subtotal Exterior Square Feet</i> (0) |                            |                        |                       |                   |     |                                                                                                                                                                                                                                                                                                                         |
| <b>7.300 MEDICAL HOUSING</b>                                                                                                                                |                            |                        |                       |                   |     |                                                                                                                                                                                                                                                                                                                         |
| <i>Infirmery</i>                                                                                                                                            |                            |                        |                       |                   |     |                                                                                                                                                                                                                                                                                                                         |
| 7.301                                                                                                                                                       | Single Occupancy Isolation | 1                      | 2                     | 150 /area         | 300 | Hospital bed, IV capability, toilet/water closet and shower, nurse call, negative/positive pressure; alcove with sink shared by two rooms, TV, data port/lines, at least 4 electrical outlets per bed; emergency generator back-up for all electrical equipment; shower; video & telephone hookup outside of each cell. |
| 7.302                                                                                                                                                       | Ante room                  | 1                      | 1                     | 50 /area          | 50  | One ante serves 2 isolation rooms; include storage for gowns, booties, caps with space for a disposal receptacle; sink                                                                                                                                                                                                  |
| 7.303                                                                                                                                                       | Single Occupancy Isolation | 1                      | 2                     | 150 /area         | 300 | Hospital bed, IV capability; toilet/water closet and shower, nurse call, HEPA filtration; alcove with sink shared by two rooms, TV, data port/lines, at least 4 electrical outlets per bed; emergency generator back-up for all electrical equipment; shower, video & telephone hookup outside of each cell.            |
| 7.304                                                                                                                                                       | Ante room                  | 1                      | 1                     | 50 /area          | 50  | One ante serves 2 isolation rooms; include storage for gowns, booties, caps with space for a disposal bio-hazard receptacle; sink                                                                                                                                                                                       |
| 7.305                                                                                                                                                       | Single Occupancy Room      | 1                      | 6                     | 100 /area         | 600 | Six single rooms with hospital beds, IV capability, toilet/water closet, nurse call, TV, data port/lines, emergency generator back-                                                                                                                                                                                     |

7.000 OUTPATIENT MEDICAL/MENTAL HEALTH & MEDICAL HOUSING

| No.                                                                   | Component             | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF | Notes                                                                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------|-----------------------|------------------------|-----------------------|-------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                       |                       |                        |                       |                   |     | up for all electrical equipment; video & telephone hookup outside of each room.                                                                                                                                                                                                        |
| 7.306                                                                 | ADA compliant. Shower | 1                      | 2                     | 50 /area          | 100 | Double shower head, vented doors, appropriate glazing, outer drying/dressing area.                                                                                                                                                                                                     |
| 7.307                                                                 | Dayroom               | 4                      | 1                     | 35 /person        | 140 | Fixed tables, plastic chairs, 1 ADA pedestal telephone; additional electrical outlets for supportive medical equipment; bookshelves, commissary kiosk.                                                                                                                                 |
| <i>Medical Assisted Living (Short and Long Term Care and Hospice)</i> |                       |                        |                       |                   |     |                                                                                                                                                                                                                                                                                        |
| 7.308                                                                 | Single Rooms          | 1                      | 8                     | 100 /person       | 800 | ADA compliant rooms; toilet and sink with removable ADA grab bars; two electrical outlets; O2 and vacuum outlet in each room; nurse call; desk, chair and underbed storage per occupant.                                                                                               |
| 7.309                                                                 | Double Rooms          | 1                      | 6                     | 120 /person       | 720 | ADA compliant rooms; two floor mounted beds, toilet and sink with removable ADA grab bars; two electrical outlets; O2 and vacuum outlet in each room; nurse call; desk, chair and underbed storage per occupant.                                                                       |
| 7.310                                                                 | Dayroom               | 14                     | 1                     | 35 /person        | 490 | Meets the minimum dayroom size requirement in accordance with ACA standards; seating area for 14 for mealtimes, TV area, 2 telephones, sound attenuation measures. Numerous electrical outlets for portable medical equipment (at least 1:1 offender: outlet ratio); commissary kiosk. |
| 7.311                                                                 | ADA compliant. Shower | 1                      | 2                     | 50 /area          | 100 | Double shower head, breakaway shower curtain, outer drying/dressing area; half height café doors.                                                                                                                                                                                      |

**7.000 OUTPATIENT MEDICAL/MENTAL HEALTH & MEDICAL HOUSING**

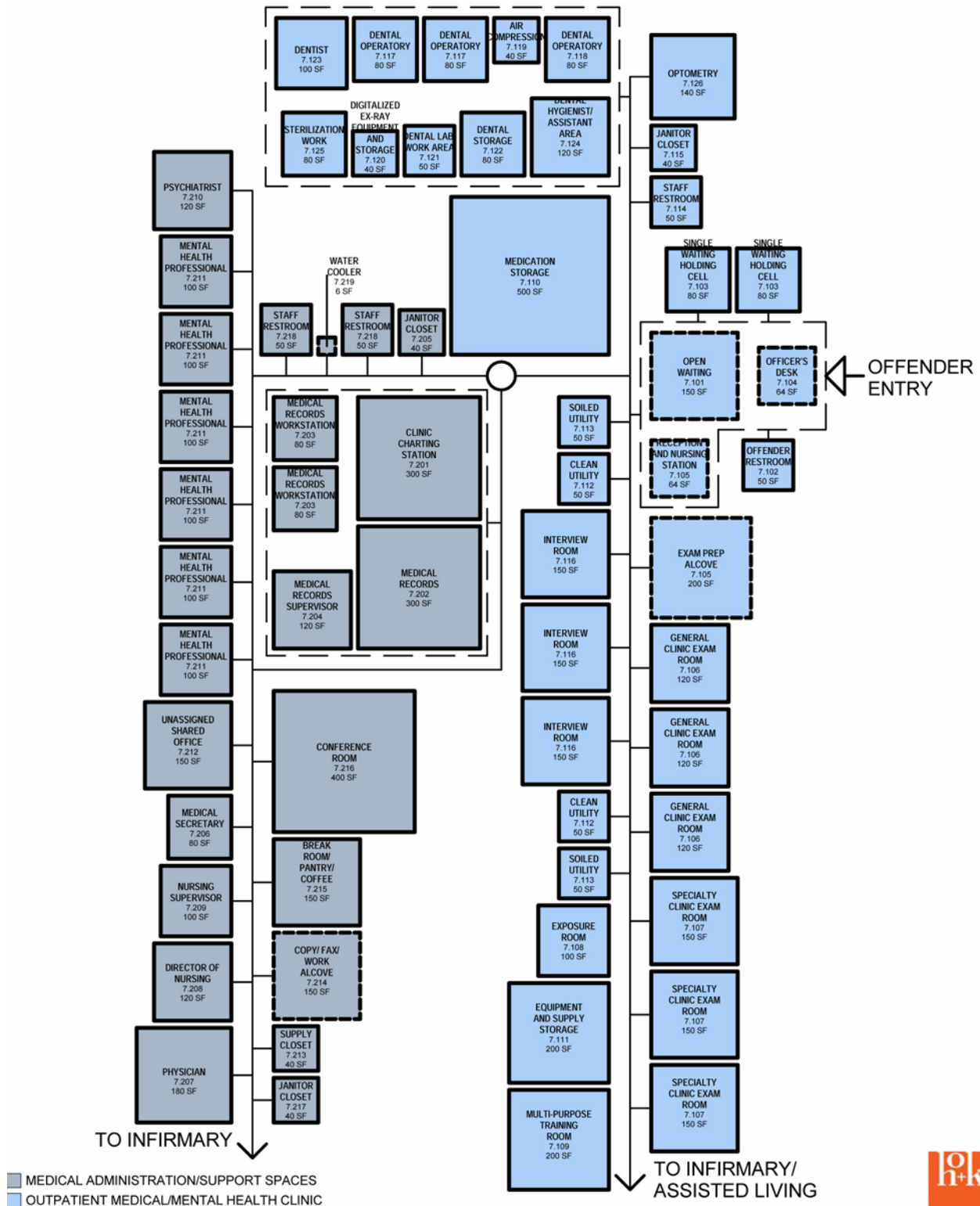
| <b>No.</b>                                                                                                                                                                                                                                            | <b>Component</b>                         | <b>Pers/Units Per Area</b> | <b>Number of Areas</b> | <b>Space Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------|------------------------|-----------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.312                                                                                                                                                                                                                                                 | Tub Room                                 | 1                          | 1                      | 100 /area             | 100        | Walk-in tub area with double shower head, Hoya lift; appropriate glazing, drying/dressing area; includes nurse call button.                                                                                             |
| 7.313                                                                                                                                                                                                                                                 | Rehabilitative Exercise/Physical Therapy | 4                          | 1                      | 50 /person            | 200        | Space for walking paths with bars; electric exam table, single chair, single bed, equipment for hot packs, securable storage.                                                                                           |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>    <b>3,950</b><br/> <i>Grossing Factor</i>            <b>1.65</b><br/> <i>Subtotal Gross Square Feet</i>    <b>6,518</b><br/> <i>Subtotal Exterior Square Feet</i>    <b>(0)</b> </p> |                                          |                            |                        |                       |            |                                                                                                                                                                                                                         |
| <b>7.600 MEDICAL HOUSING SHARED AREA (Infirmary and Assisted Living Housing or Hospice Unit)</b>                                                                                                                                                      |                                          |                            |                        |                       |            |                                                                                                                                                                                                                         |
| 7.601                                                                                                                                                                                                                                                 | Food Cart/Trash Alcove                   | -                          | 1                      | 60 /area              | 60         | Sufficient space for staging of food cart; covered trash cans                                                                                                                                                           |
| 7.602                                                                                                                                                                                                                                                 | Nursing Workstation                      | 1-3                        | 1                      | 150 /area             | 150        | Desk, chairs, secure file storage, charting area, tamper-proof control panel; situated so as to provide good visibility into all areas; adjacent to security workstation                                                |
| 7.603                                                                                                                                                                                                                                                 | Medication Storage                       | 1                          | 1                      | 60 /area              | 60         | Window                                                                                                                                                                                                                  |
| 7.604                                                                                                                                                                                                                                                 | Officer Station                          | 1                          | 1                      | 60 /area              | 60         | Standing height work desk/counter, stool, daily needs storage, control panel for doors, computer; visibility into the area maximized; visibility into the adjacent interview room; adjacent to the nursing workstation. |
| 7.605                                                                                                                                                                                                                                                 | Soiled Utility                           | 1                          | 1                      | 85 /area              | 85         | Sink; hopper sink; enclosed bin for temporary biohazard storage.                                                                                                                                                        |
| 7.606                                                                                                                                                                                                                                                 | Clean Utility/Linen                      | 1                          | 1                      | 85 /area              | 85         | Shelving for clean linens, cabinets, sink                                                                                                                                                                               |
| 7.607                                                                                                                                                                                                                                                 | Medical Supply                           | -                          | 1                      | 100 /area             | 100        |                                                                                                                                                                                                                         |
| 7.608                                                                                                                                                                                                                                                 | Multipurpose Room                        | 10                         | 1                      | 20 /pers              | 250        | Stackable chairs for small group activities; storage for supplies; sink; folding tables.                                                                                                                                |
| 7.609                                                                                                                                                                                                                                                 | Video Visitation                         | 1                          | 2                      | 80 /area              | 160        | Seating for 2; space and hook ups for video visitation.                                                                                                                                                                 |

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| <b>No.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Component</b> | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of<br/>Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------|--------------------------------|---------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.610                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Fresh Air Court  | 12                             | 1                              | 1000 /area                | (1,000)    | Partially covered for weather protection, meets ACA standards for minimum covered exercise area size; can be combined with adjacent housing to increase the total size. |
| 7.611                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Storage Room     | -                              | 1                              | 80 /area                  | 80         | Shelves for linens, blankets, mattresses; disinfectant wipes.                                                                                                           |
| 7.612                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Storage Room     | -                              | 1                              | 40 /area                  | 40         | Cubbies for storing offender property not permitted in the room.                                                                                                        |
| 7.613                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Staff Toilet     | 1                              | 1                              | 50 /area                  | 50         | ADA compliant                                                                                                                                                           |
| 7.614                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Break Room       | 2-5                            | 1                              | 150 /area                 | 150        | BR-2                                                                                                                                                                    |
| 7.615                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Supply Room      | -                              | 1                              | 40 /area                  | 40         |                                                                                                                                                                         |
| 7.616                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Janitor Closet   | 1                              | 1                              | 40 /area                  | 40         |                                                                                                                                                                         |
| 7.617                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Service Entry    | -                              | 1                              | (100) /area               | (100)      | Exterior space, weather protection, rolling door                                                                                                                        |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>    <b>1,410</b><br/> <i>Grossing Factor</i>    <b>1.50</b><br/> <i>Subtotal Gross Square Feet</i>    <b>2,115</b><br/> <i>Subtotal Exterior Square Feet</i>    <b>(1,100)</b> </p> <p style="text-align: right;"> <i>7.000 Total Interior Net Square Feet</i>    <b>12,644</b><br/> <i>7.000 Total Interior Gross Square Feet</i>    <b>19,559</b><br/> <i>7.000 Total Exterior Square Feet</i>    <b>(1,100)</b> </p> |                  |                                |                                |                           |            |                                                                                                                                                                         |

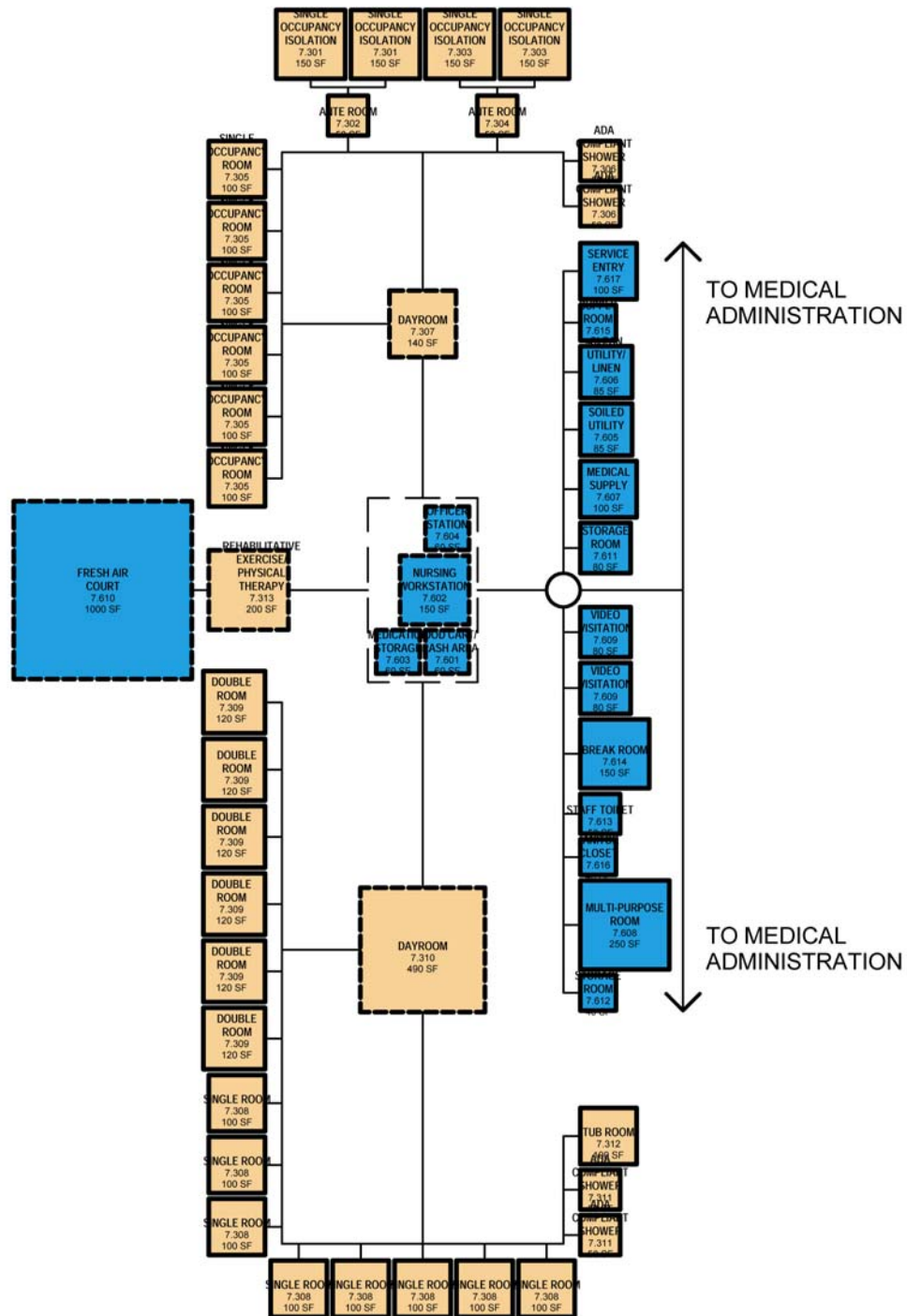
7.000 OUTPATIENT MEDICAL/MENTAL HEALTH & MEDICAL HOUSING

Diagram 7.000  
Adjacency Diagram: Outpatient Medical/Mental Health & Medical Housing





7.000 OUTPATIENT MEDICAL/MENTAL HEALTH & MEDICAL HOUSING



## **Introduction**

Consistent with national findings, the Iowa Department of Corrections has found that a significant percentage of their offenders have mental health or behavior management issues. Although the cost of providing care and/or treatment programs for these offenders can be staggering, persons who are confined have a constitutional right to receive appropriate treatment.

The provision of mental health services will include both outpatient and inpatient services. Outpatient services will include psychiatric medication management, crisis intervention and stabilization and counseling. Intensive mental health treatment will include incentive driven psychopharmacological, behavioral, and cognitive interventions for mental health treatment refractive<sup>7</sup> offenders as well as suicide/self-injury protection (SSIP) and mental health observation (MHO) for those offenders experiencing mental health crises. There will also be a special needs pod that will provide sheltered care general population housing with intensive outpatient mental health care. All offenders housed in intensive mental health or special needs treatment pods will ideally require maximum security custody, but this must be accomplished in a therapeutic environment. Medium security custody offenders should ideally be treated at IMCC or medium security facilities with special needs units.

Admission to the mental health component is determined through one of two means. First, there are the offenders admitted to the ISP whose acute symptoms require immediate mental health treatment. The second means of placement applies to those offenders whose symptoms present at a later date due to mental status decompensation. The first group is easy to identify because their behavior or symptoms due to mental illness present an obvious need for a level of intervention or care that exceed the resources available in the general population. Identifying the offenders in the second group is less obvious, and these offenders are often identified after repeated interventions by correctional staff and an eventual request for professional intervention due to deteriorating mental status. The second group may initially be identified as behavior problems; however the intransigent nature of their non-compliance may indicate an underlying major mental illness, which will require assessment and appropriate intervention.

Correctional special needs that are incorporated within a correctional setting combine elements of a medical facility, a forensic mental health facility and the therapeutic environment usually associated with residential inpatient treatment for the mentally ill. Therapeutic environments require step-wise progressive freedom of movement and staff-offender interaction than traditional correctional settings. For the offenders with chronic, persistent mental illnesses, it is necessary to control psychotic and aggressive symptoms while maintaining an environment that is therapeutic and not punitive. This is accomplished by placing mental health professionals, staff offices, therapeutic activity spaces, sick call, medication distribution and other services in or adjacent to the housing pod. Offenders are thus free to move around their management units with few restrictions based on their individual treatment plan. Mental health treatment staff members are

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<sup>7</sup> Treatment refractive offenders are those who are diagnosed with major mental illnesses with chronically unstable symptoms and unpredictable aggressive behaviors. They are involved in mental health treatment with little or very slow progress and are in need of a unique combination of treatment intervention under a very secure and intensive treatment environment.

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assigned to the management unit to provide direct mental health care, behavioral observation and timely intervention through both casual and direct supervision as well as immediate therapeutic interventions. The increased level of interaction allows offenders to build positive relationships with staff and provides a broader view of the offenders' behavior beyond that which is demonstrated within an office setting.

Operationally, the mental health component strives to meet the following objectives:

- Safe environment for those offenders with chronic, persistent psychotic symptoms, suicidal intent, and/or assaultive behavior due to mental illnesses.
- Access to psychiatric medication with close observation and regularly scheduled medication follow-up appointments.
- Progressive movement through levels of clinical care as defined in individualized treatment plans and once stable to either the special needs housing pod or general population as may be required by the offender's symptoms. The appropriate type of housing to meet the identified clinical needs of the offender will be assigned.
- Treatment and housing that is consistent with the treatment needs and functional behavior of the individual offender.
- Access to mental health treatment staff.
- Ongoing mental health observation, interaction, and progressive treatment until the offender is able to function in general population.
- Safe, supportive housing for those individuals with chronic, persistent symptoms of serious mental illness and other disabilities who are unable to function in general population.
- Structured environment for offenders with unstable or self-defeating behaviors in general population that will provide an opportunity to learn better coping skills for eventual housing in general population.

The mental health component includes intensive mental health treatment for treatment refractive offenders and those in crisis who require SSIP and MHO, special needs housing, mental health housing support, and outpatient mental health services - clinic and mental health administration. Upon admission to this component, offenders will be assigned to the appropriate level of care based on an Interqual assessment. As offenders' mental health status stabilizes they will progress through the levels of care until they reach their individual treatment goals or their maximum functional level. Conversely, if offenders' mental health status deteriorates they will be moved to the level of care from which they can receive maximum benefit.

The ISP employs a unit management housing system to enhance offender control and the overall delivery of correctional services within the institution (see Section 6.000). Within each management unit, individual housing pods are clustered, typically in groups of three or four housing pods, around a common housing support center.

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There are a total of 96 beds designated for mental health housing. One specialized management unit of 56 beds will be comprised of medical and intensive mental health treatment housing (24 medical beds and 32 mental health beds). Within this management unit will be one housing pod known as the intensive mental health treatment pod; in addition, this management unit includes medical housing (see Section 7.000). The intensive mental health treatment pod consists of four subpods, three for offenders who are refractive to treatment and one subpod for the temporary housing of offenders who are on SSIP/MHO status. Like general population management units, the medical/mental health management unit will be operated under the direct supervision method with the corrections officer providing roving direct supervision, and monitoring and documenting of offender movement and behavior. Beyond the housing designated for offenders requiring intensive mental health treatment, there will be one special needs housing pod consisting of two 32-bed subpods.

Table 8-1 outlines the recommended bed distribution to meet the projected demand for mental health housing.

**Table 8-1: Mental Health Housing Bed Distribution**

| Housing Area                    | Beds | Subpods                    | Total Beds |
|---------------------------------|------|----------------------------|------------|
| Treatment Refractive            | 24   | 3 subpods of 8 cells each  | 24         |
| SSIP/MHO                        | 8    | 1 subpod of 8 cells each   | 8          |
| Special Needs                   | 32   | 2 subpods of 28 cells each | 64         |
| <b>Total Mental Health Beds</b> |      |                            | <b>96</b>  |

Intensive Mental Health Treatment Pod - The intensive mental health treatment pod provides intensive psychiatric care for treatment refractive offenders experiencing chronic persistent symptoms of serious mental illness or presenting a risk of danger to self or others. Cells will be constructed to provide a safe maximum security environment for offenders with unpredictable and chronic symptoms of serious mental illness. Offenders in general population who require brief mental health observation (MHO) or suicide/self injury prevention (SSIP) observation will housed in one of the four subpods in the intensive mental health treatment pod.

Admission and discharge from the intensive mental health treatment pod will be managed by mental health staff with careful consideration of security factors. Treatment will be provided by a professional mental health treatment team including a psychiatrist, psychologists, psychiatric social workers, and psychiatric nursing coverage who are located within or adjacent to the pod. The treatment team will provide ongoing assessment and treatment interventions that shall include medication, individual and group treatment, and psycho-education programs. The team will be responsible for monitoring the offender closely throughout the intensive treatment and to ensure the implementation of the offender's treatment plan.

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While it is possible that some offenders will require long-term or even permanent intensive treatment pod placement, the goal of treatment will be to assist an offender in achieving a level of functioning that permits return to mental health special needs housing (described below) or general population.

Special Needs Pod - The special needs housing pod will provide for a form of transition from the intensive mental health treatment pod toward general population or will be permanent housing for those offenders with serious mental illness or other cognitive disabilities whose symptoms prevent their ability to function in general population. The special needs housing pod consists of two subpods; each subpod will have 24 single-occupancy cells, and four double-occupancy cells to provide an incentive for those offenders who stabilize to experience sharing a cell prior to moving to general population.

The special needs pod will be operated under direct supervision with the correctional officer providing roving direct supervision and monitoring and documenting offender movements. Mental health staff will make daily rounds of the special needs pod, but will not be located within the housing pod.

The special needs pod will provide beds for treatment of offenders with serious mental illnesses and cognitive impairments that have compromised their ability to adequately function in a general population setting. Therefore, it is likely that due to chronic and/or permanent cognitive disabilities, a small number of these offenders may require permanent placement in this unit. These offenders will be provided counseling, psycho-education, and a supportive environment to develop the coping skills necessary to be able to be successfully moved into general population. Programming will occur both on the pod and in the housing support center and will include: support groups; psycho-educational groups that are frequently used in corrections, such as personal hygiene, medication management, symptom management, behavior control, communication skills, anger management and substance abuse treatment.. Some of these offenders require a very basic approach that is not dependent on reading ability and includes frequent repetition of treatment modules.

## Operational Description

### *Description of Mental Health Housing - Overview*

The following operational considerations and practices will be the foundation from which mental health housing pods will be constructed. Any alteration, variation, or adaptation to this foundation is described in the individual housing pod sections detailed below. Cells, dayrooms, and other housing pod spaces are constructed with materials and outfitted with furnishings and fixtures commensurate with the assigned population's security classification and special needs considerations.

Pedestrian Sallyport - Access to the housing pod will be through a secure pedestrian sallyport. One door will provide entry into and exit from the common hallway into the housing pod sallyport. The master control will operate the outer door leading from the common hallway into the housing pod sallyport upon verification that the person is authorized entry/exit. Access to and egress from the inner door of the housing pod

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sallyport into the housing pod will be via electronic door release strike controlled by the housing officer once visual verification of authorized entry/exit is made. Security staff cards (only) will be programmed with direct access into the housing pod via the housing pod sallyport so that they can respond quickly to an emergency in the pod. Upon entry/exit of the housing pod, offenders are subject to pat search. An intercom located on each side of the inner doors will allow communication between people requesting entrance/exit to the housing pod sallyport and housing pod staff.

A third door located within the housing pod sallyport will lead into the interview/staging room where program/treatment providers or facility staff may interview offenders in a confidential setting, or offenders are staged prior to being temporarily released from the housing pod or escorted for transports. Re-classification and case planning interviews may be conducted in this room. Access to this room will be controlled electronically by the housing officer. The interview room will be sized to accommodate up to four people seated, and will contain a table and loose stacking chairs.

Cells - Offender cells will typically be accessible during the day and evening hours. Cells will be locked during the night hours, but will be equipped with a staff call "push-to-exit" button/intercom for offenders to exit their cell when enabled and authorized by the housing officer, or when offenders need to contact the housing officer in case of emergency. If the doors are set as secured, the "push-to-exit" button/intercom will operate as a staff call button, which sends an alert tone to the housing pod control panel. If the housing officer does not respond to the call within the designated time, the call will be directed to the unit's master control, where it will enunciate as an unacknowledged call-in.

Minimally, each cell shall have a bunk, toilet, sink, mirror, desk/writing surface, seat, and clothing and personal property storage/hooks. The number of ADA-compliant cells will comply with applicable code, and will be located close to the shower area. Because there will be occasion whereby an offender may not retain all accumulated personal property (e.g., due to privilege suspension, clinical concerns or space limitations), secure storage bins for containing offender property will be provided; bins will be available on a 1:10 ratio.

While offenders may have the ability to control their own lighting and sanitary fixtures, water and lighting shut-offs will also be located at the officer's workstation, with redundant operation by management unit control. Careful consideration must be given to the design of cells to limit sharp edges and opportunities for offenders to attempt suicide from vents, sprinkler heads, plumbing fixtures, doorknobs, etc.

Access to self-locking individual shower stalls will require the housing officer to authorize such access, which will be limited to one offender at a time. Offenders will be able to leave a shower stall without first having to notify the housing officer. Housing officers will need to be attentive to any efforts to subvert the limit of one individual in a shower stall at any given time. Showers will be of sufficient number to comply with required codes and ACA standards that require one shower per eight offenders, with a designated number of showers within this ratio to be ADA-compliant. Extra care must be taken to provide adequate drainage to avoid water run-off from this shower. Each individual shower stall includes a private outer area for drying/dressing. The shower heads should be suicide resistant and ideally will be recessed. The showers stalls facing the dayroom should have curtains/doors that allow visibility of the head and feet. Floor drains will be located in both



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the shower and dressing areas.

Dayroom - Due to the clinical and security needs of these offenders, there will be four subdayrooms as well as the main dayroom. Furnishings sufficient to seat the anticipated number of persons who may be allowed in the dayroom at a given time, including staff, at tables with seating will be provided. The dayroom will have access to natural light.

Within the dayroom, telephones will be provided, with at least one telephone that is ADA-compliant. Where feasible, multiple television areas will be located in the dayroom in a manner that causes the least disruption to other offenders. Additionally, offenders will be expected to use FM receivers associated with the television to avoid issues of volume control. An additional quiet reading area will be located as part of the open dayroom, but separate from the primary activity areas (e.g., tables and television). Bookshelves will be maintained within the reading area and will be stocked with recreational reading materials, newspapers, and periodicals.

Mounted on the wall or under a counter within the dayroom will be four boxes with keyed, hinged lids and slots wide enough to accept a business envelope or folded file folder. One box will be designated for outgoing U.S. mail; its contents will be collected when the designated utility officer arrives each day with the mail delivery. Other boxes may be used for communication to staff, grievances, etc.

Within the dayroom will be a commissary transaction kiosk where offenders may place their commissary orders. Ideally, the commissary system will be interfaced with the offender management system to reduce the different types of kiosks required area.

An alcove with a carrel station located within the dayroom will provide offenders the opportunity to send and receive electronic communications from family, friends, and professionals through the ISP's secure server. All incoming/outgoing electronic communication is subject to censorship based on legitimate institutional interests of order and security. Expanding technology and an anticipated increase in demand for electronic communications, the space and infrastructure to support such stations is provided on a 1:16 ratio basis.

A multipurpose space will be provided for activities deemed appropriate by the treatment team. The multipurpose space should be located in close proximity to the housing officer workstation to enhance supervision. Programs and services will be offered that address the special medical and mental health needs of offenders, which include psycho-education groups such as symptom management, interpersonal relations and social skills, and medication management, mental health therapy groups, co-occurring disorders treatment and education, health care education, and other programs and services such as movement therapy, meditation/stress management activities, and arts/crafts. Tables and seating for up to six offenders in molded stackable plastic chairs will be provided. Within the multipurpose room will be counter space with lockable cabinetry and sink for the use and storage of leisure activity items, such as painting, drawing, crocheting, games – board games and cards, and electronic fitness games. Secure storage for art supplies and therapeutic instructional materials will be provided in this area

One individual counseling room will be provided within each subdayroom where program/treatment providers may counsel/interview offenders. The interview room is

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sized to accommodate up to three people seated, and will have sufficient windows to allow for observation by the housing officer.

Meal Service – Offenders assigned to mental health housing will eat in their respective subpod dayroom or assigned cell, or the main dayroom per their individual treatment plan. All meals will be prepared in and distributed from the central kitchen (see Section 12.000). Within the mental health management unit will be a servery sized to accommodate the holding and transport carts containing individual, pre-portioned meal trays. Outlets will be required in this area, sufficient in number, to plug in the heated carts. The servery will be equipped with counter space, sink, microwave, appropriate electrical outlets, and storage cabinets for a supply of napkins, disposable eating utensils, etc. This is an area to keep food supplied and snacks for offenders on special diets. The door to the housing pod will be sized wider than standard to permit passage of food carts.

The housing officer will call the offenders to form a line at which point the officer will monitor the distribution of individual meal trays to offenders. For those offenders eating in their cells, meal trays will be provided cell-side. Staff may also be served trays and will eat in the same dining space, while also observing offenders during dining. Once the meal is completed, offender kitchen workers will collect the soiled trays from offenders and load them into the delivery carts for return to the central kitchen. Space within the servery will be designated specifically as a staging area for soiled trays. An adjacent trash alcove will be provided.

Space for an ice machine will also be provided in this area. Ice will be distributed on an as needed basis to the housing pods at the discretion of the housing pod officer.

Recreation/Exercise – While some offenders assigned to mental health housing may access the central gym and outdoor exercise yard on a scheduled basis, opportunities for expanded outdoor exercise and fresh air will be provided adjacent to each housing subpod, and offenders will be permitted to freely access these areas during scheduled times. For those offenders who are medically or physically unable to participate in centralized recreation, a fresh outdoor exercise and fresh air yard will be provided adjacent to the housing pod, and offenders will be permitted to freely access this area during scheduled times. These areas are not intended to be for active group recreation or exercise such as basketball or volleyball; they are intended for non-contact activities such as individual exercise and passive activities such as board games and will be equipped with tables and seating. The outdoor yard area should be partially covered for weather protection and must be designed to facilitate snow removal. While all offenders will be permitted access to indoor or outdoor exercise a minimum of one hour per day, seven days per week.<sup>8</sup> To the degree possible, the building itself will provide the boundaries of the outdoor exercise area. Security fencing and/or security mesh must be designed to prevent unauthorized persons (e.g., the public, other offenders) from observing or throwing contraband into the exercise areas. The common wall between the exercise area and the dayroom will be glazed to the maximum extent possible to afford unobstructed views into the exercise area for the officer in the housing pod. Direct access to the exercise area is through a door located in the dayroom.

Officer Workstation - Space will be provided in the housing pod to accommodate a fully-

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<sup>8</sup> Consistent with ACA Standard 4-4154.



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equipped workstation for the housing officer, which will be located within the dayroom such that it provides optimal visibility into the dayroom and of all cells. Logbooks, post orders, and a portable phone will be the primary items maintained at this location. These items can be secured in lockable cabinetry. The workstation will include a computer, door controls, fire and smoke enunciation, and override for telephones, lighting, electric receptacle, water controls, and CCTV monitoring of the recreation yard. Security equipment/supplies will be integrated into the officer workstation. The workstation will be equipped with a mechanism for securing the control panel (most likely a touch screen device) to prevent offender tampering when the housing officer is away from the workstation. A flat screen PC monitor will be at the workstation for the officer to access the offender management system. The PC itself should be accessible but secured in a cabinet under the work surface. Space must be identified in close proximity to the housing officer's workstation for an emergency first-aid kit, and secure storage of staffs' personal items (coat, lunch box, and purse/briefcase).

**Clinical Workstation** - A workstation in the unit will be sized for three staff to include clinical staff. This workstation is expected to monitor the intensive mental health treatment subpods. The nursing station will be defined by a four-foot high counter with staff access through a double swing half-height door at four different entry points; each leading to one of the housing areas to provide easy staff response to each area in emergency situations. The nursing/clinical workstation will be equipped with computer and counter space for charting. This area will be equipped with desk, chairs, secure file storage, charting area, tamper-proof control panel; situated so as to provide good visibility into all areas; adjacent to security workstation, and with a pass-through window. There will be a small area to secure emergency and PRN medications.

**Clean and Dirty Utility Rooms** – Clean and dirty utility rooms will be provided. Space for the temporary storage of bio-hazard materials is required. These items will be bagged and kept in a specially marked locked box/closet in the dirty utility room to await the arrival of the contracted bio-hazard disposal company, or removal to the centralized bio-hazard storage room located in the warehouse (see Section 14.000). The location of the temporary storage needs to be out of the direct path of any people, and should be adjacent and within view of the nurse's station. Both areas should have sinks; the dirty utility rooms should also have a hopper sink.

**Storage** – A storage closet with shelving is required for the linens, blankets, mattresses and the many supply and equipment items that must be maintained on the pod. Disinfectant wipes for the mattresses will be located in this closet for cleaning mattresses prior to a new offender occupant or at other times deemed appropriate.

A storage closet with large cubicles and shelving is required for storage of offender personal property not permitted in the cells due to privilege suspension, clinical concerns, or space limitations.

The intensive mental health treatment housing pod will include a staff restroom and a janitor's closet.

**8.100 Intensive Mental Health Treatment Pod**

The intensive mental health treatment pod will house offenders with serious, chronic,

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persistent mental illnesses and who persistently present a risk to self or others. Treatment will be primarily psychotropic medication, interaction with clinical staff, interaction with other offender's that is limited to individual tolerance, and small group interaction that focuses on life-skills for living with mental illness. Where appropriate to the individual, incentive based behavioral and cognitive interventions will be initiated. Admission to the intensive mental health treatment pod will be based on an Interqual assessment and determination by the mental health professional staff that this level of intensive treatment is appropriate for each offender.

The intensive mental health treatment pod is comprised of four housing subpods, each having eight single-occupancy cells for a total capacity of 32 offenders. Access to each subpod is from the larger, main dayroom. Three subpods will house offenders with serious, persistent mental illnesses (SPMI) whose symptoms have not responded and are considered refractive to treatment and whose level of acuity persists and presents ongoing danger to self and others. It is anticipated that the offenders in this pod will require lengthy stays to reach maximum therapeutic benefit. Dividing the intensive mental health treatment pod into subpods provides maximum flexibility to meet the needs of maximum security offenders in need of intensive mental health care. This configuration will permit the separation of offenders based on clinical acuity and/or security concerns, and provide some noise attenuation. A fourth subpod will provide intensive supervision and mental health intervention for offenders who require SSIP/MHO treatment.

Cells will be locked at all times except when entering/exiting the cell. A staff call button/intercom will be provided in the cell in case the offender needs to contact the housing officer in case of emergency. When depressed, the staff call button/intercom will send an alert tone to the housing pod control panel. If the housing officer does not respond to the call within the designated time, the call will be directed to master control, where it will enunciate as an unacknowledged call-in.

Cells will be constructed to provide a safe maximum-security environment for offenders with acute symptoms of serious mental illness. Cells will be constructed for single occupancy and equipped with stainless steel combination toilet/sink unit with adjacent stainless steel mirror. A low secure platform (or other means of preventing an under-bed opening) will be used so that offenders cannot hide from officers. A stainless steel fixed desk and fixed stool seat, combination fluorescent/night-light security fixture, and break-away wall-mounted hooks will also be provided. High security, out-swing security doors with lockable cuff/food pass and lower securable hatch for leg irons are required at the cells. There will be no mezzanine in this pod.

Within each treatment refractive subpod there will be at least one safety cell. Safety cells are provided for temporarily housing offenders with psychiatric conditions who require that level of observation and security. These cells should be directly visible from the officer workstation. Therefore, the design must reflect the requisite privacy needs and sight and sound separation, without compromising the overall effectiveness of the subpod. The safety cell will include fire resistant/non-toxic padding on all surfaces, a padded fixed bunk eight inches off the floor, full glazing on the secure door a padded fixed bunk eight inches off the floor, full glazing on the secure door, and flushing floor drain with controls outside of the cell and in the housing officer workstation. Lighting and plumbing will be controlled by staff from outside the room. These will not be permanently assigned beds; they will be used only in the event of suicidal or self-injurious behavior when lesser restrictive housing

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will not provide the level of necessary security. Careful consideration must be given to the design of this room to limit sharp edges and opportunities for offenders to attempt suicide from vents, sprinkler heads, plumbing fixtures, door knobs, etc. An adjacent toilet, lavatory, and shower should be available.

The SSIP/MHO subpod will consist of eight direct observation mental health single-occupancy cells for housing offenders in crises that require SSIP and MHO observation and treatment. Two of these cells will be equipped with low secure beds that provide four-sided access and removable four-point restraints. In addition, there will be two safety cells that will include fire resistant/non-toxic padding on all surfaces, a padded fixed bunk eight inches off the floor, full glazing on the secure door, and flushing floor drain with controls outside of the cell and in the housing officer station. The safety cells will not be permanently assigned beds; they will be used only in the event of suicidal or self-injurious behavior when lesser restrictive housing will not provide the level of necessary security. Lighting and plumbing will be controlled by staff from outside the room. Careful consideration must be given to the design of these rooms to limit sharp edges and opportunities for offenders to attempt suicide from vents, sprinkler heads, plumbing fixtures, door knobs, etc. An adjacent toilet, lavatory, and shower should be available. Trained offenders will be used to provide ancillary direct observation of offenders who are housed in the SSIP/MHO subpod. It is ideal for this subpod to be adjacent to the three treatment refractory subpods in order to maximize staff efficiencies.

Subpod Dayroom– A dayroom accessed from the main dayroom described below for each subpod will be provided with sufficient space and furnishings to seat four offenders at one time with heavy moveable furnishings. Access to these dayrooms will be prescribed by individual treatment plans. The subpod dayrooms will be designed so that offenders may be released from their cells by the housing officer and be able to access the area without staff escort. Staff should use care in determining which offenders can be allowed out-of-cell time in one area. Within each subpod dayroom, one ADA-compliant telephone will be provided.

Two showers will be located off of these subpod dayrooms at a ratio of one ADA-equipped shower for each eight offenders. The additional shower will be provided so that these offenders do not have to be moved if a shower is broken. Stainless steel security showers will be provided. A least one shower in each subpod dayroom will be ADA compliant, and equipped with a bench and double fixtures. Extra care must be taken to provide adequate drainage to avoid water run-off from this shower. Each individual shower stall includes a private outer area for drying/dressing. The shower heads should be suicide resistant and ideally will be recessed. Floor drains will be located in both the shower and dressing areas. A security door with vision panel will be required at entrance to the outer dressing area. This door can be secured if necessary. A cuff pass will be provided so that offenders who are violent can be restrained within the secure shower prior to opening the door.

Main Dayroom - The main dayroom is accessed from the housing pod sallyport or the subpod dayrooms. The amount of offender movement and privileges on the intensive mental health treatment pod will be limited due to the seriousness of their clinical conditions. Offenders may be permitted to attend some programming based on their treatment plan. Involvement in additional out-of-cell treatment activities will be progressive and prescribed by the treatment team based on the offender's clinical stability

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and level of care need. Some of the offenders will be permitted to spend some time in the main dayroom, particularly when they are in transition toward moving to a special needs or general population housing pod. The main dayroom will be sized to accommodate eight offenders seated, and will be furnished and equipped as described above in *Description of Mental Health Housing – Overview*.

Offender movement within the housing pod will be on a case-by-case basis; and offenders will be escorted when moving off the housing pod and/or off the management unit.

Offenders whose behavior allows and who require medical attention will be seen in the medical triage/examination room located in the housing support center described below. Otherwise offenders will be seen cell-side. Medication will be administered cell-side by nursing staff.

The outdoor exercise and fresh air yard will be accessible from the main dayroom so that offenders can be permitted to access the outdoor recreation facilities as indicated on their treatment plan and as security permits.

Mental Health Professional Offices - Two mental health professionals assigned to this pod will have their office within the pod or directly adjacent to it. It will provide direct visibility into the dayrooms. Access will be provided into the offices from the large dayroom space.

No additional housing pod alteration, variation, or adaptation is required from that which was described in *Description of Mental Health Housing – Overview*.

**8.200 Special Needs Pod – Mental Health General Population**

Special needs pods are for offenders whose serious mental illness or cognitive impairment compromises their ability to function within general population. While these offenders do not require intensive mental health treatment, they do require ongoing supportive treatment and easy access to mental health staff. They may also be unpredictable and vulnerable when housed with the general population.

These offenders are expected to be heavily programmed both within the housing pod and in the mental health programs and service center. Typically these offenders will be able to move via pass directly to the programs and service center to a scheduled program as these offenders would otherwise be suitable for general population offender housing, but for their victimization potential in that housing environment.

Each of the mental health general population housing subpods is comprised of 24 single-occupancy cells and four double-occupancy cells.

No additional housing pod alteration, variation, or adaptation is required from that which was described in *Description of Mental Health Housing – Overview*.

The special needs housing pod will be considered part of a general population management unit and will therefore be served by the corresponding management unit's housing support center (see Section 6.000).

**8.300 Shared Medical and Mental Health Housing Support Center**

The shared medical and mental health housing support center will provide space for limited educational and treatment activities decentralized to the housing pods to facilitate offender participation in programs with minimal movement throughout facility. The housing support center is adjacent to the intensive mental health treatment housing pod and medical housing, and will be located in the circulation areas within the management unit. There will be a single housing support center located within the management unit. Programs, activities, and services that occur in the housing support center include:

- Treatment programs
- Counseling
- Video visitation
- Medical sick call/triage
- Medication Distribution
- Meal service
- Commissary
- Laundry
- Management Unit Administration

Based upon the results of the risk and needs assessment completed upon admission to the facility and the resultant treatment management plan created, offenders may be assigned to participate in a program offered in the housing support center. Offenders may also make a request to participate in any program or service offered. The offender's assigned case manager will receive and process these requests and, if approved, coordinate each offender's participation. Offenders housed in the intensive mental health treatment unit will have limited capacity to participate in centralized programming. When they are ready to do so, they will likely be moved to a special needs pod or into general population.

The housing support center associated with this component will provide some of the spaces necessary to meet the programmatic needs for offenders assigned within the intensive mental health treatment and medical housing pods. Therefore, it should ideally be located between/adjacent to both the medical housing area and the mental health intensive treatment pod.

Most offender programming will be held in the main dayroom of the pod. Programs and services will be offered that address the special mental health needs of these offenders, which include mental health therapy groups (used to provide integrated co-occurring disorders – mental illness and substance abuse), health care education, and other programs and services such as movement therapy, meditation/stress management activities, and arts/crafts. Secure storage for art supplies and therapeutic instructional materials will be provided in this area. For offenders who are not sufficiently stable and who require programs and services, such programs and services may be delivered cell-side. Most of these programs will occur in the seating area within the main dayroom.

The housing support center includes the screening measures, program space, and support space for limited decentralized program functions, which include education and treatment programs, and services such as medical triage, laundry, commissary, etc.

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Ideally, these programs/services can be located within a single area to maximize staff observation and efficiency by providing only one security screening area and staff observation post.

Entry doors will have remote locking/unlocking capability by both unit and master controls (with CCTV and intercom capability); although these doors will typically be left unlocked during prime activity hours. Officers assigned to the housing support area will operate from a security workstation located near the main entry point and will routinely check offender passes and supervise movement into and out of the area. The officer's workstation will be in an open area, and all workstation drawers will be lockable.

In addition to the entry housing support center doors, will be a secure service entrance to the management unit for laundry, foodservice, and trash removal.

Utility officers will monitor movement in the circulation corridor and will make periodic checks of these centers to verify offenders' authorization to be in the area. Careful scheduling must be employed to coordinate start times incrementally so that large numbers of offenders are not entering and leaving the housing support centers at the same time. Seating will be available for offenders who arrive just prior to the scheduled program; this seating will be located adjacent to the housing support centers with good visibility from the housing support officer's workstation.

The housing support center will contain one medium-sized multipurpose room/classroom, two interview rooms, and space to support video visitation, medical triage/sick call, commissary storage, and laundry. These spaces will be located in a manner to ensure maximum visibility of areas from the housing support officer's workstation.

*Multipurpose Rooms/Classroom*

One medium-sized multipurpose room/classroom sized for ten people allowing personal space between offenders, will be designed and furnished similarly to traditional adult education classrooms. The classroom will be equipped with CCTV capabilities to allow for programs to be aired live or video taped for later showing in the housing pods or housing support centers. Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area. Two additional rooms will be provided which are designed and equipped for conducting interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to conduct the interview in the offender's assigned housing pod.

*Video Visitation*

Two private rooms with visibility directly from the housing support center circulation area will have the requisite wiring to accommodate a portable video visitation kiosk that may be utilized for special visits that have been authorized. It may also be utilized by the administrative law judge in conducting disciplinary hearings or by health care in utilizing telemedicine. Each room should be sized to accommodate a small table and two people seated along the necessary video-conferencing equipment.

### *Medical Triage/Examination*

A fully equipped and furnished triage/examination room with adequate space for the secure storage of the medication cart will be provided in the housing support center to minimize movement throughout the facility of offenders undergoing health care triage/treatment. Offenders who are able will make a written request to be seen by health care staff. Nurses will process and triage offender requests for health care on a daily basis.

Offenders will be brought to the triage/examination area where they will sit on bench seating just outside of the triage/examination room to maximize efficiency. Once the offender's condition is triaged and, if necessary, the offender will be taken to the examination room for further physical assessment and/or ongoing health care treatment (e.g., wound care). If deemed necessary, the offender will be scheduled for sick call to see the physician or a specialist. Those offenders whose behavior, mental status, or health status prevents them from accessing the medical triage area will be seen in the subdayroom counseling room, dayroom, or cell-side based on their individual treatment plan.

Triage/examination room will be equipped with a sink, workstation, chair, examination table, charting area with computer, sphygmomanometer, AED, telephone and one visitor chair. The equipment will be located behind lockable cabinetry to avoid tampering while unrelated interviews are conducted.

### *Medication Distribution*

On a scheduled basis, medical staff will distribute medications from within offenders' subdayrooms, dayrooms, or cell-side. Offenders will take the medication with a cup of water (also provided from the cart). Before the offender leaves, staff will verify that the offender indeed consumed the medication as prescribed. The cart should be equipped with a lockable top, so that the medications can be secured during transport. When not in use, the medication cart will be secured, and stored within the medical triage/examination room.

A janitor's closet will be conveniently located.

### *Commissary*

Eligible offenders will place commissary orders utilizing the commissary transaction kiosk located within their assigned housing pods. Commissary orders, subject to restrictions outlined in the offender's treatment plan, will be submitted electronically to the vendor who will process and deliver orders on a scheduled basis to the facility's warehouse. Once orders have cleared the warehouse, commissary orders will be delivered to the respective management unit's designated housing support center. Located within the housing support center will be a room having access directly from the circulation area that will provide shelving to store upwards of 50 presorted commissary orders.

The utility officer will deliver commissary orders directly to the offender, who will verify that the order is complete and any discrepancies adequately resolved.



### *Laundry*

Laundry - Offenders' uniforms and personal items, along with all institutional items, such as sheets, towels, blankets, mattresses and pillows, will be washed in the ISP's centralized laundry. Linens and uniforms will be exchanged on a one-for-one basis. Personal clothing will be secured in mesh bags and, on a schedule basis, collected for washing in the centralized laundry. Cleaned personal laundry will be returned to the mental health housing area where it will be searched before it is returned to the offender. Offenders will be permitted to retain enough personal laundry to have sufficient changes of underclothing. Staff will collect soiled laundry items for cleaning from those offenders who are too unstable to actively participate in this process.

### *Management Unit Administration*

Within the housing support center, office and/or work space will be provided for the following positions and functions:

- Treatment Services Director
- Assistant Unit Manager
- Security Staff
- Correctional Counselors
- Activity Specialist

Additional office and/or work space for treatment and service staff assigned to medical housing will be co-located and shared with mental health housing and is included in Section 7.000. Offices should be located near mental health housing to facilitate staff-offender interaction, staff-staff interaction, and consistency in treatment team conduct.

Office design and furniture and equipment will be commensurate with assigned responsibilities. In addition, one unassigned private and one unassigned semi-private office will be provided for future growth of programs.

Generous glazing in the programs and activity rooms on the walls adjoining the circulation corridor and/or central location of the programs and activities areas will enhance supervision without disrupting the programs and activities. Conveniently located to all the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities areas. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored, will be more cost-effective than outfitting each room for the maximum number of anticipated participants.

The shared medical and mental health housing support center will include a conference room printer/copier/fax alcove, a pantry/break room, a supply closet, a staff restroom, an offender restroom, and a janitor closet.

### **Additional Design/Operational Considerations**

The primary security consideration in the mental health housing component is offender



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supervision and observation of offenders at all times. All enclosed rooms should be equipped with observation panels. Glazing should be extensive, and should be security grade. At the same time, colors, natural light, and durable residential-style furnishings should convey and support a therapeutic environment. The environment should encourage offenders to develop a positive sense of community and positive relations with staff.

The housing areas have a number of design considerations that must be incorporated into the basic design and layout of the housing pods. As with all areas of the facility, the design and construction of the housing pods must meet the standards of the American Correctional Association. Housing areas with a single mezzanine are preferable where possible, although careful consideration must be given to ensure that the design does not permit offenders the ability to congregate above or behind officer workstations. Maximum visibility by the assigned housing officer is a primary concern. Sound attenuation measures will also be employed where appropriate (e.g., fabric rather than plastic or other hard surfaces, acoustic ceiling panels, etc.) to support direct supervision. Officer stations should be at an open desk that is strategically located so as to maximize visibility and limit the amount of offender movement behind the officer. The desk should not be elevated on a platform as this serves to create a "virtual control station," which limits interaction between the officer and offenders, inhibits the officer from moving easily throughout the pod, and defines that area as the "officer's space" - in direct supervision pods all areas belong to the officer, not just the area defined as the control desk.

All cell doors within housing areas will be out swinging to limit the ability of an offender to barricade himself in a cell and to increase officer safety in the event of a cell extraction incident. Dayroom spaces should be designed in a manner to prevent any visual or acoustical access between offenders and persons outside - either other offenders or the public outside the facility. In other words, the public or other offenders should not be able to view into housing areas or, conversely, offenders should not be able to communicate with the public or other offenders who are outside the housing pod.

The intensive mental health treatment housing cells will be constructed to maximum security standards, as they will be designed to house any custody level as may be necessary. All Cell doors will contain a cuff/food pass. A secure speaker diaphragm provided in each cell, and security viewing window of impact-resistant glass or scratch-resistant polycarbonate should be provided in each cell door.

Access to the inner population sallyport door of the housing areas may be via card and/or biometric access for select staff. An intercom on the outside of the door, connected to the workstation, will provide appropriate communication capability and should be used to announce entry into the pod. Master control will have override control of both the inner and outer doors of the sallyport in emergencies.

Sound attenuation measures will be considered where appropriate to assure trouble-free communication within the housing pod (e.g., fabric rather than plastic or other hard surfaces, carpet, acoustic ceiling panels, etc.).

The housing officer should have a master key to all cells in the living pods. Master control will also have single point override control of these doors in the event of an emergency.

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All housing pod dayrooms will be camera monitored and recorded in real-time. Cameras will be located throughout the living areas, which will allow for either continual time lapse digital video recording or upon activation of a duress alarm. While the number of cameras should be minimized, coverage of all common areas is critical.

The showers in mental health housing will be equipped with locking mechanisms. Privacy panels will be provided for the showers in these pods. The shower heads should be suicide resistant and ideally will be recessed.

Electrical circuits, lighting and mechanical systems in these areas of the facility should be connected to the facility's emergency power generation system.

All exercise yards will include floor drains, and camera monitoring at the officer's workstation.

No exterior window opening greater than five inches wide. Glazing should be security grade. All cell doors and frames - Security Level B. Cells will be equipped with remotely operated swinging doors and door locking devices.

Electrical circuits and lighting in these areas of the facility should be connected to the facility's emergency power generation system.

Security level A: Intensive mental health treatment housing cells

Security level B: All other housing and offender access areas

Security level C: Administrative areas

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Table 8.000  
 Architectural Program: Mental Health Housing

| No.   | Component                                 | Pers/Units<br>Per Area | Number<br>of Areas | Space<br>Standard | NSF | Notes                                                                                                                                                                                                                                                  |
|-------|-------------------------------------------|------------------------|--------------------|-------------------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.000 | MENTAL HEALTH CARE                        |                        |                    |                   |     |                                                                                                                                                                                                                                                        |
| 8.100 | INTENSIVE MENTAL HEALTH TREATMENT         |                        |                    |                   |     |                                                                                                                                                                                                                                                        |
|       | <i>Subunit 1: Refractive to Treatment</i> |                        |                    |                   |     |                                                                                                                                                                                                                                                        |
| 8.101 | Single Occupancy Cells                    | 1                      | 7                  | 80 /cell          | 560 | Includes solid bed, shelf, stainless steel fixed desk, fixed stool, stainless steel combination toilet/lav, swinging solid door with vision panel and cuff/food pass and lower lockable pass; staff call button; camera monitored.                     |
| 8.102 | ADA Compliant Single Occupancy Cells      | 1                      | 1                  | 90 /cell          | 90  | Includes solid bed, shelf, stainless steel fixed desk, fixed stool, stainless steel combination toilet/lav, swinging solid door with vision panel and cuff/food pass and lower lockable pass; staff call button; camera monitored; removable grab bar. |
| 8.103 | Safety Cell                               | 1                      | 1                  | 80 /safety room   | 80  | Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell.                                                                                                                       |
| 8.104 | Offender Restroom                         | 1                      | 1                  | 50 /area          | 50  | ADA-Compliant                                                                                                                                                                                                                                          |
| 8.105 | Subdayroom                                | 4                      | 1                  | 35 /person        | 140 | Seating for up to 4; heavy/fixed 4-person tables with heavy modular chairs; 1 security telephone; sound attenuation measures.                                                                                                                          |
| 8.106 | Shower                                    | 1                      | 1                  | 40 /area          | 40  | Lockable; vented doors, appropriate glazing, cuff pass-thru, outer drying/dressing area; 1 shower in each subdayroom.                                                                                                                                  |
| 8.107 | ADA compliant. Shower                     | 1                      | 1                  | 50 /area          | 50  | Double shower head, vented doors, appropriate glazing, cuff pass-thru, outer drying/dressing area; one shower in each subdayroom.                                                                                                                      |

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| <b>No.</b>                                | <b>Component</b>                     | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                                         |
|-------------------------------------------|--------------------------------------|--------------------------------|----------------------------|---------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.108                                     | Recreation Court                     | 20                             | 1                          | 500 /area                 | (500)      | Glazing to maximize visibility; covered for inclement weather exercise; or walking; exterior space                                                                                                                                   |
| 8.109                                     | Counseling Room                      | 3                              | 1                          | 150 /area                 | 150        | Conference table, chairs; generous glazing; visible from officer station                                                                                                                                                             |
| <i>Subunit 2: Refractive to Treatment</i> |                                      |                                |                            |                           |            |                                                                                                                                                                                                                                      |
| 8.110                                     | Single Occupancy Cells               | 1                              | 7                          | 80 /cell                  | 560        | Includes solid bed, shelf, stainless steel fixed desk, fixed stool, stainless steel combination toilet/lav, swinging solid door with vision panel and cuff/food pass and lower lockable pass; staff call button.                     |
| 8.111                                     | ADA Compliant Single Occupancy Cells | 1                              | 1                          | 90 /cell                  | 90         | Includes solid bed, shelf, stainless steel fixed desk, fixed stool, stainless steel combination toilet/lav, swinging solid door with vision panel and cuff/food pass and lower lockable pass; staff call button; removable grab bar. |
| 8.112                                     | Safety Cell                          | 1                              | 1                          | 80 /safety room           | 80         | Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell.                                                                                                     |
| 8.113                                     | Offender Restroom                    | 1                              | 1                          | 50 /area                  | 50         | ADA-Compliant                                                                                                                                                                                                                        |
| 8.114                                     | Subdayroom                           | 4                              | 1                          | 35 /person                | 140        | Seating for up to 4; heavy/fixed 4-person tables with heavy modular chairs; 1 security telephone; sound attenuation measures.                                                                                                        |
| 8.115                                     | Shower                               | 1                              | 1                          | 40 /area                  | 40         | Lockable; vented doors, appropriate glazing, cuff pass-thru, outer drying/dressing area; 1 shower in each subdayroom.                                                                                                                |
| 8.116                                     | ADA compliant. Shower                | 1                              | 1                          | 50 /area                  | 50         | Double shower head, vented doors, appropriate glazing, cuff pass-thru, outer drying/dressing area; one shower in each subdayroom.                                                                                                    |
| 8.117                                     | Recreation Court                     | 20                             | 1                          | 500 /area                 | (500)      | Glazing to maximize visibility; covered for                                                                                                                                                                                          |

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| <b>No.</b>                                | <b>Component</b>                        | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                                                                 |
|-------------------------------------------|-----------------------------------------|--------------------------------|----------------------------|---------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                           |                                         |                                |                            |                           |            | inclement weather exercise;<br>or walking; exterior space                                                                                                                                                                                                    |
| 8.118                                     | Counseling Room                         | 3                              | 1                          | 150 /area                 | 150        | Conference table, chairs;<br>generous glazing; visible<br>from officer station                                                                                                                                                                               |
| <i>Subunit 3: Refractive to Treatment</i> |                                         |                                |                            |                           |            |                                                                                                                                                                                                                                                              |
| 8.119                                     | Single Occupancy Cells                  | 1                              | 7                          | 80 /cell                  | 560        | Includes solid bed, shelf,<br>stainless steel fixed desk,<br>fixed stool, stainless steel<br>combination toilet/lav,<br>swinging solid door with<br>vision panel and cuff/food<br>pass and lower lockable<br>pass; staff call button.                        |
| 8.120                                     | ADA Compliant Single<br>Occupancy Cells | 1                              | 1                          | 90 /cell                  | 90         | Includes solid bed, shelf,<br>stainless steel fixed desk,<br>fixed stool, stainless steel<br>combination toilet/lav,<br>swinging solid door with<br>vision panel and cuff/food<br>pass and lower lockable<br>pass; staff call button;<br>removable grab bar. |
| 8.121                                     | Safety Cell                             | 1                              | 1                          | 80 /safety<br>room        | 80         | Walls and floor fitted with<br>fire resistive and non-toxic<br>rubberized product; flushing<br>floor drain, controls outside<br>of the cell.                                                                                                                 |
| 8.122                                     | Offender Restroom                       | 1                              | 1                          | 50 /area                  | 50         | ADA-Compliant                                                                                                                                                                                                                                                |
| 8.123                                     | Subdayroom                              | 4                              | 1                          | 35 /person                | 140        | Seating for up to 4;<br>heavy/fixed 4-person tables<br>with heavy modular chairs; 1<br>security telephone; sound<br>attenuation measures.                                                                                                                    |
| 8.124                                     | Shower                                  | 1                              | 1                          | 40 /area                  | 40         | Lockable; vented doors,<br>appropriate glazing, cuff<br>pass-thru, outer drying/<br>dressing area; 1 shower in<br>each subdayroom.                                                                                                                           |
| 8.125                                     | ADA compliant. Shower                   | 1                              | 1                          | 50 /area                  | 50         | Double shower head,<br>vented doors, appropriate<br>glazing, cuff pass-thru, outer<br>drying/dressing area; one<br>shower in each<br>subdayroom.                                                                                                             |
| 8.126                                     | Recreation Court                        | 20                             | 1                          | 500 /area                 | (500)      | Glazing to maximize<br>visibility; covered for<br>inclement weather exercise;<br>or walking; exterior space                                                                                                                                                  |

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| <b>No.</b>                 | <b>Component</b>                      | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                                              |
|----------------------------|---------------------------------------|--------------------------------|----------------------------|---------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.127                      | Counseling Room                       | 3                              | 1                          | 150 /area                 | 150        | Conference table, chairs; generous glazing; visible from officer station                                                                                                                                                                  |
| <i>Subunit 4: MHO/SSIP</i> |                                       |                                |                            |                           |            |                                                                                                                                                                                                                                           |
| 8.128                      | Single Occupancy Cells                | 1                              | 5                          | 80 /cell                  | 400        | Includes low secure bed, shelf, stainless steel fixed desk, fixed stool, stainless steel combination toilet/lav, swinging solid door with vision panel and cuff/food pass and lower lockable pass; staff call button.                     |
| 8.129                      | ADA Compliant Single Occupancy Cells  | 1                              | 1                          | 90 /cell                  | 90         | Includes low secure bed, shelf, stainless steel fixed desk, fixed stool, stainless steel combination toilet/lav, swinging solid door with vision panel and cuff/food pass and lower lockable pass; staff call button; removable grab bar. |
| 8.130                      | Restraint Bed Cell - Single Occupancy |                                | 2                          | 90 /cell                  | 180        | Includes low secure bed accessible from four sides with removable restraints, shelf, stainless steel combination toilet/lav, swinging solid door with vision panel and cuff/food pass and lower lockable pass; staff call button.         |
| 8.131                      | Safety Cell                           | 1                              | 2                          | 80 /safety room           | 160        | Walls and floor fitted with fire resistive and non-toxic rubberized product; flushing floor drain, controls outside of the cell.                                                                                                          |
| 8.132                      | Offender Restroom                     | 1                              | 1                          | 50 /area                  | 50         | ADA-Compliant                                                                                                                                                                                                                             |
| 8.133                      | Subdayroom                            | 4                              | 1                          | 35 /person                | 140        | Seating for up to 4; heavy/fixed 4-person tables with heavy modular chairs; 1 security telephone; sound attenuation measures.                                                                                                             |
| 8.134                      | Shower                                | 1                              | 1                          | 40 /area                  | 40         | Lockable; vented doors, appropriate glazing, cuff pass-thru, outer drying/dressing area; 1 shower in each subdayroom.                                                                                                                     |
| 8.135                      | ADA compliant. Shower                 | 1                              | 1                          | 50 /area                  | 50         | Double shower head, vented doors, appropriate glazing, cuff pass-thru, outer                                                                                                                                                              |

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| No.                 | Component                   | Pers/Units Per Area | Number of Areas | Space Standard | NSF   | Notes                                                                                                                                                                               |
|---------------------|-----------------------------|---------------------|-----------------|----------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     |                             |                     |                 |                |       | drying/dressing area; one shower in each subdayroom.                                                                                                                                |
| 8.136               | Recreation Court            | 20                  | 1               | 500 /area      | (500) | Glazing to maximize visibility; covered for inclement weather exercise; or walking; exterior space                                                                                  |
| 8.137               | Counseling Room             | 3                   | 1               | 150 /area      | 150   | Conference table, chairs; generous glazing; visible from officer station                                                                                                            |
| <i>Main Dayroom</i> |                             |                     |                 |                |       |                                                                                                                                                                                     |
| 8.138               | Pedestrian Sallyport        | 1-10                | 1               | 100 /area      | 100   | Outer door controlled by management unit control; inner door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation |
| 8.139               | Commissary Order/Info Kiosk | 1                   | 1               | 40 /area       | 40    | Automated transaction station                                                                                                                                                       |
| 8.140               | Multipurpose Room           | 10                  | 1               | 20 /pers       | 200   | Stackable chairs for small group activities; storage for supplies; sink; outlets for electronic games; folding tables.                                                              |
| 8.141               | Interview Room              | 4                   | 2               | 120 /area      | 240   | Conference table, chairs; generous glazing; visible from officer station                                                                                                            |
| 8.142               | Video Visitation            | 1                   | 2               | 80 /area       | 160   | Seating for 2; space and hook ups for video visitation.                                                                                                                             |
| 8.143               | Food/Beverage Alcove        | -                   | 1               | 120 /area      | 120   | Sink, countertop, refrigerator, cabinets, microwave, cart storage; beverage station                                                                                                 |
| 8.144               | Trash Alcove                | -                   | 1               | 20 /area       | 20    |                                                                                                                                                                                     |
| 8.145               | Mental Health Professional  | 1                   | 2               | 100 /area      | 200   | OF-4                                                                                                                                                                                |
| 8.146               | Nurse Workstation           | 1-3                 | 1               | 150 /area      | 150   | Desk, chairs, secure file storage, charting area, tamper-proof control panel; situated so as to provide good visibility into all areas; adjacent to security workstation            |
| 8.147               | Counselors                  | 1                   | 2               | 100 /office    | 200   | OF-4                                                                                                                                                                                |
| 8.148               | Activity Specialist         | 1                   | 1               | 100 /office    | 100   | OF-4                                                                                                                                                                                |

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| <b>No.</b>                                                                                                                                                                                                                                               | <b>Component</b>            | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------|----------------------------|---------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.149                                                                                                                                                                                                                                                    | Soiled Utility              | 1                              | 1                          | 85 /area                  | 85         | Sink, hopper sink; enclosed bin for temporary biohazard storage.                                                                                                                                                                     |
| 8.150                                                                                                                                                                                                                                                    | Clean Utility/Linen         | 1                              | 1                          | 85 /area                  | 85         | Shelving for clean linen, cabinets, sink.                                                                                                                                                                                            |
| 8.151                                                                                                                                                                                                                                                    | Housing Officer Workstation | 1                              | 1                          | 100 /area                 | 100        | Standing height work desk/counter, stool, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power |
| 8.152                                                                                                                                                                                                                                                    | Storage Closet              | -                              | 1                          | 50 /area                  | 50         | Mattresses                                                                                                                                                                                                                           |
| 8.153                                                                                                                                                                                                                                                    | Property Storage Bins       | -                              | 1                          | 80 /area                  | 80         | Lockable stacked bins; adjacent to officer station.                                                                                                                                                                                  |
| 8.154                                                                                                                                                                                                                                                    | Staff Restroom              | 1                              | 1                          | 50 /area                  | 50         | ADA-Compliant                                                                                                                                                                                                                        |
| 8.155                                                                                                                                                                                                                                                    | Staff Locker                | -                              | 1                          | 10 /area                  | 10         | For storing staff personal items; may be located within staff restroom.                                                                                                                                                              |
| 8.156                                                                                                                                                                                                                                                    | Janitor Closet              | -                              | 1                          | 40 /area                  | 40         | Slop sink, mop racks, ventilation                                                                                                                                                                                                    |
| <p style="text-align: right;"><i>Subtotal Net Square Feet</i>      <b>6,770</b><br/> <i>Grossing Factor</i>      <b>1.50</b><br/> <i>Subtotal Gross Square Feet</i>      <b>10,155</b><br/> <i>Subtotal Exterior Square Feet</i>      <b>(1,500)</b></p> |                             |                                |                            |                           |            |                                                                                                                                                                                                                                      |
| <b>8.200 SPECIAL NEEDS (2 pods of 32 beds) Located with Management Unit 1)</b>                                                                                                                                                                           |                             |                                |                            |                           |            |                                                                                                                                                                                                                                      |
| 8.201                                                                                                                                                                                                                                                    | Pod Sallyport               | 1-10                           | 1                          | 100 /area                 | 100        | Outer door controlled by management unit control; inner door controlled by housing officer; staff access by card reader; large enough to stage two food carts and allow circulation                                                  |
| 8.202                                                                                                                                                                                                                                                    | Interview/Staging Room      | 2-3                            | 1                          | 120 /area                 | 120        | Table and loose chairs for up to 4 people, panic alarm, may be used for medical triage.                                                                                                                                              |
| <p style="text-align: right;"><i>Subtotal Net Square Feet</i>      <b>220</b></p>                                                                                                                                                                        |                             |                                |                            |                           |            |                                                                                                                                                                                                                                      |



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| <b>No.</b>          | <b>Component</b>          | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                       |
|---------------------|---------------------------|--------------------------------|----------------------------|---------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Housing Pods</i> |                           |                                |                            |                           |            |                                                                                                                                                                                                                                                                                                                                                    |
| 8.203               | Single Occupancy Cells    | 1                              | 24                         | 80 /cell                  | 1,920      | 1 bunk, secure mounted writing surface, stainless steel toilet/sink, under bed storage, seating, breakaway hooks, natural light; 8 lower level cells to be equipped with embeds for future installation of bunks; camera monitored and intercom for two way communication.                                                                         |
| 8.204               | ADA Double Occupancy Cell | 1                              | 4                          | 90 /cell                  | 360        | 2 bunks, secure mounted writing surface, vitreous china toilet/sink, under bed storage, seating, breakaway hooks, natural light; camera monitored and intercom for two way communication removable grab bar                                                                                                                                        |
| 8.205               | Shower/Changing           | 1                              | 3                          | 40 /area                  | 120        | Vented doors, frosted glazing, outer drying/dressing area; self locking.                                                                                                                                                                                                                                                                           |
| 8.206               | ADA-Compliant Shower      | 1                              | 1                          | 50 /area                  | 50         | Double shower head, vented doors, frosted glazing, outer drying/dressing area; self locking                                                                                                                                                                                                                                                        |
| 8.207               | Dayroom/Dining/TV         | 32                             | 1                          | 35 /person                | 1,120      | Meets the minimum dayroom size requirement in accordance with ACA standards; heavy/durable 4-person tables, seating for 64 for mealtimes, 2 TV areas with seating for 15, wall-mounted mail boxes, 2 telephones (at least one ADA), sound attenuation measures; reading area with book shelves; 4 keyed hinged lid boxes; commissary order kiosks. |
| 8.208               | Computer Carrel           | 1                              | 2                          | 40 /area                  | 80         | Computer carrels                                                                                                                                                                                                                                                                                                                                   |
| 8.209               | Activity Room             | 10                             | 1                          | 20 /person                | 200        | Utility sink; tables with heavy seating.                                                                                                                                                                                                                                                                                                           |
| 8.210               | Storage Closet            | -                              | 1                          | 50 /area                  | 50         | Mattresses; linens, etc.                                                                                                                                                                                                                                                                                                                           |
| 8.211               | Food/Beverage Alcove      | -                              | 1                          | 120 /area                 | 120        | Sink with instant-hot, countertop, cabinets, microwave.                                                                                                                                                                                                                                                                                            |
| 8.212               | Trash Alcove              | -                              | 1                          | 20 /area                  | 20         |                                                                                                                                                                                                                                                                                                                                                    |

**8.000 MENTAL HEALTH HOUSING**

| <b>No.</b>                                                                                                                                                                                                                                                                                                                                                           | <b>Component</b>            | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------|----------------------------|---------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.213                                                                                                                                                                                                                                                                                                                                                                | Recreation Court            | 20                             | 1                          | 1000 /area                | (1,000)    | Glazing to maximize visibility; covered for inclement weather exercise; sized for half-court basketball or walking; exterior space                                                                                                                                                                 |
| 8.214                                                                                                                                                                                                                                                                                                                                                                | Housing Officer Workstation | 1                              | 1                          | 50 /area                  | 50         | Standing height work desk/counter, stool, daily needs storage, control panel for doors, computer; visibility into the unit maximized; visibility into the adjacent interview room, data port/line, emergency generator back-up power; located at the center wall with access to both housing pods. |
| 8.215                                                                                                                                                                                                                                                                                                                                                                | Property Storage Bins       | -                              | 1                          | 20 /area                  | 20         | Lockable stacked bins; adjacent to officer station.                                                                                                                                                                                                                                                |
| 8.216                                                                                                                                                                                                                                                                                                                                                                | Shared Office               | 1                              | 1                          | 120 /office               | 120        | OF-5                                                                                                                                                                                                                                                                                               |
| 8.217                                                                                                                                                                                                                                                                                                                                                                | Staff Restroom              | 1                              | 1                          | 50 /area                  | 50         | ADA-Compliant                                                                                                                                                                                                                                                                                      |
| 8.218                                                                                                                                                                                                                                                                                                                                                                | Staff Locker                | -                              | 1                          | 10 /area                  | 10         | For storing staff personal items; may be located within staff restroom.                                                                                                                                                                                                                            |
| 8.219                                                                                                                                                                                                                                                                                                                                                                | Supply Closet               | -                              | 1                          | 50 /area                  | 50         | Recreation items.                                                                                                                                                                                                                                                                                  |
| 8.220                                                                                                                                                                                                                                                                                                                                                                | Storage Closet              | -                              | 1                          | 50 /area                  | 50         | Shelving & cabinet storage for housing unit supplies (e.g., toilet paper, hygiene kits, etc.)                                                                                                                                                                                                      |
| 8.221                                                                                                                                                                                                                                                                                                                                                                | Janitor Closet              | -                              | 2                          | 40 /area                  | 80         | Slop sink, mop racks, ventilation, one per level                                                                                                                                                                                                                                                   |
| <p><i>Subtotal Net Square Feet 4,470</i><br/> <i>Subtotal 2 Housing Areas 8,940</i><br/> <i>Subtotal Exterior Square Feet (1,000)</i><br/> <i>Subtotal 2 Housing Areas (2,000)</i></p> <p><i>Subtotal Net Square Feet 9,160</i><br/> <i>Grossing Factor 1.65</i><br/> <i>Subtotal Gross Square Feet 15,114</i><br/> <i>Subtotal Exterior Square Feet (2,000)</i></p> |                             |                                |                            |                           |            |                                                                                                                                                                                                                                                                                                    |

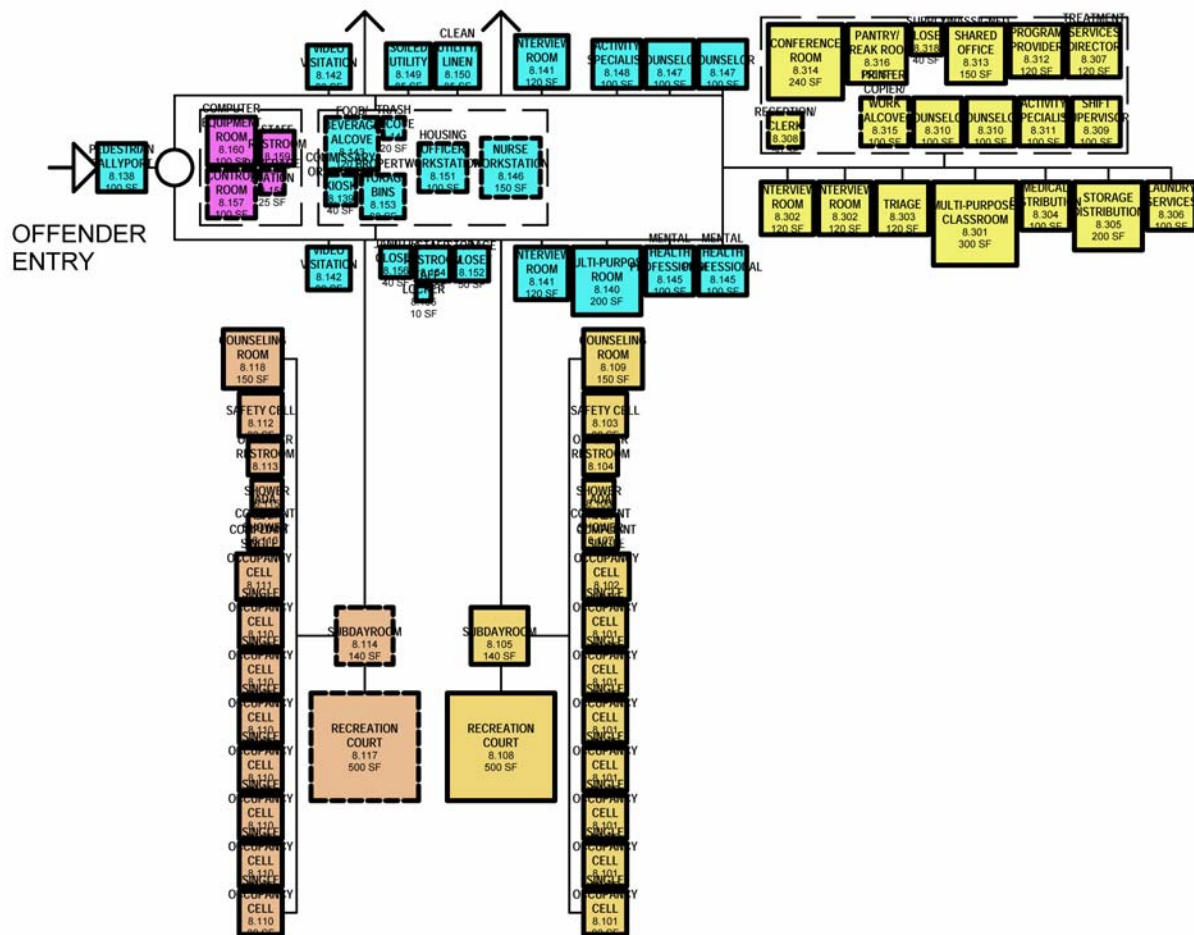
**8.000 MENTAL HEALTH HOUSING**






| <b>No.</b>                                                           | <b>Component</b>               | <b>Pers/Units<br/>Per Area</b> | <b>Number<br/>of Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------|--------------------------------|--------------------------------|----------------------------|---------------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>8.300 SHARED MEDICAL AND MENTAL HEALTH HOUSING SUPPORT CENTER</b> |                                |                                |                            |                           |            |                                                                                                                                                                                                                                                      |
| 8.301                                                                | Multi-Purpose/<br>Classroom    | 10                             | 1                          | 25 /pers.+<br>50          | 300        | Teacher station, narrow 2-person learning tables, sturdy molded plastic chairs, white board, cabled for video learning; computer cart with CD-ROM capabilities; subdividable by moveable acoustical partition; CCTV capabilities; lockable cabinets. |
| 8.302                                                                | Interview Room                 | 4                              | 2                          | 120 /area                 | 240        | Conference table, chairs                                                                                                                                                                                                                             |
| 8.303                                                                | Triage                         | 1-2                            | 1                          | 120 /area                 | 120        | WS-4, exam table, charting area; lockable cabinet.                                                                                                                                                                                                   |
| 8.304                                                                | Medication Distribution        | -                              | 1                          | 100 /area                 | 100        | Window to the waiting area with a water cooler and dispenser located in circulation area; interior sized for staff dispensing medication through a pass-through and a medication cart; authorized card access.                                       |
| <i>Services</i>                                                      |                                |                                |                            |                           |            |                                                                                                                                                                                                                                                      |
| 8.305                                                                | Storage Distribution           | 1                              | 1                          | 200 /area                 | 200        | Space for carts; shelving for storing commissary orders.                                                                                                                                                                                             |
| 8.306                                                                | Laundry Services               | 1-3                            | 1                          | 100 /area                 | 100        | Storage for exchange of laundry items.                                                                                                                                                                                                               |
| 8.307                                                                | Treatment Services<br>Director | 1                              | 1                          | 120 /office               | 120        | OF-3                                                                                                                                                                                                                                                 |
| 8.308                                                                | Reception/Clerk                | 1                              | 1                          | 50 /wkstn                 | 50         | WS-4                                                                                                                                                                                                                                                 |
| 8.309                                                                | Shift Supervisor               | 1                              | 1                          | 100 /office               | 100        | OF-4                                                                                                                                                                                                                                                 |
| 8.310                                                                | Counselors                     | 1                              | 2                          | 100 /office               | 200        | OF-4                                                                                                                                                                                                                                                 |
| 8.311                                                                | Activity Specialist            | 1                              | 1                          | 100 /office               | 100        | OF-4                                                                                                                                                                                                                                                 |
| 8.312                                                                | Program Provider               | 1-2                            | 1                          | 120 /office               | 120        | OF-6                                                                                                                                                                                                                                                 |
| 8.313                                                                | Unassigned Shared<br>Office    | 1-2                            | 1                          | 150 /office               | 150        | OF-5; Desk, chair, computer, telephone, book shelves; file cabinet, visitor chairs                                                                                                                                                                   |
| 8.314                                                                | Conference Room                | 6-8                            | 1                          | 240 /area                 | 240        |                                                                                                                                                                                                                                                      |
| 8.315                                                                | Printer/Copier/Work<br>Alcove  | -                              | 1                          | 100 /area                 | 100        | Copier, networked printer, work table                                                                                                                                                                                                                |
| 8.316                                                                | Pantry/Break Room              | 8-10                           | 1                          | 150 /area                 | 150        | BR-2, adjacent to conference room with lockable pass-through                                                                                                                                                                                         |

8.000 MENTAL HEALTH HOUSING

| No.                                                                                                                                                                                | Component     | Pers/Units<br>Per Area | Number<br>of Areas | Space<br>Standard | NSF | Notes                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------------|--------------------|-------------------|-----|-------------------------------|
|                                                                                                                                                                                    |               |                        |                    |                   |     | window to the conference room |
| 8.317                                                                                                                                                                              | Supply Closet | -                      | 1                  | 40 /area          | 40  |                               |
| <i>Subtotal Net Square Feet</i> <i>2,430</i><br><i>Grossing Factor</i> <i>1.40</i><br><i>Subtotal Gross Square Feet</i> <i>3,402</i><br><i>Exterior Square Feet</i> <i>0</i>       |               |                        |                    |                   |     |                               |
| <i>8.000 Total Interior Net Square Feet</i> <i>18,360</i><br><i>8.000 Total Interior Gross Square Feet</i> <i>28,671</i><br><i>8.000 Total Exterior Square Feet</i> <i>(3,500)</i> |               |                        |                    |                   |     |                               |

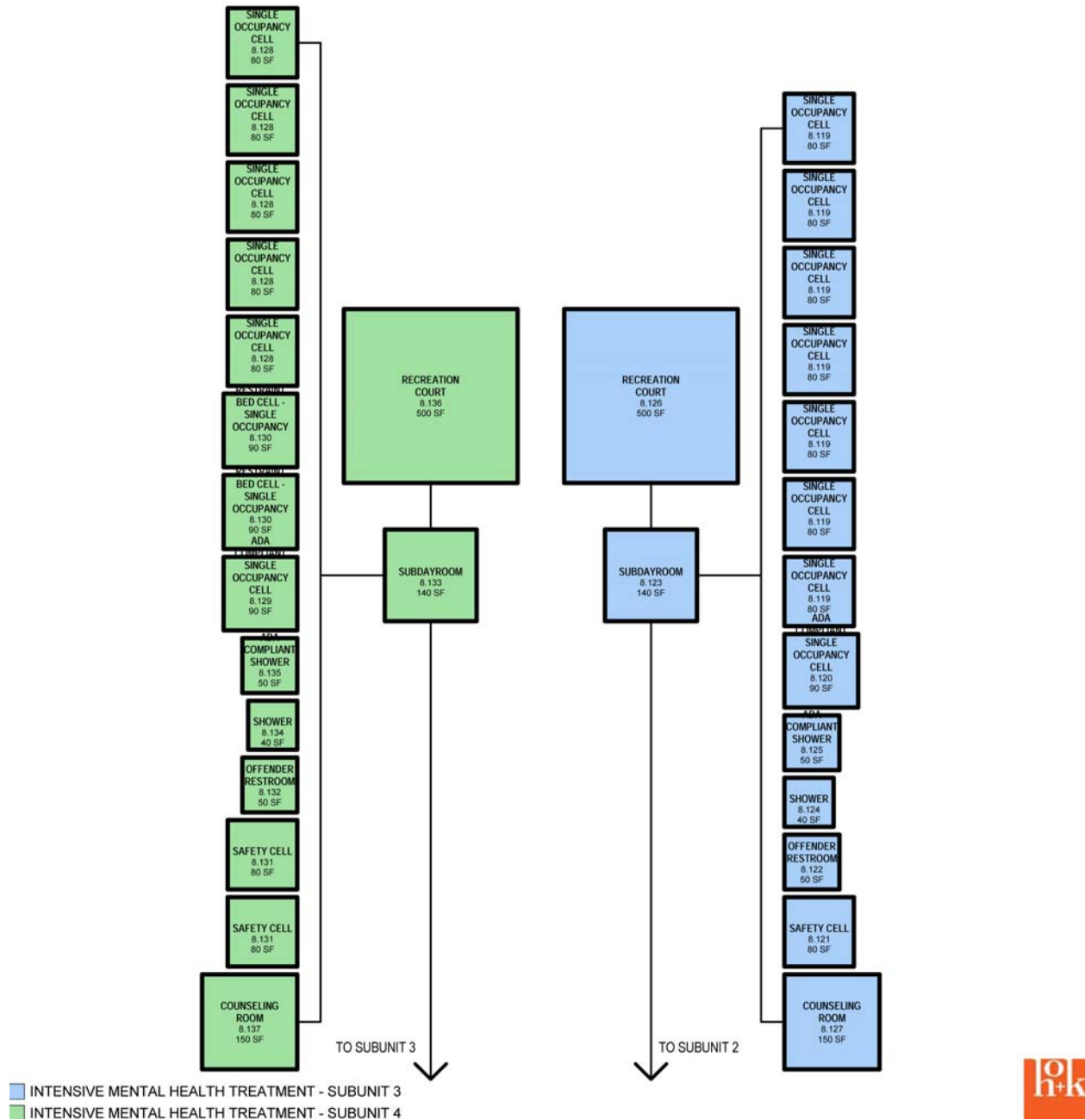
Diagram 8.000  
Adjacency Diagrams: Mental Health Housing



-  INTENSIVE MENTAL HEALTH TREATMENT - CONTROL ROOM  
 INTENSIVE MENTAL HEALTH TREATMENT - MAIN DAYROOM  
 INTENSIVE MENTAL HEALTH TREATMENT - SUBUNIT 1  
 INTENSIVE MENTAL HEALTH TREATMENT - SUBUNIT 2  
 MENTAL HEALTH HOUSING SUPPORT CENTER



8.000 MENTAL HEALTH HOUSING





## Introduction

Opportunities for visitation are provided in an effort to assist offenders in maintaining ties with their families and community. The visiting component should promote a positive and friendly environment and provide appropriate facilities for visitation. Visitors may include relatives, friends, and professional visitors such as attorneys, mental health professionals, government agencies, probation officers, law enforcement officers, outside clergy, etc.

Unless otherwise noted personal visits will be contact in nature with the capacity to offer video visitation opportunities. Offenders in the reintegration unit, some other short-term segregated offenders, and selected others who may not be eligible for movement outside the housing pod/unit (e.g., some offenders housed in medical housing or mental health housing) will participate in video-visitation. Attorneys may visit during scheduled visitation hours and may elect to have a visit with an offender that is contact or non-contact in nature, or via video visitation. Clergy and counselors, and other authorized professionals may visit with offenders, as authorized, in the interview room located within the housing pod, interview room located within the housing support centers, interview rooms located near the chapel and within the central programs and activities center.

Personal visitors must receive prior authorization before being allowed to visit with an offender. Offenders' approved visiting list is limited to four friends and all immediate family members. Prospective visitors will submit completed applications for ISP visitation privileges to the Central Visiting Authority (CVA) located at the Mount Pleasant Correctional Facility (MPCF), who will process the application and make a determination whether to grant requested visitation privileges. CVA officials will notify visitor applicants by letter whether they have been approved for visits, and the subject offender will receive similar notification via memo.

The current visitation policy permits offenders to receive two four-hour visits on visitation days (visits on Saturdays and Sundays are limited to three-hours), based on a first-come first-serve basis. Offenders are limited to six visitors per each four-hour visit, though staff indicates most offenders only receive one-two visitors at a time. Visitation is held five days per week, Thursday through Mondays, continuously from 8:30 a.m. until 4:30 p.m. There are no scheduled visit start times and visitors may arrive at any point during visiting hours and be eligible for a visit. This practice becomes problematic during shift-change periods when staff must be security screened prior to assuming the shift, which causes delays in processing incoming visitors and thus, shortening the length of the visit.

It is recommended that current visiting hours be continued five days per week, Thursdays through Mondays, and continue to operate between the hours of 8:30 a.m. until 4:30 p.m. To increase staff efficiencies and relieve pressures on security screening, it is recommended that ISP establish visiting periods having scheduled start and end times, and that the length of a visit be limited to a maximum of three hours. This will provide a one and one-half hour period where the visitation room may be cleaned and searched between visitation sessions, visitation staff may search returning offenders, and visitation staff may eat their lunch-time meal. It is further recommended that two visitation sessions be established - one session beginning at 8:30 a.m. and ending at 11:30 a.m., and the second session beginning at 1 p.m. and ending at 4 p.m. Visitors may arrive and be processed for a visit at anytime during the visitation session except between the hours of 1 p.m. and 2 p.m. (to accommodate shift-change security screenings). All visitors will be



expected to leave the visitation area at the end of each visitation period, regardless of the length of the visit. Visitors will be limited to one visitation session per day unless otherwise dictated by rule, regulation or policy and procedure.

Ninety percent of the offender population is eligible for visits, though records indicate, even on peak visitation days (e.g., Christmas, Father's Day, etc.) fewer than 45 offenders receive visits. Due to long-term incarceration periods (over time family and friends tend to visit less frequently) and without any changes in visiting practices, it is unlikely that this will increase with construction of the new facility. For planning purposes, a peaking factor of 20% is applied, thus providing space for a maximum of 54 offenders receiving a visit on any given day. Based on the above analysis, it is recommended that visitation be capable of handling at least 30 simultaneous contact visits.

If future visitation exceeds the anticipated planned figures, offender visiting hours may need to be increased beyond eight hours per visiting day or the number of visiting days increased beyond the five days currently being planned.

## Operational Description

### 9.100 Visitor Reception

Prior to the first visit, all visitors must be prescreened and registered by the CVA and put on the approved visitors list, which is maintained in and accessible through ICON. As visitors arrive at the ISP for their visit, they will be processed in at the public lobby. Visitors will approach, via the queuing line, the public reception workstation upon arrival to check in (see Section 1.000). The public reception will be staffed at all times that the visiting area is open. Visitors will provide proof of identity and the name of the offender to be visited. Upon identification verification, staff will check the information maintained in ICON and establish whether the offender and visitor are eligible to visit. ICON should track individual visits so staff may easily determine whether monthly visit limits have been reached; currently visitors are limited to five visits per month. Staff will limit visits to 30 simultaneous visits occurring at any given point during a visitation period.

Once the visit is approved:

1. Public reception staff will notify visitation staff of the authorized visit.
2. Public reception staff will notify the offender's housing pod officer of the visit and request that the offender proceed to the visitation area. The housing pod officer will take the necessary steps to notify the offender of the impending visit (even if the offender is in a location outside the housing pod). Prior to proceeding to the visitation room, the offender may elect to go to his housing pod/cell to perform personal hygiene- and grooming-related activities.
3. Public reception staff will inform the visitor(s) to store personal belongings and any unauthorized items either in the visitor's vehicle or one of the lockers located in the public lobby designated for this purpose.

4. Visitors will be subject to security screening (search) – completed by public reception staff, and must successfully complete such screening in order to visit. Visitors unable to pass security screening will not be allowed to visit.

Once a visitor has been successfully security screened, they will be directed to proceed to visitor staging ("clean" waiting area), an area located beyond security screening (see Section 1.000). This area will contain tandem seating for 30 visitors, a wall-mounted water fountain, a restroom, and a television to display informational programming and/or local channels.

#### 9.200 Visiting

Visits may last up to three hours, with a one and one-half hour allotment at the end of each visiting period for the visiting area to be cleaned by the visiting officers and for offenders participating in a contact visit to be searched and dressed prior to returning to their assigned area.

Visitors will enter the visitation area via the visitation pedestrian sallyport sized to accommodate 10 visitors at a time. The visitation pedestrian sallyport's outer door will be controlled by master control and the inner door will be controlled by the visitation officer. Offenders will access the visitation area via the offender visiting access door, separate from the visitors' entrance (visitation pedestrian sallyport).

Offenders will enter the offender visiting holding area, which will include spaces for staging offenders awaiting visiting processing, searches, offender clothing/property storage, and visiting apparel. There should be good visibility into all areas of visiting holding by the visitation officer. All offenders will enter the visiting holding area and will either take a seat in the queuing area, which will contain tandem seating sized for 10 offenders, or if requiring escort, be placed in one of four secure holding cells. Visitation officers will confirm the offenders' identify and, for those receiving a non-contact or video visit, will immediately escort the offender to his assigned booth.

Offenders participating in a contact visit will be taken to the dress out area, which will be a room having visibility from the main queuing area while providing an area that assures a level of privacy for the offender to change or to be searched. There should be at least one private changing area for this purpose. It is here, prior to a visit, that the offender will change into visiting apparel and store his personal clothing in an issued clothing bag that will be retained until the visit has concluded. Thirty individual cubicles will be available to store bags of personal clothing retained during a visit. Once dressed, the offender will enter the contact visitation room and proceed to his assigned table to commence the visit.

Upon conclusion of a contact visit and in the dress out area, the offender will be searched and personal clothing returned. The offender will change into his personal clothing and place the used visiting apparel in a soiled laundry cart. Offenders requiring escort will be searched and/or change their clothes last; once searched and changed, offenders will wait in a different staging area capable of accommodating up to four offenders for escorted return to their respective assigned areas. Storage (shelving or cabinets) will be available in the dress out area to maintain an adequate inventory of visiting apparel.

Upon the offender's arrival to the visitation area, visitors will be ushered into the

authorized visiting area and their assigned table/booth. After the visiting period is over, all visitors will be asked to leave via the visitation pedestrian sallyport, which is the same door through which they entered. This exit door will lead directly back to the visitor staging area and the public lobby, where visitors may retrieve any items they may have stored in the lockers, or may utilize the restrooms. Visitors will exit the building through the main entrance. The visitation area will be staffed whenever offenders and/or visitors are present.

The visitation area will have two distinct areas – contact visitation and non-contact visitation. Video-visitation will occur within the public lobby (see Section 1.000)

#### *Contact Visitation*

The contact visitation room will contain 30 four-person knee-height tables, along with enough seating to accommodate four-six people per table. The base of the table should have a base that will restrict items being passed below the table. Seating should be portable and stackable in nature, which will minimize the space required for storage and allow for easier cleaning of the contact visitation room. The room should be configured such that the visitation officer may have clear sight of all activities occurring within this space. Furnishings for this room should be comfortable while also providing adequate security, i.e., easy visibility, no cracks or crevices for hiding contraband, smooth finishes, etc.

At the conclusion of the visiting period, visitors will be notified of the termination of the visit by an announcement over the paging system. Offenders will be relocated to an area in the contact visiting area where they can be easily identified by staff. Once the offenders are accounted for, visitors will file out of the visitation room as described above, while the offenders remain in place. The offenders will then be directed to the dress out area as described above.

The contact visitation room will be continuously monitored by an officer whenever offenders and visitors are present. It is essential that the officer rove the area on a frequent basis to provide adequate supervision. In addition, cameras should be strategically located to provide ongoing recorded coverage of the area.

The contact visitation area can be used for family reunification, re-entry, or other designated purposes when it is not being used for contact visiting.

#### *Attorney/Official Visitation*

One non-contact visitation booth will be provided for attorney/official visits, with capacity for one offender on the secure side and up to two visitors on the public side. The non-contact visitation booth will be ADA-compliant and oversized to permit wheelchair access.

At the conclusion of the visiting period, visitors will be notified of the termination of the visit either by an on-screen notification warning, and/or by an announcement over the paging system. Visitors will file out of the visitation room as described above.

It is essential that the officer rove the area on a frequent basis to provide adequate supervision.

A small workstation for staff within the visitation area will be situated so as to maximize visual access to the entrance and into the distinct visitation spaces. However, it is essential that the officer not remain stationary at the workstation, and instead rove the area on a frequent basis to provide adequate supervision.

Within the visitation area will be vending machines, a child's play area, a wall-mounted water fountain, staff, visitor and offender restrooms, and a janitor's closet.

### **Additional Design/Operational Considerations**

Because of the length of visits, the visitors' restroom should include a baby diaper-changing station.

Since these facility components are utilized by offenders, security construction techniques must be utilized, including reinforced walls and security hardware.

Since the partition separating the public and the offender sides of non-contact visiting is also the secure perimeter of the visiting area, it is critical that the partition separating the offender and visitor extend to the ceiling slab, that any HVAC vents have secure grills, and that the masonry walls between the offenders and the visitors be fully grouted and reinforced. High security glazing must be provided, with both ballistic and attack capabilities, and frames must be designed to ensure that connections are not accessible and subject to tampering.

The primary physical security of the contact visiting room is at the visitation pedestrian sallyport and the offender entrance. As the contact visiting area bridges the secure perimeter, walls and other common partitions (e.g., ceilings above visiting rooms), must be fully secure.

Security level C in interior spaces.

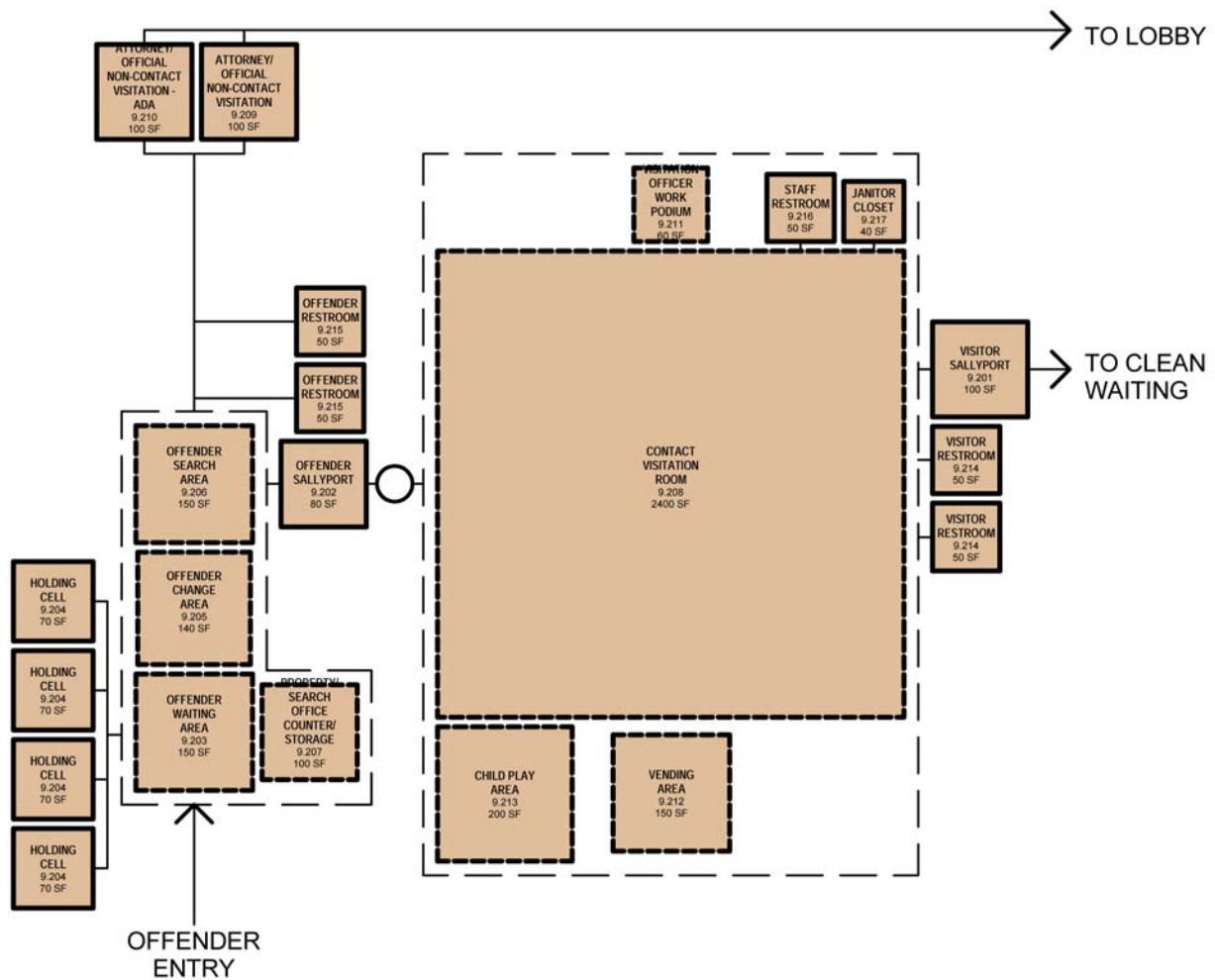
Security level A on exterior walls that border on the facility's secure perimeter.

Table 9.000  
 Architectural Program: Visitation

| No.                           | Component                                      | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                                                                                                           |
|-------------------------------|------------------------------------------------|------------------------|-----------------------|-------------------|-------|---------------------------------------------------------------------------------------------------------------------------------|
| 9.000                         | VISITATION                                     |                        |                       |                   |       |                                                                                                                                 |
| 9.100                         | VISITOR RECEPTION (Space located in 1.000)     |                        |                       |                   |       |                                                                                                                                 |
| 9.200                         | CENTRAL VISITATION                             |                        |                       |                   |       |                                                                                                                                 |
| 9.201                         | Visitor Sallyport                              | 1-10                   | 1                     | 100 /area         | 100   |                                                                                                                                 |
| 9.202                         | Offender Sallyport                             | 1-6                    | 1                     | 80 /area          | 80    | Wall-mounted coat rack/hooks                                                                                                    |
| 9.203                         | Offender Waiting Area                          | 10                     | 1                     | 150 /area         | 150   | Pre/post search waiting                                                                                                         |
| 9.204                         | Holding Cell                                   | 1                      | 4                     | 70 /cell          | 280   |                                                                                                                                 |
| 9.205                         | Offender Change Area                           | 1-2                    | 1                     | 140 /area         | 140   | Bench seating and 4 changing cubicles                                                                                           |
| 9.206                         | Offender Search Area                           | 1-4                    | 1                     | 150 /area         | 150   | Bench seating and 4 search/changing alcoves; space for laundry cart.                                                            |
| 9.207                         | Property/search office counter/storage.        | 1                      | 1                     | 100 /area         | 100   | Cubbies for offender clothing and visitation uniforms.                                                                          |
| <i>Contact Visitation</i>     |                                                |                        |                       |                   |       |                                                                                                                                 |
| 9.208                         | Contact Visitation Room                        | 120                    | 1                     | 20 /person        | 2,400 | ADA-compliant; low tables, loose chairs                                                                                         |
| <i>Non-Contact Visitation</i> |                                                |                        |                       |                   |       |                                                                                                                                 |
| 9.209                         | Attorney/Official Non-Contact Visitation - ADA | 2-3                    | 1                     | 100 /booth        | 100   | Visitor side to accommodate 2 adults; sound insulated; baffle speak-thru, security glazing; lockable paper-pass; ADA-compliant. |
| <i>Shared Spaces</i>          |                                                |                        |                       |                   |       |                                                                                                                                 |
| 9.210                         | Visitation Officer Work Podium                 | 1                      | 1                     | 60 /area          | 60    | Located to facilitate visibility of entire visiting space and sallyport; telephone or paging system.                            |
| 9.211                         | Vending Area                                   | 2-4                    | 1                     | 150 /area         | 150   |                                                                                                                                 |
| 9.212                         | Child Play Area                                | 8-10                   | 2                     | 200 /area         | 400   | Colorful matting and cubbies.                                                                                                   |
| 9.213                         | Visitor Restrooms (M/F)                        | 1                      | 2                     | 50 /area          | 100   | ADA-compliant; baby changing station; locked-opened by visitation officer.                                                      |
| 9.214                         | Offender Restroom                              | 1                      | 2                     | 50 /area          | 100   | ADA-compliant; locked-opened by visitation officer.                                                                             |
| 9.215                         | Staff Restroom                                 | 1                      | 1                     | 50 /area          | 50    | ADA-Compliant                                                                                                                   |
| 9.216                         | Janitor Closet                                 | -                      | 1                     | 40 /area          | 40    | Slop sink, mop racks, ventilation, one per level                                                                                |

| No. | Component | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard                             | NSF          | Notes |
|-----|-----------|------------------------|-----------------------|-----------------------------------------------|--------------|-------|
|     |           |                        |                       | <i>Subtotal Net Square Feet</i>               | <i>4,400</i> |       |
|     |           |                        |                       | <i>Grossing Factor</i>                        | <i>1.40</i>  |       |
|     |           |                        |                       | <i>Subtotal Gross Square Feet</i>             | <i>6,160</i> |       |
|     |           |                        |                       | <i>9.000 Total Interior Net Square Feet</i>   | <i>4,400</i> |       |
|     |           |                        |                       | <i>9.000 Total Interior Gross Square Feet</i> | <i>6,160</i> |       |
|     |           |                        |                       | <i>9.000 Total Exterior Square Feet</i>       | <i>(0)</i>   |       |

Diagram 9.000  
Adjacency Diagram: Visitation



■ CENTRAL VISITATION



10.000 PROGRAMS, ACTIVITIES, and SERVICES

## Introduction

General population offenders assigned to ISP are typically serving long-term sentences, including many who have life sentences. Even among these populations, however, a percentage of offenders will return to the community at some point. The goal of the programs and activities component is to create meaningful opportunities for offenders to be responsible members of a self-contained community and *ultimately* to reintegrate to society. Opportunities for structured programming and constructive leisure-time activity support the offender in creating a meaningful, productive life within the confines of the institution, as well as supporting the successful reentry of those offenders returning to the community. The balance of security and programming makes this concept even more poignant in this case. Offender programming is most effective when offenders believe themselves to be in a structured and safe environment. Conversely, offenders who participate in programs are typically more compliant with facility rules and regulations. As such, the relationship between security and programs is essential.

The services component recognizes the need to provide certain basic services to maintain the health and well-being of offenders. These services include the essentials of daily living such as food, health care, clean clothing and linens, personal hygiene and grooming, exercise, visitation, commissary, and mail. While most services are discussed here, many of these necessary services are discussed in detail in separate sections (i.e., food, laundry, health care, visitation, etc.).

Before offenders are assigned to programs, activities and services, a determination of each offender's needs (conditions and services necessary to maintain the offender's physical and psychological wellbeing) must be made. This is accomplished prior to a formal housing assignment through assessments conducted while the offender is housed in the orientation housing pod. Offender assessments provide the foundation for an offender's reentry/case plan (assignment to programs, activities, and services). The risk and needs assessment is conducted during a face-to-face interview completed by the correctional counselor. Based upon the results of the assessment, the initial classification team will assign the offender to a housing pod and establish an initial behavior management plan that outlines the offender's assignments and schedules for work, programs, activities, treatment, etc. Ongoing reviews and any adjustments to an offender's behavior plan is the purview of the classification team, which is comprised of members' representative of the unit manager, case manager, housing officer, and program and treatment staff (see Section 6.000).

Programs will be offered to offenders that are appropriate for their needs and lengths of stay. These will include academic and vocational education, skills development, self-improvement programs/activities, religious programs, reentry programs, and various treatment programs. In addition, offenders will be provided access to both legal and recreational library books/resources. Industries and Restorative Justice Program programs will also be provided, as described in section 11.000.

The programs, activities and services component includes those areas associated with all offender programs, activities and services, work programs, and the volunteer programs. To the degree possible, spaces will be shared to reduce space inefficiencies while maintaining the integrity of the intended function.



## 10.000 PROGRAMS, ACTIVITIES, and SERVICES

Programming will be based on an assessment of the needs of the offender population, and may include the following:

- Educational Programs
- Anger Management (CALM)
- Treatment Programs
- Relationships, Social Skills
- AA and NA Programs
- Substance Abuse Counselors
- Work Programs
- Reentry Programs
- Religious Programs and Studies
- Individual Religious Programming

ACA standards (4-ACI-4-4154, -4276, and -4363- 1, 4364, 4368, 4464, and 4517) require that programming be offered in the areas of exercise, library, substance abuse, health education, mental health, academic and vocational education, and religion.

The programs component includes the programs, activities, and services that must be provided in the core facility as it would be inefficient or cost prohibitive to duplicate these services/programs in the housing support centers. The space for these programs, activities, and services should be clustered in close proximity to each other in order to facilitate easy movement between spaces and communication between interrelated programs, create staffing efficiencies associated with centralized functions, and limit the number of access points. Programs, activities, and services that should either be in the same building or in close proximity to each other include:

- Library
- Religious services
- Recreation
- Treatment programs
- Academic education
- Hobby craft
- Vocational education
- Reentry
- Hair care

Upon entry/exit into the programs and activities area, offenders will be subject to search that may include pat search, strip search, metal detector, and/or x-ray screening.

Unless the functions and responsibilities of a position require that a person be in a specific programmatic area full-time (e.g., chaplain), the administrative and support component of this function will be located centrally and with easy access by staff, professionals, and volunteers.

Participation in education programs, treatment, religious services, workforce, industries, *Restorative Justice Program*, and hobby craft will be on a scheduled basis as determined by the offender's classification team. Access to library, indoor gym, outdoor recreation yards, leisure activities, and hair care will be during yard time. Yard time is a two-hour period whereby the offender may elect a specific activity to participate in with the

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opportunity to change to another activity at the midpoint in the scheduled yard time. For example, for the first hour of an offender's yard time, he may elect to go to the library and after the first hour, may either choose to stay in the library or go to outdoor recreation. Offenders may not move freely between yard time activities except during the designated mid-point time. Offenders will be subject to search of their person and belongings upon entry/exit from a program or activity.

Program personnel (including volunteers) should be cross-trained in offender behavior management. These persons can support the corrections officers through observation, not supervision, during programs and activities. Offenders will generally receive programming in their respective housing support centers (see Section 6.000) or centrally.

### Operational Description

#### *10.100 Programs Administration*

Programs Administration for this component will provide coordination and oversight of programs, activities, and services provided at ISP. Offices will be provided for administration, educational, counseling and other staff necessary to offer programs, activities, and services as described in this document.

If possible, the programs administration suite should be located in close proximity to the facility operations administration suite located within the secure perimeter (see Section 2.000). This will foster communications between program staff and facility administrators, which will help to build a collaborative culture and promote a consistent philosophical approach to operations.

A combination of private and shared offices, and open workstations will be provided for program administration staff, religious leaders, academic teachers, treatment providers, activity specialists, volunteers, and others providing programs and services for offenders. The design of this area should be in the form of a suite, so that shared resources such as storage and interview space can be easily accessed. A networked copy machine/printer/fax combination unit, along with hanging file slots for incoming mail, requests, or other information appropriate for the users will be located in an alcove.

Within the programs administration area, office and work space will be provided for the following positions and functions:

- Education Coordinator (Teacher)
- Teacher
- Substance Abuse Counselor
- Reentry Coordinator
- Volunteer Coordinator
- Offender Workforce Coordinator
- Activity Director
- Clerical

Office design and furniture and equipment will be commensurate with assigned responsibilities. In addition, one unassigned private and one unassigned semi-private office will be provided for future growth of programs.

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Staff and authorized service providers and volunteers will enter the facility through the public lobby, check-in with reception staff, and proceed through the main pedestrian sallyport to the programs and activities area. Prior to going to the designated program or activity area, all non-facility staff will check in at the programs and activities administration office to sign-in for record keeping purposes, and obtain program participant lists and/or supplies necessary for the program. Located near programs reception waiting and the programs clerk workstation will be space where program leaders and volunteers can check-in and obtain program schedules and sign-up sheets, with counter space for making notes or filling out paperwork. The door to the suite will be secured at all times. A card or biometric access, or other staff-controlled system may be used to control movement in and out of this area. Only staff is authorized in this area, although workforce offenders will be authorized to perform housekeeping services on a scheduled basis.

Adequate storage for maintaining individual programs' supplies, materials, and equipment will be provided. Secure rooms will be provided for the secure storage of confidential records (e.g., treatment).

The programs, activities, and services administration suite will include a conference room, an interview room, a break room, a printer/copier/fax alcove, a supply closet, a staff restroom, and a janitor closet.

### 10.200 *Programs and Activities*

The programs component includes the programs and activities that must be provided in the core facility as it would be inefficient or cost prohibitive to duplicate these services/programs in the housing support centers. Based upon the results of the risk and needs assessment completed upon admission to the facility and the resultant behavior management plan created, offenders may be assigned to participate in a program offered in the programs component. Offenders may also make a request to participate in any program or service offered. The offender's assigned case manager will receive and process these requests and, if approved, coordinate each offender's participation. The offender management system must be sufficiently robust to alert staff when offenders, designated as "keep separates," have been scheduled for programs at the same time. If a program/service is at capacity, the offender will be placed on a waiting list. Waiting lists for work are processed on a first-come first-served basis, and waiting lists for programs are processed based upon release dates and parole board codes.

Most offenders will travel to the programs and activities area unescorted and via a pass system, although others will travel by individual or group escort. Utility officers will monitor movement in the circulation corridor and will make periodic checks of these areas to verify offenders' authorization to be in the area(s).

The programs area includes the security screening checkpoint, program space, and support space for several program functions, which include education and treatment programs and activities. Ideally, these programs/services can be located within a single zone to maximize staff observation and efficiency by providing only one security screening area. Program leaders will be assigned to the area anytime an offender is present. Although it is not the intention that program leaders would supervise offenders, their observations and, where necessary, reporting will support the corrections officers during program activities.

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Entry doors will have remote locking/unlocking capability by master control (with CCTV and intercom capability); although these doors will typically be left unlocked during prime activity hours. Officers assigned to the programs zone will operate from a security checkpoint located near the main entry point and will routinely check offender passes and supervise movement into and out of the area. Walk-through metal detectors and package x-ray screening will be located at the primary entrance to the programs area so that all offenders entering or leaving the area may be security screened in an effort to reduce the opportunity for transfer of contraband. As this will be the central access point for all programs and activities and is expected to experience heavy activity levels, two fully-equipped screening stations should be available. Seating to accommodate six offenders requiring additional search is required. A separate search alcove will be provided with two search areas so that one officer can search two offenders at one time, yet still maintain visual separation of the offenders from each other, and a room with adequate privacy for conducting strip searches will also be provided.

With the exception of recreation, corrections officers assigned to the programs zone will operate from a security workstation located near the main entry point and will routinely check offender passes, supervise movement into and out of the area, and will observe all programs and activities areas through ongoing rounds of all associated areas.

Careful scheduling must be employed to coordinate start times incrementally so that large numbers of offenders are not entering and leaving the program centers at the same time. Seating will be available for offenders waiting to be admitted to programs, this seating will be located adjacent to the program areas with good visibility from the program corrections officer's workstation.

Generous glazing in the programs and activity rooms on those walls adjoining the circulation corridor and/or central location of the programs and activities area will enhance supervision without disrupting programs and activities. Conveniently located to all the multipurpose rooms/classrooms and interview rooms will be space to store stacking chairs that will be used throughout the programs and activities areas. Because program participation levels will vary amongst programs, seating needs will fluctuate. Having a single source for seating – space where stackable chairs are stored, will be more cost-effective than outfitting each room for the maximum number of anticipated participants.

The programs and activities area will contain multipurpose rooms/classrooms, a computer education room, and vocational education training rooms. These spaces will be located in a manner to ensure maximum visibility of areas from a central location at which will be the program corrections officer's workstation. This workstation will be configured and furnished commensurate with assigned tasks and responsibilities.

### *Multipurpose Rooms/Classrooms*

Four multipurpose rooms/classrooms, each sized for 15 people will be designed and furnished similarly to traditional adult education classrooms. Furnishings must be such that the configuration of the room may be modified to accommodate specific programs and activities, e.g., traditional education classroom, small group activities, etc. One classroom will be designated the GED classroom and will be configured with individual study carrels to separate offenders and minimize distractions, along with a designated area equipped with a small table and four chairs where tutoring for phonics and spelling

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may occur. Secure storage for supplies and expensive instructional materials such as audio-visual equipment will be provided in this area. Each of the classrooms will be equipped with CCTV capabilities to allow for programs to be aired live or recorded for later showing in the housing pods/units.

Four additional rooms will be provided for conducting interviews (professional counselors, classification interviews, program leaders, and volunteers) when it is not conducive to conduct the interview in the offender's assigned housing pod or unit, and/or providing individual tutoring.

### *Computer Education Classroom*

An additional classroom, designated as the computer education classroom, will be wired and designed to accommodate offenders working at individual computer terminals within carrels offering some limited acoustical privacy. A centralized software system with appropriate file-servers will be required to serve this classroom, and is to be located in a secure room immediately adjacent to the computer education classroom. Trained volunteers can be effectively used to supplement teachers to assist offenders assigned to the computer-assisted learning programs.

### *Vocational Education*

The vocational education program at ISP is in the development phase and will focus on skills development that can be effectively taught inside a correctional environment. It will offer offenders the education, training, work experience, and counseling necessary to return to society as a productive and law-abiding citizen. Successful vocational education programs within the prison environment are rooted in partnerships with local education agencies and employers. It is through the collaborate nature of these relationships that vocational programs will planned and implemented that will provide school-based experiences (emphasizing a competency-based curricula) that enable offenders to gain the skills needed in real workplace settings.

The vocational education program will build upon ISP's education partnership with Southeastern Community College. The vocational program presently under consideration is an electronic and computer repair program. In addition, a second vocation education program will be facilitated through the Restorative Justice Program (see Section 11.000).

Although apprenticeships may not be feasible to begin while the offender is incarcerated, there are many pre-vocational programs that would allow the graduates of these programs greater opportunities for apprenticeships upon their release. The vocational program could include the following:

- Math skills (particularly algebra)
- Familiarity with basic tools such as: hand, power and stationary tools
- Interviewing Skills
- OSHA requirements including first aid and cardio-pulmonary resuscitation.

Any program to be offered will very likely change over the years as different vocational opportunities arise and become available in the community. This space must be designed with great flexibility in order to accommodate a range of potential vocational programs

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including those that are computer-based and others that may require more work counter space per participant.

One vocational laboratory will be provided sized to accommodate up to 15 students. It is anticipated that the lab will turn-over twice each day in order to allow up to 30 students to access this program each day. A traditional classroom is provided to serve the vocational lab to provide instructors with an alternative environment in which to provide instruction to students.

Offenders will be approved for the vocational program by the programs coordinator in cooperation with the vocational program instructor and assigned correctional counselor.

The lab should be designed with greater space allowances per participant and be planned with ceiling heights of at least 15' and with appropriate ventilation and fire safety systems that can support various activities. Electrical systems will vary depending on the actual vocational programs selected, however the lab should provide for counter level outlets, as well as ceiling and standard level outlets.

While the likely option for a vocational education program is electronics and computer repair, this room should be configured and constructed to maximize flexibility of use in the event other vocational programs are considered. The electronics and computer repair vocational program does not require significant storage of equipment; indeed the components for the electronics and computer repair will be minimal once the program is operational, and electronics and computers for repair would be brought to the facility and returned to the owner on a scheduled basis. The electronics and computer repair program will be designed for as many as 18 participants working at open counter spaces provided for that purpose. Wall mounted peg boards will be provided for the tools and components that are used regularly. Multiple outlets are required at each station so that components can be tested separately. Several cabinets will be provided for storing component parts for each type of computer repaired. A wall mounted shadow box will be located adjacent to the instructor workstation for storing precision tools and tools that could easily be secreted by offenders.

Storage space for supplies and materials will be required within the vocational lab and hooks provided for instructors to hang-up overalls that will be worn during instruction periods.

Extensive glazing on the common walls with the circulation corridor will facilitate supervision by programs zone officers.

### *Offender Workforce*

The offender workforce program offers offenders the opportunity to work productively, consistent with their security and supervision requirements and the needs of the facility and community. The classification committee/treatment team determines offenders' eligibility for work.

Consistent with IDOC policy,<sup>9</sup> a workforce coordinator will be designated to coordinate all

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<sup>9</sup> IDOC Policy OP-WI-01: Offender Work Programs.

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work activities for the ISP. Offenders will be assigned to meaningful work assignments consistent with their ability, interest, medical status, custody status, and the needs of the prison.

Presently, the offender workforce is managed through ICON. The classification committee/treatment team determines an offender's eligibility to work and what work he is approved for, and this information is entered into ICON. The individual supervisors who oversee the various functional areas that use offender workers (e.g., foodservice, laundry, maintenance, etc.) will identify replacement workers through the eligibility listing maintained on ICON. The supervisor provides notice to the selected offender's correctional counselor who will reconfirm the offender's eligibility and, if approved, coordinate the offender's work program.

Work assignments may include:

- Foodservice
- Laundry
- Grounds crew
- Maintenance
- Warehouse
- SSIP
- Hospice
- Chapel
- Property/Clothing
- Library
- Gym
- Housekeeping
- Community service

While this listing is not intended to be exhaustive, it is illustrative of the types of work assignments available to offenders.

The programs and activities area will include a pantry/break room, a staff restroom, an offender restroom, and a janitor closet.

### 10.300 Religious Services

The ISP will maintain an inter-denominational chapel designed to accommodate the varying needs of the 14-plus religious denominations currently providing religious programs and services. The chapel will be planned to be contiguous with other components of the programs building in order to allow for internal movement between functions and to take advantage of the proximity of counseling and other treatment/program personnel to chaplains and volunteers involved in religious programming

Religious services must include an assessment of offenders' religious preferences, and services must reflect the needs of the population. A full-time chaplain/religion coordinator<sup>10</sup> facilitates congregate worship/religious services, individual counseling,

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<sup>10</sup>Consistent with ACA Standards 4-ACI 4-4513.



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group counseling, and religious studies for the full range of denominations represented by the offender population including: Protestants, Catholics, Muslims, Seventh-Day Adventists, Mormons, Jehovah's Witnesses, Wiccans, etc. The chaplain/religion coordinator plans, directs, and coordinates all aspects of the religious program, including approval and training of both lay and clergy volunteers from faiths represented by the offender population. The chaplain/religion coordinator will be responsible for identifying chaplains for each of these groups who will be available to provide individual or group counseling and/or services.

Offenders who so desire will submit a request to the chaplain/religion coordinator for religious services. If eligible, the chaplain/religion coordinator, in collaboration with the offender's case manager, will facilitate the provision of requested religious services. Segregated offenders and those not eligible for movement outside the housing pod/unit will have services provided in the housing pod/unit multipurpose or interview space, or cell-side.

The chapel and related designated spaces will be available for congregational worship/religious services, pastoral counseling, individual counseling, group counseling, and/or religious studies. The chapel, sized for 50 offenders, will be available for congregational worship/religious services and small group counseling/religious studies. The chapel need not be ornate and will not contain fixed denominational artifacts. The chapel should not have fixed pews or seating to ensure that the room can be sufficiently flexible for various groups' unique worship requirements, but storage for chairs will be within the chapel area. Lining one wall of the chapel will be secure storage available for individual denominations' religious materials, articles, and artifacts. Accessible directly from the chapel will be an outside area designated for use by Native Americans to participate in sweat lodge ceremonies.

Located adjacent to the chapel are two interview rooms each containing a table and four chairs, and a multipurpose room, which will be available for individual or small group religious activities.

The chaplain/religion coordinator's office should be adjacent to the chapel but also located so as to allow for effective supervision of the clerical and other spaces within this component. Separate shared spaces for visiting chaplains/religious leaders is provided to accommodate the range of clerical activities in which offenders participate. While this space is shared, there should be a secure file available for each religious leader to store confidential files and/or special religious artifacts.

Entrance to this area will include space for a receptionist/clerk along with reception waiting for offenders awaiting an individual meeting with clergy or other religious leaders.

The religious services/chapel area shall include a printer/copier/fax/office supply alcove, a staff restroom, an offender restroom, and a janitor closet.

**10.400 Library**

A fully stocked and furnished and equipped, centrally located library will be available for offenders on a daily basis, five days per week during scheduled yard time, and is staffed by a qualified staff person who coordinates and supervises library services. Offering



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offenders a range of reading materials helps to combat idleness and boredom, provides a positive leisure activity, provides information for self-help and re-entry, and eases the stress of incarceration.

The library will planned to be contiguous with other components of the programs building in order to allow for internal movement between functions and to take advantage of the proximity of education programs. The central library will be configured such that reading materials are maintained on shelving arranged against the wall and/or on shelving not exceeding five feet high so as to not interfere with internal sight lines and supervision.

Reading and research areas will be provided within the library, which will include tables that accommodate up to six seated offenders each, and individual lounge seating. In addition, a computer carrel having eight stations is provided for use by offenders during scheduled yard times. The computers located in the library will support educational programs by providing participating offenders with computer-aided instruction (self-study) intended to enhance education-related goals.

Within the library area will be a librarian workstation and a work room. The librarian workstation will be centrally located to enable viewing all areas of the library, but also be adjacent to the work room so that the workstation can be observed when the staff is in the work room. The work room will primarily be used to inventory and store recreation and general library materials received through the inter-library system or donated from the public. A book cart will be stored in the library work room and will be used to stage updated reading materials (books, periodicals, and magazines) for distribution throughout the housing pods, particularly for those offenders too ill to participate in the central library program.

Offenders who have selected reading materials for use back in their cells will proceed to the checkout counter where a library worker will properly record the offender's name, assigned housing pod, and book titles being checked out. The checkout counter will be equipped with a computer so that books may be checked out electronically and a paperless system tracks and manages books returned and/or that remain outstanding.

As an adjunct to education programs, the central library should have adjacency with program space designated for education programs.

The library space will include a printer/copy alcove, supply closet, staff restroom, offender restroom, and janitor closet.

### *Recreational*

Recreational library services will encompass a range of reading materials, including primarily leisure reading resource materials, current periodicals, and newspapers. The intent of this component is to provide offenders with a positive opportunity to read, or study or research materials with the appropriate and necessary resources available to assist them in such efforts.

While the majority of recreational reading materials are maintained in the central library, each housing pod will have designated space where shelving is provided for the provision of leisure reading books, periodicals, newspapers, and magazines. A volunteer should be

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recruited to ensure a routine rotation of books, periodicals, and magazines throughout the housing pods.

*Legal*

ACA standard ACI-4-4276 reads as follows:

*Written policy, procedure, and practice provide for the right of offenders to have access to an appropriate law library and to paper, typewriters, or typing services, and other supplies and services related to legal matters. The law library includes, at a minimum, relevant, and up-to-date constitutional, statutory, and case law materials, applicable court rules, and practice treatises. When an offender is unable to make meaningful use of the law library on his or her own, the additional assistance necessary for effective access is provided.*

IDOC Policy IO-OR-05 governing Offender Legal Activities, does not expressly prohibit any form of law library, but does describe a system whereby offenders have access to the courts via contracted attorney's services or via personal law books owned by the offender or other offenders. In fact, that policy cites ACI-4-4276 as an applicable ACA standard. ISP staff has informed us that the intent of the policy is to not have a law library and to instead to provide this service through the contract attorney.

We do not opine that a law library is legally required. It is instead an issue of compliance with ACA standards and it is feasible that IDOC could, citing U.S. Supreme Court precedent, be excused from complying with the standard under Commission on Accreditation rules allowing for "Discretionary Compliance" or Waivers. Absent that, we suggest the following language:

Legal research will rely, in large part, on the use of contracted attorney's services. To supplement those services, a CD-ROM or web-based computerized legal research system will be provided in the library area. Computer carrels within the central library will provide offenders with ample opportunity to conduct legal research and prepare legal documents. Legal research terminals may be used by offenders, staff, and/or volunteer paralegals providing assistance in the methods of conducting legal research. No legal books are required if this system is utilized.

**10.500 Recreation/Exercise**

Active indoor and outdoor recreation/exercise is important for the physical and mental well-being of offenders and for facility security, and helps reduce the negative effects of confinement. ISP offers offenders both indoor and outdoor exercise and recreation opportunities on a daily basis. Based on their behavior management plan, offenders will be scheduled for one of four daily yard times, each being two hours in length. Offenders may choose to participate, amongst other activities, either indoor or outdoor recreation/exercise.

*Outdoor Recreation/Exercise*

The outdoor recreation/exercise yard will be sized to accommodate approximately 100 offenders at one time. The outdoor recreation/exercise yard should be encircled with

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fencing designed to prevent the transfer of contraband from outside into the recreation/exercise areas. Offenders will access the outdoor recreation/exercise yard by first completing security screening in the programs and activities main entry point. Access to the recreation/exercise yard is through a door located off the circulation corridor of the programs area.

Outdoor recreation/exercise yards will be equipped with appropriate major-muscle exercise equipment, one full-size basketball court, two tennis courts, a softball field (with outfield fence distance of 275'), and a walking/running track. In addition, there should be a shaded area with bench seating, a water cooler, telephones, and semi-private urinals. A small outbuilding with sufficient secure storage for recreation/exercise equipment is required. This building should have a small work table from which to record distribution and retrieval of recreation/exercise equipment.

### *Indoor Recreation/Exercise*

The indoor recreation/exercise building should be located in close proximity to the programs and activities area, and include the following functions:

- Recreation/exercise
- Leisure activities
- Music
- Media area
- Recreation store
- Hobby Craft
- Hair care

During scheduled yard time, offenders may access any or all of these functions on a first-come first-serve basis, unless dictated otherwise by policy. Offenders will access the indoor recreation/exercise area by first completing security screening in the programs and activities main entry point. Access to the indoor recreation/exercise area is through a door located off the circulation corridor of the programs area.

Gymnasium: The main gym area will be sized to accommodate approximately 75 offenders at one time. Within the main gym area will be one full-size basketball court, having sufficient perimeter around the court for safety reasons. Moveable, clear netting will surround the basketball courts. In addition to the basketball courts, sufficient space is provided in the main gym for strength-training and aerobic equipment, game tables, a media area for viewing television, listening to the radio, and the recreation store operated by the activities staff with net proceeds used to purchase recreational and activity equipment and supplies (foods purchased must be consumed during yard time). An equipment cage is required for the secure storage of recreation/exercise equipment. Within the equipment cage should be a small work table from which to record distribution and retrieval of recreation/exercise equipment.

Accessible from the main gym area will be a music room and hair care room.

Music Room: A soundproof music room will be available for offenders to store and play musical instruments. The room should be sufficiently sized to accommodate up to six offenders playing instruments, including a piano and drum set. Within the music room will

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be secure storage for musical instruments.

Hobby Craft: ISP offers hobby craft - a vocational woodworking program. Whereas the new ISP is intended to be a maximum security facility, the hobby craft program may be modified to better accommodate the security risks associated with this population (i.e., reducing or minimizing the use of tools that pose a risk to security) and consideration should be given to the development of a hobby program involving leather tooling, painting, drawing, organic farming, etc. The hobby craft program should provide a structured environment where offenders may develop their talents and proficiency in a skilled leisure time activity. One outlet for hobby crafts products may be the Restorative Justice Program retail stores that are in eight locations throughout the state of Iowa. The program will operate on a scheduled basis under the direct supervision of the corrections officer. While space is being programmed for hobby craft, this space could easily be adapted for use by another activity.

Three sessions of hobby craft are held five days per week. Program capacity for each session is limited to 20 participants. Offenders may make a request to participate in hobby craft. The offender's assigned correctional counselor will receive and process these requests and, if approved, coordinate the offender's participation.

Offenders will report to the hobby craft room at the scheduled time and check-in with the corrections officer who will complete a security screening of the offender, which will consist of a walk-through metal detector or pat search. Upon exiting the hobby craft room, offenders will again be subject to security screening. Offenders requiring additional search will be directed/escorted to the programs and activities area entrance for further search.

Within the hobby craft work area will be adequate, appropriate space for the following functions:

- Material storage,
- Preparation of raw materials,
- Assembly production area sized to accommodate up to 25 offenders,
- Finishing (clean) production area sized to accommodate up to 5 offenders, and
- Finish product storage.

Additional spaces required include:

- Secure tool storage,
- Chemicals and flammables storage, and
- Machine and equipment parts storage and repair.

The hobby craft program will be coordinated and directed by the assigned activity specialist. Located within the work area is an office designated for the activity specialist. Office design and furniture and equipment will be commensurate with assigned responsibilities.

Within the hobby craft area will be a staff restroom, offender restroom, and janitor closet.

Hair care: A hair care area will be provided where offenders can receive hair care services

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during scheduled yard periods. The hair care area will meet all State health care and sanitary regulations. Offenders serving as barbers or stylists will be prescreened and approved by the activity director in collaboration with the offender's classification team. The haircutting shop will be co-located with indoor recreation/exercise in an area where it can be easily supervised by facility staff. Bench seating will be located adjacent to the hair care area for offenders who are awaiting hair care services. Within the hair care area will be secure storage for equipment and supplies.

No chemicals will be used in the haircutting process. Any need for chemical hair treatment will be for medical purposes only (e.g., to treat head lice, scalp ailments, etc.), and will be conducted on a case-by-case basis in the clinic area.

Generous glazing in the music and hair care rooms/areas on the walls adjoining the main gymnasium will enhance supervision without disrupting these activities.

Corrections officers assigned to indoor recreation/exercise will operate from a centrally-located security workstation and will routinely observe area activities, and check offender passes and supervise movement into and out of the area. The officer's workstation will be in an open area, and all workstation drawers will be lockable. Within the vicinity of the officer's workstation will be secure unassigned day lockers for use by corrections officers assigned to the yard.

Because of the high volume and variety of activity occurring in this area at any given time, an office for an activity specialist shall be provided. Office design and furniture and equipment will be commensurate with assigned responsibilities. The office's design should include a shower with private changing area and a day locker.

The indoor recreation/exercise building will include a water cooler, supply closet, a staff restroom, an offender restroom, and a janitor closet.

### **Additional Design/Operational Considerations**

The programs administration suite should have easy access to/from the program and activities area, which include:

- 10.200: Programs and Activities Area
- 10.300 Religious Services/Chapel
- 10.400 Library
- 10.500 Recreation/Exercise

There should be one central security screening entry/exit point for these areas, which will help to control movement in/out of programs, minimize the transfer of contraband from other areas of the facility, and aid in increasing staffing efficiencies by developing targeted post assignments.

Security within the programs and activities area/centers will be limited to controlling access to the area using a card and/or biometric access system or other staff-controlled security system. Within this area, general office construction will be employed.

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Generous glazing in these rooms on the walls adjoining the circulation corridor and/or central location of the programs and activities area will enhance supervision without disrupting program activities.

In those areas where large number of offenders congregate or silence is important (e.g., library), sound attenuation measures will be considered where appropriate to assure trouble-free communication or noise-moderation (e.g., fabric rather than plastic or other hard surfaces, carpet, acoustic ceiling panels, etc.).

Consideration should be given to the installation of a PA system that can broadcast in multiple or single areas within the programs and activities areas.

Security designation B: Exterior walls

Security designation C: Interior walls.

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Table 10.000  
 Architectural Program: Programs, Activities, and Services

| No.                                 | Component                                         | Pers/Unit<br>Per Area | Number<br>of Areas | Space<br>Standard | NSF | Notes                                                                                                                 |
|-------------------------------------|---------------------------------------------------|-----------------------|--------------------|-------------------|-----|-----------------------------------------------------------------------------------------------------------------------|
| <b>10.000 PROGRAMS AND SERVICES</b> |                                                   |                       |                    |                   |     |                                                                                                                       |
| <b>10.100 ADMINISTRATION</b>        |                                                   |                       |                    |                   |     |                                                                                                                       |
| 10.101                              | Education Supervisor                              | 1                     | 1                  | 100 /office       | 100 | OF-4                                                                                                                  |
| 10.102                              | Teacher                                           | 2                     | 3                  | 150 /office       | 450 | OF-5                                                                                                                  |
| 10.103                              | Future Teacher                                    | 2                     | 1                  | 150 /office       | 150 | OF-5                                                                                                                  |
| 10.104                              | Reentry Coordinator /<br>Volunteer<br>Coordinator | 2                     | 1                  | 150 /office       | 150 | OF-5                                                                                                                  |
| 10.105                              | Offender Workforce<br>Coordinator                 | 2                     | 1                  | 150 /office       | 150 | OF-5                                                                                                                  |
| 10.106                              | Activity Director                                 | 1                     | 1                  | 100 /office       | 100 | OF-4                                                                                                                  |
| 10.107                              | Substance Abuse<br>Counselors                     | 1                     | 3                  | 192 /area         | 192 | WS-3                                                                                                                  |
| 10.108                              | Reception/Clerical                                | 1                     | 1                  | 64 /wkstn         | 64  | WS-3                                                                                                                  |
| 10.109                              | Volunteer Work Area                               | 1                     | 1                  | 80 /area          | 80  | Forms storage,<br>standing height<br>work table,<br>message board.                                                    |
| 10.110                              | Program Supplies<br>Storage                       | -                     | 4                  | 40 /area          | 160 | Shelving for<br>program<br>supplies/materials.                                                                        |
| 10.111                              | Records Storage                                   | -                     | 1                  | 100 /area         | 100 | Secured for<br>confidential<br>records.                                                                               |
| 10.112                              | Conference Room                                   | 8-12                  | 1                  | 300 /area         | 300 | CF-2; adjacent to<br>breakroom                                                                                        |
| 10.113                              | Interview Room                                    | 1-4                   | 1                  | 120 /area         | 120 | Table with seating<br>for 4                                                                                           |
| 10.114                              | Printer/Copier Alcove                             | 1                     | 1                  | 100 /area         | 100 | Copier, printer,<br>fax, worktable,<br>hanging folders for<br>incoming/outgoing<br>mail                               |
| 10.115                              | Supply Closet                                     | 1                     | 1                  | 100 /area         | 100 | Adjustable<br>shelving and open<br>space for audio<br>visual materials,<br>religious articles,<br>rolling carts, etc. |
| 10.116                              | Staff Restroom                                    | 1                     | 1                  | 50 /area          | 50  | ADA accessible                                                                                                        |
| 10.117                              | Janitor Closet                                    | -                     | 1                  | 40 /area          | 40  | Slop sink, mop<br>racks, ventilation                                                                                  |

10.000 PROGRAMS, ACTIVITIES, and SERVICES

| No.                                   | Component                      | Pers/Unit<br>Per Area | Number<br>of Areas | Space<br>Standard | NSF          | Notes                                                                                                       |
|---------------------------------------|--------------------------------|-----------------------|--------------------|-------------------|--------------|-------------------------------------------------------------------------------------------------------------|
| <i>Subtotal Net Square Feet</i>       |                                |                       |                    |                   | <i>2,406</i> |                                                                                                             |
| <i>Grossing Factor</i>                |                                |                       |                    |                   | <i>1.25</i>  |                                                                                                             |
| <i>Subtotal Gross Square Feet</i>     |                                |                       |                    |                   | <i>3,008</i> |                                                                                                             |
| <b>10.200 PROGRAMS AND ACTIVITIES</b> |                                |                       |                    |                   |              |                                                                                                             |
| 10.201                                | Security Vestibule             | 4                     | 1                  | 80 /area          | 80           | Door controls from Central Control, metal detector                                                          |
| 10.202                                | Seating Area                   | 6                     | 1                  | 10 /person        | 60           | Adjacent to security vestibule                                                                              |
| 10.203                                | Officer's Desk/Metal Detection | 1-2                   | 1                  | 200 /area         | 200          | WS-3, sufficient space for wheel chair access around metal detector; package x-ray.                         |
| 10.204                                | Search Alcove                  | 2-3                   | 1                  | 80 /area          | 80           | 2 areas separated by a wall with visibility from the alcove corridor.                                       |
| <i>Academic Classrooms</i>            |                                |                       |                    |                   |              |                                                                                                             |
| 10.205                                | Academic Classrooms            | 15                    | 4                  | 20 /pers.+50      | 1,400        | Includes teacher desk; wired for video conferencing.                                                        |
| 10.206                                | GED Classroom                  | 20                    | 1                  | 20 /pers.+50      | 450          | Includes teacher desk; wired for video conferencing and computer carrels and hook ups located in the floor. |
| 10.207                                | Interview Rooms                | 2                     | 4                  | 80 /area          | 320          | Located at opposite ends of the corridor.                                                                   |
| <i>Computer Classroom</i>             |                                |                       |                    |                   |              |                                                                                                             |
| 10.208                                | Computer Classroom             | -                     | 10                 | 50 /area          | 500          | Locked room with pin pad or card access; space for mobile rack and shelving for cables, etc.                |
| <i>Vocational Education</i>           |                                |                       |                    |                   |              |                                                                                                             |



10.000 PROGRAMS, ACTIVITIES, and SERVICES

| No.                 | Component               | Pers/Unit<br>Per Area | Number<br>of Areas | Space<br>Standard              | NSF | Notes                                                                                                                                        |
|---------------------|-------------------------|-----------------------|--------------------|--------------------------------|-----|----------------------------------------------------------------------------------------------------------------------------------------------|
| 10.209              | Electronics Repair      | 1                     | 15                 | 35 /station                    | 525 | Workbenches; shelving and cabinetry for components; multiple outlets throughout.                                                             |
| 10.210              | Electronics Storage     | -                     | 1                  | 200 /area                      | 200 | Storage for broken and repaired televisions.                                                                                                 |
| 10.211              | Parts Storage           | -                     | 1                  | 100 /area                      | 100 | Shelving for spare parts                                                                                                                     |
| 10.212              | Secure Tool Storage     | -                     | 1                  | 100 /area                      | 100 | Limited card access; shadow boards for tool storage; cabinet for caustic materials.                                                          |
| 10.213              | Voc. Programs Office    | 1-2                   | 1                  | 120 /office                    | 120 | OF-6; Access from both vocational labs; considerable glazing to enhance visibility; 2 workstations in one office area.                       |
| 10.214              | Voc. Programs Classroom | 15                    | 1                  | 25 /area +50 s.f. teacher area | 425 | Access from both vocational labs; considerable glazing to enhance visibility; instructor desk                                                |
| <i>Shared Areas</i> |                         |                       |                    |                                |     |                                                                                                                                              |
| 10.215              | Pantry/Break Room       | 2-4                   | 1                  | 100 /area                      | 100 | BR-3                                                                                                                                         |
| 10.216              | Offender Restroom       | 1                     | 1                  | 150 /area                      | 150 | ADA compliant - open stalls                                                                                                                  |
| 10.217              | Staff Restroom          | 1                     | 1                  | 50 /area                       | 50  | ADA accessible; located convenient to offices                                                                                                |
| 10.218              | Janitor Closet          | -                     | 2                  | 40 /area                       | 80  | Slop sink, mop racks, ventilation; one located inside the program center and located in the circulation space outside of the program center. |

10.000 PROGRAMS, ACTIVITIES, and SERVICES

| No.                                                                                                                           | Component                         | Pers/Unit<br>Per Area | Number<br>of Areas | Space<br>Standard | NSF                           | Notes                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------|--------------------|-------------------|-------------------------------|------------------------------------------------------------------------|
| <i>Subtotal Net Square Feet</i><br><i>Grossing Factor</i><br><i>Subtotal Gross Square Feet</i>                                |                                   |                       |                    |                   | 4,940<br>1.40<br>6,916        |                                                                        |
| <b>10.300 RELIGIOUS SERVICES/CHAPEL</b>                                                                                       |                                   |                       |                    |                   |                               |                                                                        |
| 10.301                                                                                                                        | Receptionist/Clerk Workstation    | 1                     | 1                  | 50 /area          | 50                            | WS-4                                                                   |
| 10.302                                                                                                                        | Seating Area                      | 5                     | 1                  | 10 /person        | 50                            | Adjacent to security vestibule                                         |
| 10.303                                                                                                                        | Chaplain's Office                 | 1                     | 1                  | 100 /office       | 100                           | OF-4                                                                   |
| 10.304                                                                                                                        | Visiting Chaplains' Office        | 2                     | 1                  | 120 /area         | 120                           | OF-6                                                                   |
| 10.305                                                                                                                        | Interview Rooms                   | 2                     | 2                  | 100 /area         | 200                           | Located near offices; extensive glazing                                |
| 10.306                                                                                                                        | Multi-Purpose Room                | 20                    | 1                  | 15 /person        | 300                           |                                                                        |
| 10.307                                                                                                                        | Chapel                            | 50                    | 1                  | 15 /pers.+100     | 750                           | Includes portable altar/ecumenical services area.                      |
| 10.308                                                                                                                        | Religious Article Storage         | -                     | 1                  | 150 /area         | 150                           | Locked storage cabinets for each denomination                          |
| 10.309                                                                                                                        | Printer/Copier Alcove             | 1                     | 1                  | 100 /area         | 100                           | Copier, printer, fax, worktable; supplies                              |
| 10.310                                                                                                                        | Staff Restroom                    | 1                     | 1                  | 50 /area          | 50                            |                                                                        |
| 10.311                                                                                                                        | Offender Restroom                 | 1                     | 2                  | 50 /area          | 100                           |                                                                        |
| 10.312                                                                                                                        | Janitor Closet                    | -                     | 1                  | 40 /area          | 40                            | Slop sink, mop racks, ventilation                                      |
| 10.313                                                                                                                        | Sweat Lodge Ceremonial Area       | 1                     | 1                  | (300) /area       | (300)                         | Accessible from Chapel                                                 |
| <i>Subtotal Net Square Feet</i><br><i>Grossing Factor</i><br><i>Subtotal Gross Square Feet</i><br><i>Exterior Square Feet</i> |                                   |                       |                    |                   | 2,010<br>1.40<br>2,814<br>300 |                                                                        |
| <b>10.400 LIBRARY</b>                                                                                                         |                                   |                       |                    |                   |                               |                                                                        |
| 10.401                                                                                                                        | Librarian Workstation / Reception | 1                     | 1                  | 80 /area          | 80                            | WS-1; library materials check out                                      |
| 10.402                                                                                                                        | Librarian Workroom/Book Storage   | 1-3                   | 1                  | 150 /area         | 150                           | Temporary book storage; counterspace for marking books; space for book |

**10.000 PROGRAMS, ACTIVITIES, and SERVICES**

| <b>No.</b>                                                                                     | <b>Component</b>             | <b>Pers/Unit<br/>Per Area</b> | <b>Number<br/>of Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b>                                  | <b>Notes</b>                                                                                           |
|------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|----------------------------|---------------------------|---------------------------------------------|--------------------------------------------------------------------------------------------------------|
|                                                                                                |                              |                               |                            |                           |                                             | cart.                                                                                                  |
| 10.403                                                                                         | Open Shelving                | 15                            | 1                          | 1000 /area                | 1,000                                       | Bookshelves against walls or no more than 5' high for visibility.                                      |
| 10.404                                                                                         | Reading Area                 | 18                            | 1                          | 20 /person                | 360                                         | Table with seating for 6; area with comfortable seating                                                |
| 10.405                                                                                         | Computer Carrels             | 1                             | 8                          | 40 /area                  | 320                                         | For viewing and listing to CDs and DVDs                                                                |
| 10.406                                                                                         | Printer/Copier Alcove        | 1                             | 1                          | 40 /area                  | 40                                          | Copier, printer, fax, worktable                                                                        |
| 10.407                                                                                         | Supplies Storage             | -                             | 1                          | 40 /area                  | 40                                          | Shelving for office supplies                                                                           |
| 10.408                                                                                         | Staff Restroom               | 1                             | 1                          | 50 /area                  | 50                                          |                                                                                                        |
| 10.409                                                                                         | Offender Restroom            | 1                             | 2                          | 50 /area                  | 100                                         |                                                                                                        |
| 10.410                                                                                         | Janitor Closet               | -                             | 1                          | 40 /area                  | 40                                          | Slop sink, mop racks, ventilation                                                                      |
| <b>Subtotal Net Square Feet</b><br><b>Grossing Factor</b><br><b>Subtotal Gross Square Feet</b> |                              |                               |                            |                           | <b>2,180</b><br><b>1.40</b><br><b>3,052</b> |                                                                                                        |
| <b>10.500 RECREATION / LEISURE TIME</b>                                                        |                              |                               |                            |                           |                                             |                                                                                                        |
| <i>Outdoor Recreation/Exercise</i>                                                             |                              |                               |                            |                           |                                             |                                                                                                        |
| 10.501                                                                                         | Recreation Yard              | -                             | 1                          | 130000 /area              | (130,000)                                   | Basketball courts, tennis courts, boxing areas, walking/running track. Shaded area with bench seating. |
| 10.502                                                                                         | Recreation Equipment Storage | -                             | 1                          | 200 /area                 | 200                                         | Secure storage                                                                                         |
| 10.503                                                                                         | Offender Restroom            | 4                             | 1                          | 100 /area                 | 100                                         | One ADA accessible; private urinals                                                                    |
| 10.504                                                                                         | Telephone                    | -                             | 1                          | 10 /phone                 | 10                                          | ADA-compliant; adjacent to recreation storage; covered                                                 |
| 10.505                                                                                         | Water Cooler                 | 1                             | 1                          | 6 /area                   | 6                                           | ADA-Compliant, amount per code; adjacent to recreation                                                 |

10.000 PROGRAMS, ACTIVITIES, and SERVICES

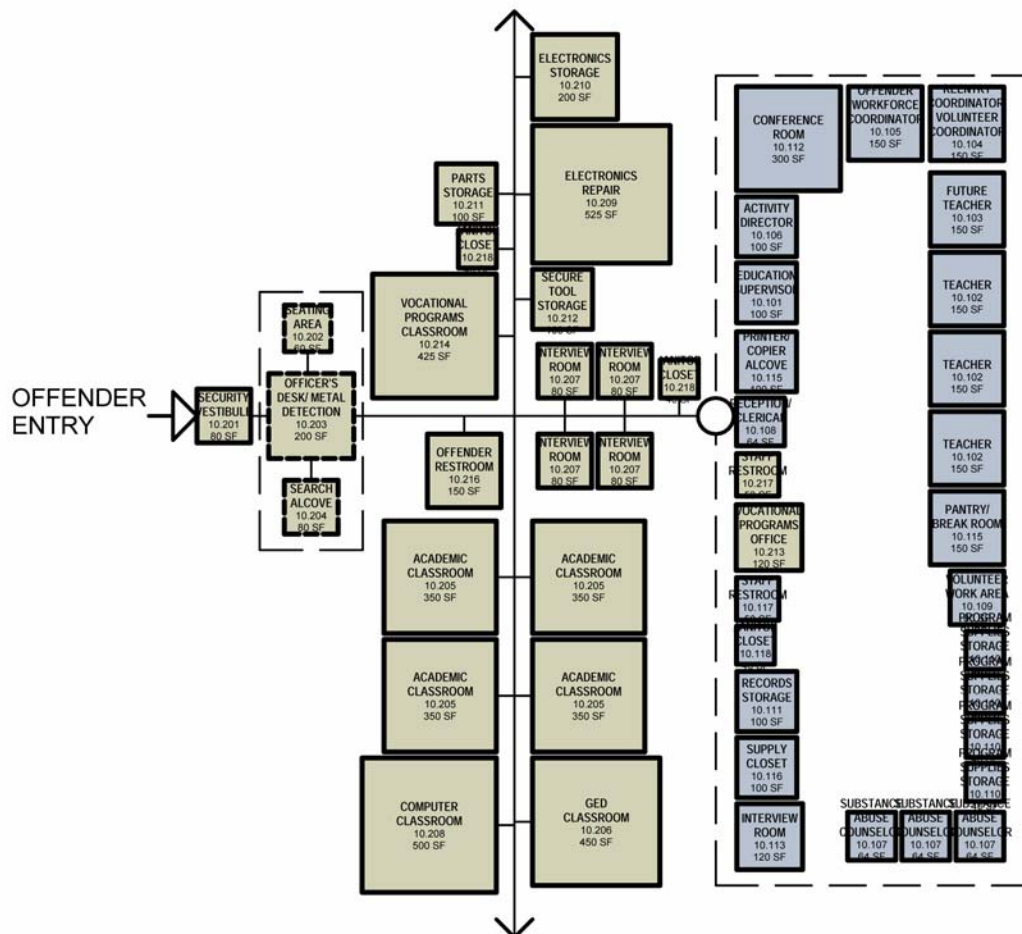
| No.                                   | Component                        | Pers/Unit<br>Per Area | Number<br>of Areas | Space<br>Standard              | NSF   | Notes                                                                                                                                                          |
|---------------------------------------|----------------------------------|-----------------------|--------------------|--------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                       |                                  |                       |                    |                                |       | storage; covered.                                                                                                                                              |
| <i>Indoor<br/>Recreation/Exercise</i> |                                  |                       |                    |                                |       |                                                                                                                                                                |
| 10.506                                | Indoor Gymnasium                 | 10-20                 | 1                  | 4,700 /area                    | 4,700 | Sized for full sized basketball court (94' x 50')                                                                                                              |
| 10.507                                | Rec Equipment Storage Room       | -                     | 1                  | 200 /area                      | 200   |                                                                                                                                                                |
| 10.508                                | Exercise/Training Room           | 10                    | 1                  | 50 /person                     | 500   | Fixed weights, equipment                                                                                                                                       |
| 10.509                                | Media Area                       | 10                    | 1                  | 400 /area                      | 400   | Television viewing and listening to music.                                                                                                                     |
| 10.510                                | Recreation Store                 | 2-4                   | 1                  | 300 /area                      | 300   | Hot and cold storage; counter space, computer with access to offender account information.                                                                     |
| 10.511                                | Music Room                       | 10                    | 1                  | 25 /pers.+60sf<br>record equip | 310   | Sound attenuation measurers; lockable cabinets outlets for recording equipment.                                                                                |
| 10.512                                | Hobby Crafts - Materials Storage | -                     | 1                  | 300 /area                      | 300   | Shelving for storing various craft items (i.e., leather goods, small wood blocks, acrylic paints, chalk; potting soil, pots, refrigerated space for seedlings. |
| 10.513                                | Preparation of Raw Materials     | -                     | 1                  | 100 /area                      | 100   | Sink; soaking tubs; counter space; trash cans.                                                                                                                 |
| 10.514                                | Assembly Production Area         | 15                    | 1                  | 50 /person                     | 750   | Vocational oriented wood working and leather tooling equipment.                                                                                                |
| 10.515                                | Finishing Production Area        | 5                     | 1                  | 200 /area                      | 200   | Clean room, ventilation                                                                                                                                        |
| 10.516                                | Finished Product Storage         | -                     | 1                  | 100 /area                      | 100   |                                                                                                                                                                |

**10.000 PROGRAMS, ACTIVITIES, and SERVICES**

| <b>No.</b>                                                                                                                                 | <b>Component</b>               | <b>Pers/Unit<br/>Per Area</b> | <b>Number<br/>of Areas</b> | <b>Space<br/>Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------|----------------------------|---------------------------|------------|---------------------------------------------------------------------------------------------------|
| 10.517                                                                                                                                     | Secure Tool Storage            | -                             | 1                          | 100 /area                 | 100        | Limited card access; shadow boards for tool storage; cabinet for caustic materials.               |
| 10.518                                                                                                                                     | Hair Care Waiting              | 4                             | 1                          | 15 /person                | 60         |                                                                                                   |
| 10.519                                                                                                                                     | Hair Care Shop                 | 2                             | 2                          | 60 /chair+50 for stylist  | 290        | Hair washing sink; lockable cabinets; barber chair; outlets for dryers.                           |
| 10.520                                                                                                                                     | Recreation Officer Work Podium | 1                             | 1                          | 60 /area                  | 60         | Centrally located to facilitate visibility of entire recreation area; telephone or paging system. |
| 10.521                                                                                                                                     | Activity Specialist Office     | 1                             | 1                          | 100 /person               | 100        | OF-4                                                                                              |
| 10.522                                                                                                                                     | Shower Room                    | 1                             | 1                          | 40 /shower                | 40         | Shower stall with drying area; accessible from activity specialist office; adjacent locker        |
| 10.523                                                                                                                                     | Secure Day Lockers             | 1                             | 2                          | 7.5 /locker               | 15         | Co-located with 10.616.                                                                           |
| 10.524                                                                                                                                     | Water Cooler                   | 1                             | 1                          | 6 /area                   | 6          | ADA-Compliant, amount per code                                                                    |
| 10.525                                                                                                                                     | Supply Closet                  | -                             | 1                          | 40 /area                  | 40         | Shelving for office supplies                                                                      |
| 10.526                                                                                                                                     | Staff Restroom                 | 1                             | 1                          | 50 /area                  | 50         | ADA accessible                                                                                    |
| 10.527                                                                                                                                     | Offender Restroom              | 4                             | 1                          | 200 /area                 | 200        | ADA accessible; wall-mounted water fountain outside of rest room; group open stalls               |
| 10.528                                                                                                                                     | Janitor Closet                 | -                             | 1                          | 40 /area                  | 40         | Slop sink, mop racks, ventilation                                                                 |
| <b>Subtotal Net Square Feet</b><br><b>Grossing Factor</b><br><b>Subtotal Gross Square Feet</b><br><b>Subtotal Exterior Square Feet</b>     |                                |                               |                            |                           |            | <b>9,177</b><br><b>1.40</b><br><b>12,848</b><br><b>(130,000)</b>                                  |
| <b>10.000 Total Interior Net Square Feet</b><br><b>10.000 Total Interior Gross Square Feet</b><br><b>10.000 Total Exterior Square Feet</b> |                                |                               |                            |                           |            | <b>20,713</b><br><b>28,637</b><br><b>(130,000)</b>                                                |

## 10.000 PROGRAMS, ACTIVITIES, and SERVICES

Diagram 10.000  
Adjacency Diagrams: Programs, Activities, and Services

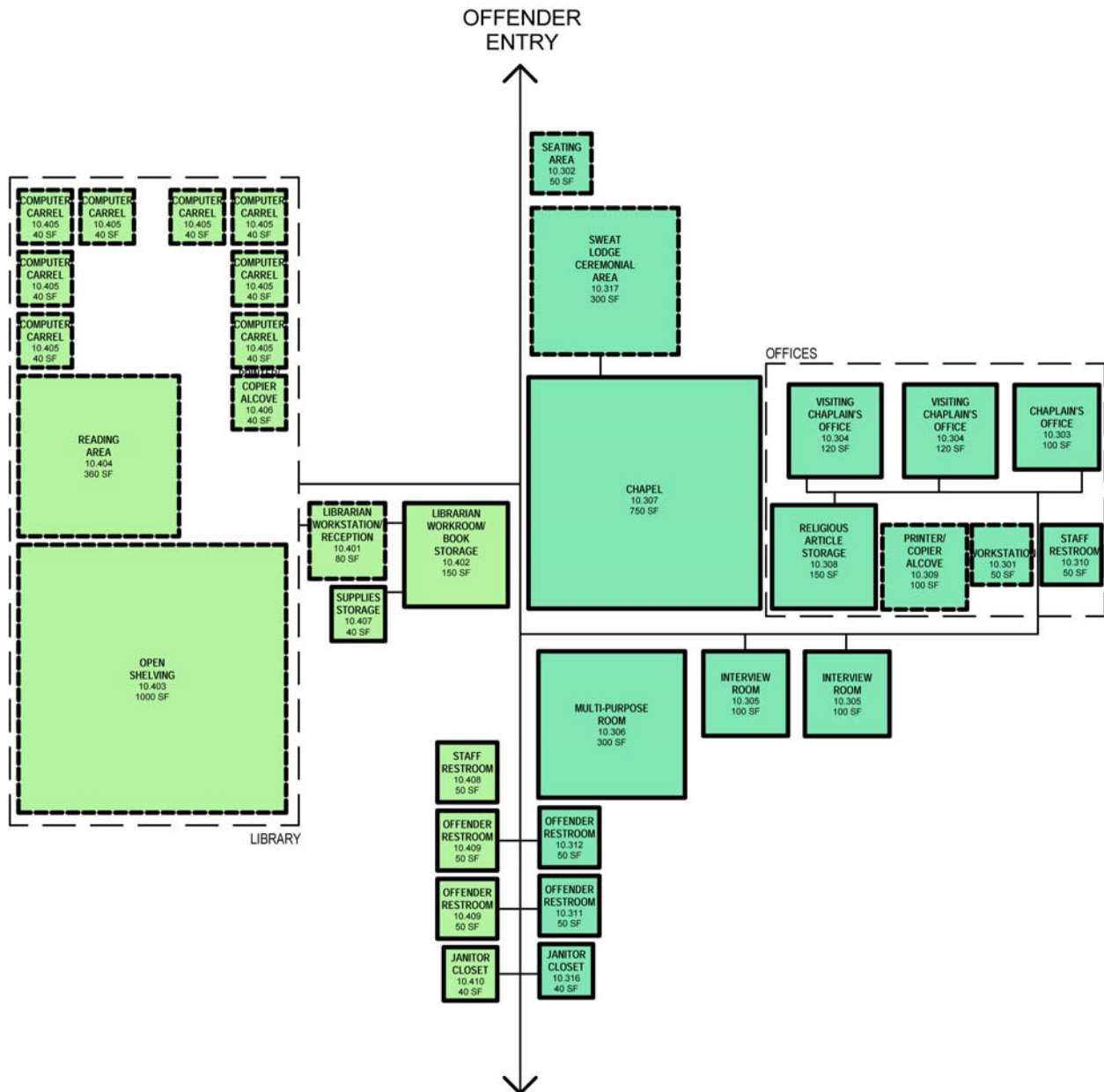


ADMINISTRATION

PROGRAMS AND ACTIVITIES



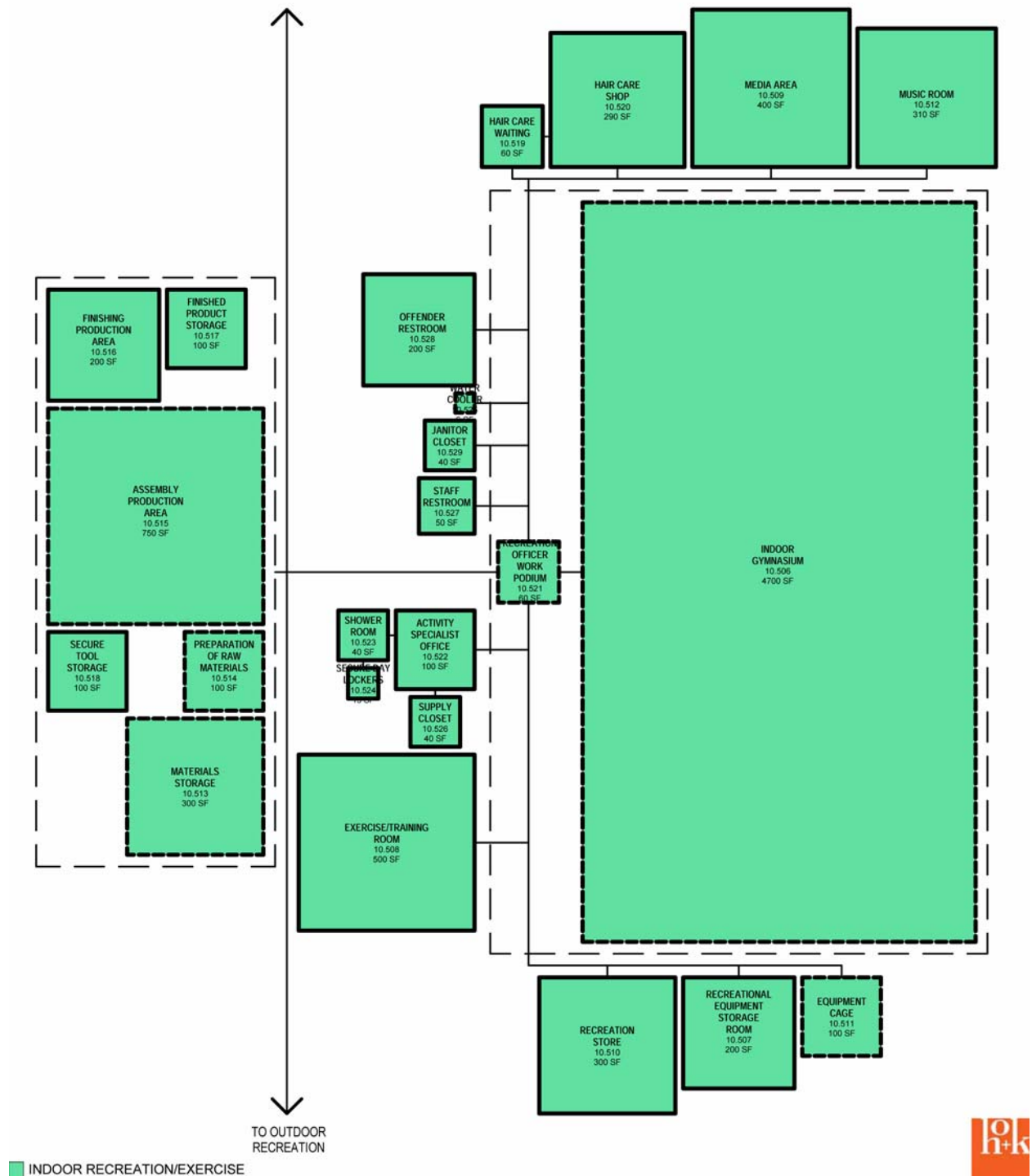
10.000 PROGRAMS, ACTIVITIES, and SERVICES



LIBRARY  
 RELIGIOUS SERVICES/CHAPEL

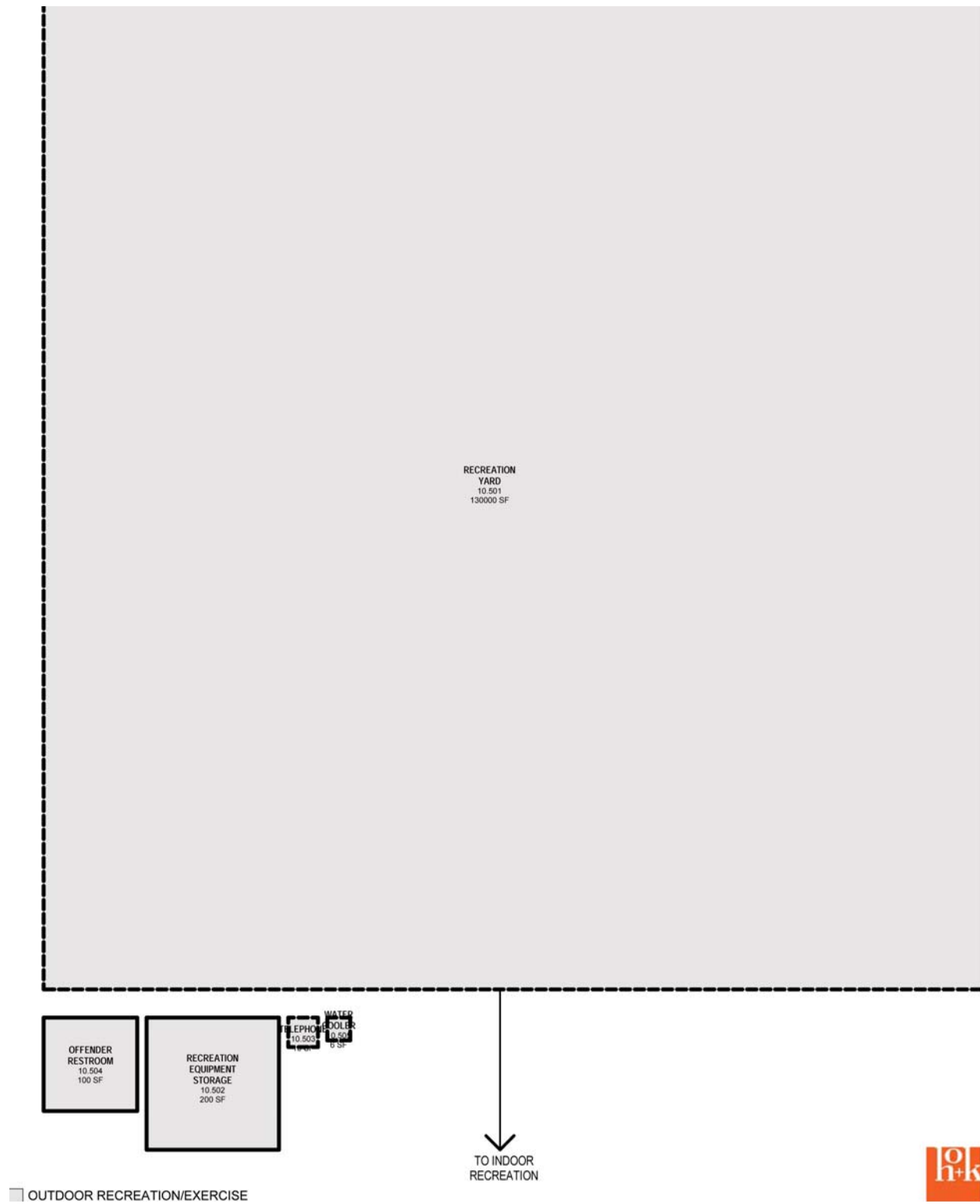


10.000 PROGRAMS, ACTIVITIES, and SERVICES





10.000 PROGRAMS, ACTIVITIES, and SERVICES



**11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM**

**Introduction**

The provision of work opportunities is an important component of effective offender and institutional management. Work programs are a productive outlet for offenders; they can learn new job skills and establish positive work habits. Compensation earned can provide victim restitution or help support the offender's family.

The Iowa Prison Industries (IPI) and Restorative Justice Program are established programs at the ISP that both provide work opportunities for offenders. Both programs are work programs characterized by the production of goods or delivery of services for public or private customers.

The IPI program focuses on the manufacture of custom wood furniture; one of IPI's most successful product lines is dormitory furniture. It is projected by IPI administration that the program may be expanded from its current capacity of 65 to 130 offenders.

The Restorative Justice Program employs offenders producing high-quality cabinets, and framing homes and utility sheds for Restorative Justice Program affiliates throughout Iowa. It is expected that the program will be expanded from its current capacity of 40 to 80 offenders.

It is expected that both programs will examine their operations in light of ISP's move away from all classification types being housed at ISP, and adjust their operations in such a manner so as to be suitable for a high-medium and/or maximum custody offender.

Offenders who meet program eligibility requirements will be allowed to participate in the industries and/or Restorative Justice Program programs based upon space availability.

**Operational Description**

***11.100 Iowa Prison Industries***

As part of a case plan, eligible offenders may be assigned to the industries program. IPI presently operates five days per week during the hours of 6:25 a.m. until 2:25 p.m. under the direct supervision of IPI and security staff. The industry program will be coordinated and directed by the plant manager. All IPI manufacturing components will be located within the secure perimeter.

Offenders will report to the industry room at the scheduled time after having first completed check-in with the corrections officer who will complete a security screening of the offender, and the offender will change into a work uniform (see subsection 11.300).

To the extent possible, the IPI production building should reflect an open floor plan, which will allow for improved work flow and strengthen security-related activities by providing clear sight lines. Within the industry work area will be adequate, appropriate space for the following functions:

- Raw material storage,
- Computer-Aided-Design (CAD) office - 6 CAD operators,
- Preparation of raw materials,

**11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM**

- Sanding room,
- Production area sized to accommodate up to 100 offenders,
- Finishing room (with three spray paint booths), and
- Finished product storage.

Additional spaces required include:

- Secure tool storage,
- Chemical storage, and
- Machine and equipment parts storage and repair.

Within the secure tool storage will be a workstation for the person responsible for managing tools.

IPI will maintain its existing warehouse located at the current ISP site, and it is here that all raw materials and finished product will be stored. The amount of raw material storage required in the production building will be limited in size to that which is necessary to fulfill production orders being processed at the time.

All raw materials and supplies will be transferred from the existing warehouse (at the current ISP main facility location) to the production building via institutional vehicles that, once having completed security screening, the vehicle will proceed inside the secure perimeter to the IPI loading dock.

Once the raw material is at the IPI loading dock, it will be transferred from institutional trucks through the use of a standard size forklift. As such, material movement isles and storage areas must be appropriately sized to accommodate the mobility of a forklift with materials, space for storing and charging the forklift will be provided.

A loading dock will be located within the internal service yard with direct access to the industries building. The industries loading dock should provide adequate space for up to two tractor-trailer trucks to unload goods onto a well lit dock, and should be protected from weather and extreme temperatures. All goods will arrive at the IPI loading dock and will be checked in at the secure staging area by IPI personnel. Raw materials will then be transferred to the appropriate storage areas. Finished products will be transferred to the warehouse through this loading dock.

A room will be provided for holding industries trash, which will be collected by institutional staff on a daily basis and transferred to the central warehouse where it will be deposited into the trash compactor. Exterior dumpsters/recycling bins will be provided for the appropriate separation of recyclables, which will also be transferred to the central warehouse for suitable disposal.

Within the industries production area, office and work space will be provided for the following positions and functions:

- Plant Manager
- Industries Supervisor
- Safety/Tool Officer
- IPI Technicians

## 11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM

- Clerical Support
- Security Staff

Office design and furniture and equipment will be commensurate with assigned responsibilities. Offices will be centrally located within the production area with ample glazing to afford good visibility of work areas. The corrections officer's workstation will be located so as to have full, unobstructed visibility of work areas.

All secure doors/rooms associated with the industries building will be equipped with card or biometric access security systems for authorized staff. The locking systems will be monitored and controlled by master control.

Within the industry area will be an copier/printer/fax/supply area, break room, staff restrooms, offender restrooms, and janitor closet.

### 11.200 Restorative Justice Program

As part of a program and activity plan, eligible offenders may be assigned to the Restorative Justice Program. The Restorative Justice Program's focus is to provide offenders with opportunities to make meaningful contributions within the community that begin to repair the harm inflicted by the offenders' criminal behavior. It is an opportunity to be held accountable for one's actions and make strides to become a pro-social member of society. The focus of the Restorative Justice Program focuses on the construction of cabinets that may be used in Habitat for Humanity homes.<sup>11</sup>

Restorative Justice Program presently operates five days per week during the hours of 6:30 a.m. until 2:30 p.m. under the direct supervision of two program planners who run all aspects of the program with oversight by the associate warden of treatment. All Restorative Justice Program components will be located within the secure perimeter.

Offenders will report to the Restorative Justice Program room at the scheduled time after having first completed check-in with the corrections officer who will complete a security screening of the offender, and the offender will change into a work uniform (see subsection 11.300).

To the extent possible, the Restorative Justice Program building should reflect an open floor plan, which will allow for improved work flow and strengthen security-related activities by providing clear sight lines. Within the Restorative Justice Program work area will be adequate, appropriate space for the following functions:

- Cabinet wood storage,
- Computer-Aided-Design (CAD) office - 4 CAD operators,
- Production areas (cabinets),
- Finishing room (with large spray paint booth), and
- Finished product delivery preparation and storage.

Additional spaces required include:

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<sup>11</sup> Habitat for Humanity is a nonprofit, ecumenical Christian ministry that builds simple, decent, and affordable homes for low-income families in need around the world, regardless of race or religion. Source: <http://www.habitat.org/how/default.aspx>.

## 11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM

- Chemical storage,
- Secure tool storage (multiple spaces), and

All raw materials will be received and stored in the central warehouse (see Section 14.000). The amount of raw material storage required at the production facility will be limited in size to that which is necessary to fulfill orders being processed at the time.

All raw materials and supplies will be transferred from the central warehouse to the Restorative Justice Program building via institutional vehicles that, once having completed security screening, will take them inside the secure perimeter.

A loading dock will be located within the internal service yard with direct access to the Restorative Justice Program building. The Restorative Justice Program loading dock should provide adequate space for up to two tractor-trailer trucks to unload goods onto a well lit dock, and should be protected from weather and extreme temperatures. All materials will arrive at the loading dock and will be checked in at the secure staging area that serves the loading dock and acts much like a sallyport. Raw materials will then be transferred to the appropriate storage areas. Finished products will be delivered through this loading dock.

A room will be provided for holding Restorative Justice Program trash, which will be deposited into the trash compactor. Exterior dumpsters/recycling bins will be provided for the appropriate separation of recyclables.

Within the Restorative Justice Program work area, office and work space will be provided for the following positions and functions:

- Program Planners
- Security Staff

Office design and furniture and equipment will be commensurate with assigned responsibilities. Offices will be centrally located within the work area with ample glazing to afford good visibility of work areas. The corrections officer's workstation will be located so as to have full, unobstructed visibility of work areas.

All secure doors/rooms associated with Restorative Justice Program will be equipped with card or biometric access security systems for authorized staff. The locking systems will be monitored and controlled by master control.

Within the Restorative Justice Program area will be an office supply closet, break room, staff restroom, offender restroom, and janitor closet.

### 11.300 Shared Areas

The IPI and Restorative Justice Program programs will share space designated for offender check-in and security screening, as well as spaces designated for offender dining, offender training, and a conference room. While these areas can be used interchangeably for both programs, no area should be used by offenders from more than one program at the same time.

11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM

*Security Screening*

Offenders will report to a reception/screening area where they will check-in with the corrections officer and may be subject to security screening. A queuing area – standing room only, for approximately 25 people will be provided for the security screening area. Space for a walk-through metal detector will be sufficiently sized for wheelchair circulation around the metal detector when required. Secure storage for hand-held metal detectors and associated equipment must be provided (officer workstation). A package x-ray machine is provided for scanning any items entering/leaving the facility.

Upon reporting to work, offender workers may be required to change their footwear and will change in the clothing/boot room located in this component. Storage for boots/footwear and wall hooks for offender coats/outwear will be available.

Upon conclusion of their shift, offenders will change their footwear and then will undergo security screening, which may include a search. The search may be a pat, strip or metal detection search.

*Offender Dining*

Offenders will eat their meals in the dining room centrally located between the IPI and Restorative Justice Program production areas. The dining room will be sized to accommodate up to 130 offenders at any given time. Within the dining room will be a servery sized to accommodate the holding and transport carts containing individual, pre-portioned meal trays. Outlets will be required in this area, sufficient in number, to plug in the heated carts. The servery will be equipped with counter space, sink, microwave, appropriate electrical outlets, and storage cabinets for a supply of napkins, disposable eating utensils, etc. and a trash receptacle. A secured access door will be located near the servery to facilitate delivery and retrieval of meal trays.

The officer will call the offenders to form a line at which point the officer will monitor the distribution of individual meal trays to offenders. Staff may also be served trays and will eat in the same dining space, while also observing offenders dining. Once the meal is completed, the officer will collect and search the soiled trays before offender workers load them into the delivery carts for return to the central kitchen. Space within the servery will be designated specifically as a staging area for soiled trays. An adjacent trash alcove will be provided.

Space for an ice machine will also be provided in this area. Ice will be distributed on an as needed basis at the discretion of the corrections officer.

Offenders may be required to work during headcounts, but they still must be accounted for at all times. When announcements are made for institutional activities such as headcounts, offenders in the area are expected to report to a designated location where they can be accounted for. The offender dining area will be the location where offenders are expected to report upon notice of any related institutional activity.

The offender dining room may also be used to conduct training, meetings with salespeople, visitors, vendors, staffing meetings, etc.

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Within the shared area is a copy/work room - which will contain a copier, fax machine, networked printer, paper shredder, shelving, and work table, pantry/break room, staff restroom, and janitor's closet.

**Additional Design/Operational Considerations**

Security within the industries and Restorative Justice Program areas will be limited to controlling access to the area using a card and/or biometric access system or other staff-controlled security system. Within this area, general office construction will be employed.

Generous glazing in the classroom on the walls adjoining the work areas will enhance supervision without disrupting the classroom activities.

Loading dock doors should be motor driven or hydraulic sliding units at an 14-foot height and minimum 10-foot width. Bollards should be positioned about each door for protection when closed or open. The receiving/loading dock area should provide adequate space for up to two 70+ foot tractor-trailer trucks to unload raw materials and/or finished product onto a well lit dock. The truck receiving/loading dock and staging areas are at a 48" height from grade. All bays are also provided with overhead cover to provide protection from weather and extreme temperatures.

All doors leading to spaces within the industries and Restorative Justice Program building should be equipped with a card and/or biometric access system and alarm devices when not in use. The master control room should monitor enunciation of the alarm. Closed-circuit television should be considered for the vehicle receiving/loading area.

The use of standard warehouse type construction for these components is appropriate. The floors can be finished concrete, the walls concrete block or a similar material, and the ceiling, in most instances, can be exposed structural systems with a standard roof deck. The industries and Restorative Justice Program building should be equipped with fire, smoke, and carbon monoxide alarm systems, enunciated both within the area and within master control.

Security designation: C

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Table 11.000  
 Architectural Program: Industries and Restorative Justice Program

| No.                       | Component                                      | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space Standard   | NSF     | Notes                                                                                                                                                                                    |
|---------------------------|------------------------------------------------|------------------------|-----------------------|------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>11.000 INDUSTRIES</b>  |                                                |                        |                       |                  |         |                                                                                                                                                                                          |
| <b>11.100 INDUSTRIES</b>  |                                                |                        |                       |                  |         |                                                                                                                                                                                          |
| <i>Industry Shops</i>     |                                                |                        |                       |                  |         |                                                                                                                                                                                          |
| 11.101                    | CAD Office / IPI Tech Workstations             | -                      | 1                     | 260 /area        | 260     | 3 WS-4; work counter with CAD computers; plotters/printers centrally located in the production area.                                                                                     |
| 11.102                    | Raw Materials Storage                          | -                      | 1                     | 3,000 /area      | 3,000   | Secure; racks                                                                                                                                                                            |
| 11.103                    | Production Area                                | 100                    | 1                     | 20,000 /area     | 20,000  | Storage for raw materials                                                                                                                                                                |
| 11.104                    | Preparation for Sanding                        | -                      | 1                     | 2,400 /area      | 2,400   | Storage for finished products                                                                                                                                                            |
| 11.105                    | Sanding Room                                   | -                      | 1                     | 7,500 /area      | 7,500   | Filtration/exhaust system; shelving for belt and disc sanders                                                                                                                            |
| 11.106                    | Finishing Room                                 | -                      | 3                     | 2,000 /booth     | 6,000   | Exhaust/filtration system to building exterior                                                                                                                                           |
| 11.107                    | Finished Product Storage                       | -                      | 1                     | 5,000 /booth     | 5,000   | Exhaust/filtration system to building exterior                                                                                                                                           |
| 11.108                    | Secure Tool Storage                            | -                      | 1                     | 400 /area        | 400     | Limited card access; shadow boards for tool storage.                                                                                                                                     |
| 11.109                    | Chemical Storage                               | 1                      | 1                     | 200 /area        | 200     |                                                                                                                                                                                          |
| 11.110                    | Machine and Equipment Parts Storage and Repair | 2                      | 1                     | 500 /area        | 500     | Work benches; storage cabinets                                                                                                                                                           |
| <i>Receiving/Shipping</i> |                                                |                        |                       |                  |         |                                                                                                                                                                                          |
| 11.111                    | Receiving Staging                              | -                      | 1                     | 500 /area        | 500     | Interlocked space where goods will be off-loaded and delivered by the vendors who will leave once the area is secured; offender workers will then move the goods into the industry area. |
| 11.112                    | Forklift Staging/Charging                      | -                      | 1                     | 60 /area         | 60      |                                                                                                                                                                                          |
| 11.113                    | Truck Loading/ Receiving Dock                  | -                      | 2                     | (500) /area      | (1,000) | Exterior space, sized for tractor-trailer truck access, ramp, dock leveler, weather protection, rolling door                                                                             |
| 11.114                    | Trash Compactor                                | -                      | 1                     | (200) /compactor | (200)   | Exterior space, hose bib                                                                                                                                                                 |



11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM

| No.                                                                                                                                                                                                                                                                                                                                                                          | Component                                        | Pers/Units Per Area | Number of Areas | Space Standard | NSF   | Notes                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|---------------------|-----------------|----------------|-------|----------------------------------------------------------------------------------------------------------|
| 11.115                                                                                                                                                                                                                                                                                                                                                                       | Cardboard Baler, Bale Storage, Cardboard Box Bin | -                   | 1               | 300 /area      | 300   | Shed with roof, open sides, baler, storage for two bales, bin for cardboard box storage prior to baling. |
| 11.116                                                                                                                                                                                                                                                                                                                                                                       | Pallet Store                                     | -                   | 1               | (50) /area     | (50)  | Exterior space, near receiving dock                                                                      |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i> 46,120<br/> <i>Grossing Factor</i> 1.10<br/> <i>Subtotal Gross Square Feet</i> 50,732<br/> <i>Subtotal Exterior Square Feet</i> 1,250 </p>                                                                                                                                                                    |                                                  |                     |                 |                |       |                                                                                                          |
| <i>Support Spaces</i>                                                                                                                                                                                                                                                                                                                                                        |                                                  |                     |                 |                |       |                                                                                                          |
| 11.117                                                                                                                                                                                                                                                                                                                                                                       | Plant Manager                                    | 1                   | 1               | 180 /office    | 180   | OF-2; outside near dining.                                                                               |
| 11.118                                                                                                                                                                                                                                                                                                                                                                       | Industries Supervisor                            | 1                   | 1               | 120 /office    | 120   | OF-3; next to CAD office                                                                                 |
| 11.119                                                                                                                                                                                                                                                                                                                                                                       | Clerical Support                                 | 1                   | 1               | 50 /wkstn      | 50    | WS-4; outside near dining                                                                                |
| 11.120                                                                                                                                                                                                                                                                                                                                                                       | Safety / Tool Officer                            | 1                   | 1               | 100 /office    | 100   | OF-4; outside near dining                                                                                |
| 11.121                                                                                                                                                                                                                                                                                                                                                                       | Officer Workstation                              | 1                   | 1               | 50 /area       | 50    | WS-4; centrally located to facilitate visibility of entire area.                                         |
| 11.122                                                                                                                                                                                                                                                                                                                                                                       | Printer/Copy/Supply                              | -                   | 1               | 100 /area      | 100   | Shelving for office supplies                                                                             |
| 11.123                                                                                                                                                                                                                                                                                                                                                                       | Staff Restroom                                   | 1                   | 2               | 50 /area       | 100   | ADA accessible                                                                                           |
| 11.124                                                                                                                                                                                                                                                                                                                                                                       | Offender Restroom                                | 1-3                 | 2               | 150 /area      | 300   | ADA accessible; half-wall; 2 locations; wall-mounted water fountain outside rest rooms                   |
| 11.125                                                                                                                                                                                                                                                                                                                                                                       | Janitor Closet                                   | -                   | 1               | 40 /area       | 40    | Slop sink, mop racks, ventilation                                                                        |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i> 1,040<br/> <i>Grossing Factor</i> 1.25<br/> <i>Subtotal Gross Square Feet</i> 1,300<br/> <i>Subtotal Exterior Square Feet</i> 0 </p> <p style="text-align: right;"> <i>Subtotal Net Square Feet</i> 47,160<br/> <i>Subtotal Gross Square Feet</i> 52,032<br/> <i>Subtotal Exterior Square Feet</i> 1,250 </p> |                                                  |                     |                 |                |       |                                                                                                          |
| <b>11.200 RESTORATIVE JUSTICE PROGRAM</b>                                                                                                                                                                                                                                                                                                                                    |                                                  |                     |                 |                |       |                                                                                                          |
| <i>Work Area</i>                                                                                                                                                                                                                                                                                                                                                             |                                                  |                     |                 |                |       |                                                                                                          |
| 11.201                                                                                                                                                                                                                                                                                                                                                                       | CAD Office / CAD Operators                       | -                   | 1               | 150 /area      | 150   | 3 WS-4; work counter with CAD computers; plotters/printers                                               |
| 11.202                                                                                                                                                                                                                                                                                                                                                                       | Cabinet Wood Storage                             | -                   | 1               | 1,200 /area    | 1,200 | Secure; shelving                                                                                         |
| 11.203                                                                                                                                                                                                                                                                                                                                                                       | Production Area                                  | 20                  | 1               | 8,180 /area    | 8,180 | Cutting, fabricating, sanding                                                                            |
| 11.204                                                                                                                                                                                                                                                                                                                                                                       | Compressor Room                                  | -                   | 1               | 160 /area      | 160   |                                                                                                          |

11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM

| No.                       | Component                                        | Pers/Units Per Area | Number of Areas | Space Standard   | NSF                           | Notes                                                                                                                                                                                               |
|---------------------------|--------------------------------------------------|---------------------|-----------------|------------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.205                    | Hardware Storage                                 | -                   | 1               | 160 /area        | 160                           | Bins; shelves                                                                                                                                                                                       |
| 11.206                    | Finishing Room                                   | -                   | 1               | 4,200 /booth     | 4,200                         | Exhaust/filtration system to building exterior                                                                                                                                                      |
| 11.207                    | Spray Booth Room                                 | -                   | 1               | 250 /booth       | 250                           |                                                                                                                                                                                                     |
| 11.208                    | Chemical Storage                                 | 1                   | 1               | 200 /area        | 200                           | Paint, finish storage; ventilation exhausted to building exterior                                                                                                                                   |
| 11.209                    | Wrapping and Shipping                            | -                   | 1               | 2,000 /area      | 2,000                         | Exhaust/filtration system to building exterior                                                                                                                                                      |
| 11.210                    | Secure Tool Storage                              | -                   | 1               | 700 /area        | 700                           | Limited card access; shadow boards for tool storage.                                                                                                                                                |
| 11.211                    | AA Tools Storage                                 | -                   | 1               | 500 /area        | 500                           | Limited card access; shadow boards for tool storage. Machine and equipment parts storage.                                                                                                           |
| <i>Receiving/Shipping</i> |                                                  |                     |                 |                  |                               |                                                                                                                                                                                                     |
| 11.212                    | Receiving Staging                                | -                   | 1               | 500 /area        | 500                           | Interlocked space where goods will be off-loaded and delivered by the vendors who will leave once the area is secured; offender workers will then move the goods into the Restorative Justice area. |
| 11.213                    | Truck Loading/ Receiving Dock                    | -                   | 2               | (500) /area      | (1,000)                       | Exterior space, sized for tractor-trailer truck access, ramp, dock leveler, weather protection, rolling door                                                                                        |
| 11.214                    | Trash Compactor                                  | -                   | 1               | (200) /compactor | (200)                         | Exterior space, hose bib                                                                                                                                                                            |
| 11.215                    | Cardboard Baler, Bale Storage, Cardboard Box Bin | -                   | 1               | 300 /area        | 300                           | Shed with roof, open sides, baler, storage for two bales, bin for cardboard box storage prior to baling.                                                                                            |
| 11.216                    | Pallet Store                                     | -                   | 1               | (50) /area       | (50)                          | Exterior space, near receiving dock                                                                                                                                                                 |
|                           |                                                  |                     |                 |                  | Subtotal Net Square Feet      | 18,500                                                                                                                                                                                              |
|                           |                                                  |                     |                 |                  | Grossing Factor               | 1.10                                                                                                                                                                                                |
|                           |                                                  |                     |                 |                  | Subtotal Gross Square Feet    | 20,350                                                                                                                                                                                              |
|                           |                                                  |                     |                 |                  | Subtotal Exterior Square Feet | 1,250                                                                                                                                                                                               |
| <i>Support Spaces</i>     |                                                  |                     |                 |                  |                               |                                                                                                                                                                                                     |
| 11.217                    | Program Planners                                 | 3                   | 1               | 64 /wkstn        | 192                           | WS-3                                                                                                                                                                                                |

11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM

| No.                                                                                                                                                                                                                                                                                                                                                                  | Component                    | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space Standard | NSF   | Notes                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------|-----------------------|----------------|-------|-----------------------------------------------------------------------------------------------------------------------------------|
| 11.218                                                                                                                                                                                                                                                                                                                                                               | Office Workstation           | 1                      | 1                     | 50 /area       | 50    | WS-4; centrally located to facilitate visibility of entire area.                                                                  |
| 11.219                                                                                                                                                                                                                                                                                                                                                               | Printer/Copy Alcove          | -                      | 1                     | 100 /area      | 100   | Shelving for office supplies                                                                                                      |
| 11.220                                                                                                                                                                                                                                                                                                                                                               | Staff Restroom               | 1                      | 1                     | 50 /area       | 50    | ADA accessible                                                                                                                    |
| 11.221                                                                                                                                                                                                                                                                                                                                                               | Offender Restroom            | 1-3                    | 1                     | 150 /area      | 150   | ADA accessible; half-wall; 2 locations; wall-mounted water fountain outside rest rooms                                            |
| 11.222                                                                                                                                                                                                                                                                                                                                                               | Janitor Closet               | -                      | 1                     | 100 /area      | 100   | Slop sink, mop racks, ventilation; storage for cleaning supplies                                                                  |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>    642<br/> <i>Grossing Factor</i>    1.25<br/> <i>Subtotal Gross Square Feet</i>    803<br/> <i>Subtotal Exterior Square Feet</i>    0<br/> <br/> <i>Subtotal Net Square Feet</i>    19,142<br/> <i>Subtotal Gross Square Feet</i>    21,153<br/> <i>Subtotal Exterior Square Feet</i>    1,250 </p> |                              |                        |                       |                |       |                                                                                                                                   |
| <b>11.300 SHARED AREAS</b>                                                                                                                                                                                                                                                                                                                                           |                              |                        |                       |                |       |                                                                                                                                   |
| 11.301                                                                                                                                                                                                                                                                                                                                                               | Security Vestibule           | 4                      | 1                     | 100 /area      | 100   | Door controls from Central Control, metal detector                                                                                |
| 11.302                                                                                                                                                                                                                                                                                                                                                               | Staging Area                 | 25                     | 1                     | 5 /person      | 125   | Adjacent to security vestibule                                                                                                    |
| 11.303                                                                                                                                                                                                                                                                                                                                                               | Officer's Workstation        | 1-2                    | 1                     | 50 /area       | 50    | WS-4                                                                                                                              |
| 11.304                                                                                                                                                                                                                                                                                                                                                               | Security Screening           | 1                      | 1                     | 50 /area       | 50    | Walk-through body scanner.                                                                                                        |
| 11.305                                                                                                                                                                                                                                                                                                                                                               | Uniform/Boot Room            | 10                     | 1                     | 200 /area      | 200   | Racks for boots/footwear; hooks for coats.                                                                                        |
| 11.306                                                                                                                                                                                                                                                                                                                                                               | Search Alcove                | 2-3                    | 1                     | 80 /area       | 80    | 2 areas separated by a wall with visibility from the alcove corridor.                                                             |
| 11.307                                                                                                                                                                                                                                                                                                                                                               | Offender Dining/Multipurpose | 100                    | 1                     | 10 /person     | 1,000 | Assumes 3 shifts at max. capacity; moveable tables, also used for offender training; secure cabinetry for audio/visual equipment. |
| 11.308                                                                                                                                                                                                                                                                                                                                                               | Heated Cart Staging          | -                      | 1                     | 200 /area      | 200   | Ample outlets                                                                                                                     |
| 11.309                                                                                                                                                                                                                                                                                                                                                               | Servery                      | -                      | 1                     | 80 /area       | 80    | Counter, sink, microwave, storage cabinets, ice machine.                                                                          |
| 11.310                                                                                                                                                                                                                                                                                                                                                               | Soiled Tray Staging          | -                      | 1                     | 200 /area      | 200   | Located adjacent to dining area and food cart receiving.                                                                          |

11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM

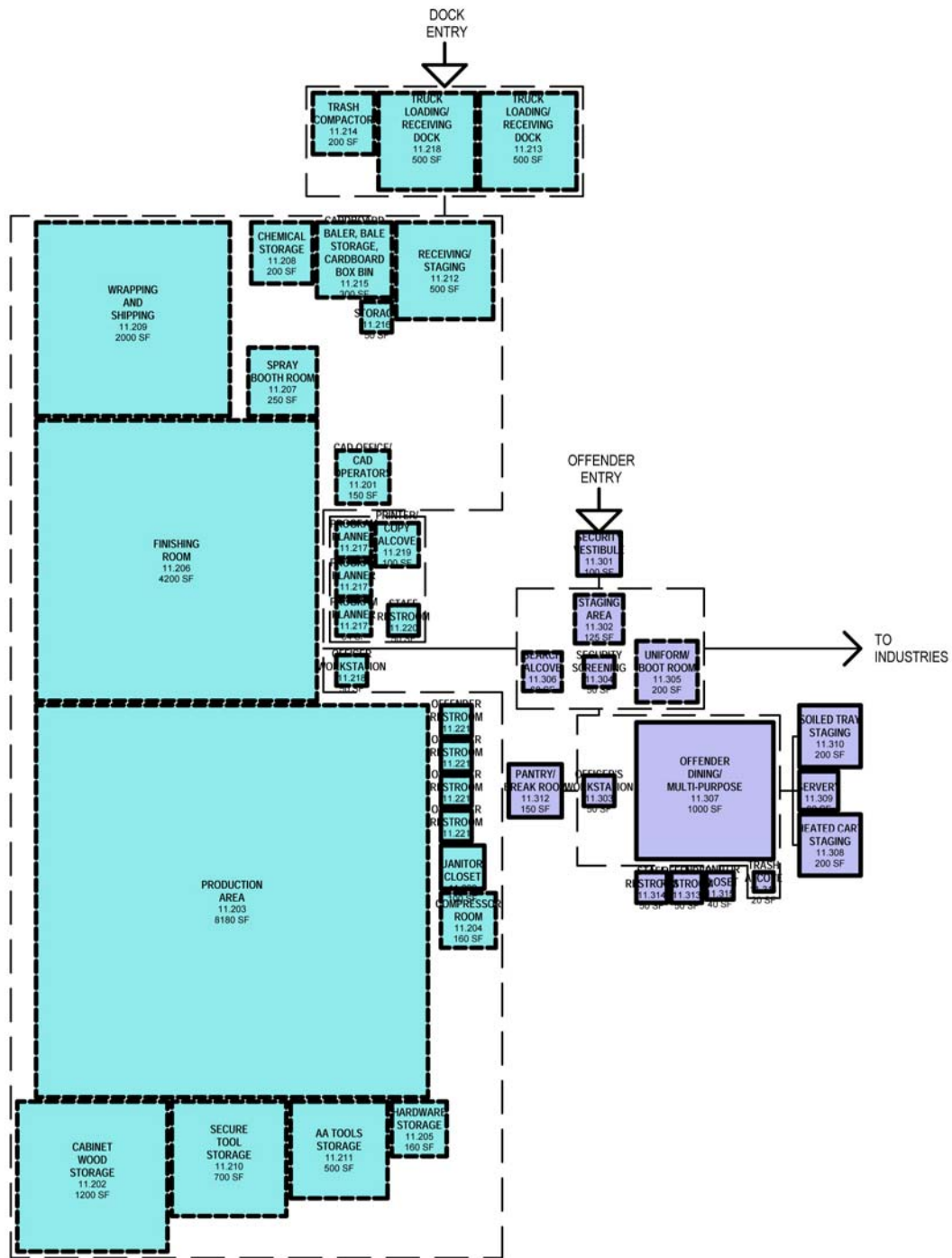
| No.                                                                                                                                                                                   | Component         | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space Standard | NSF | Notes                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------|-----------------------|----------------|-----|--------------------------------------|
| 11.311                                                                                                                                                                                | Trash Alcove      | -                      | 1                     | 20 /area       | 20  |                                      |
| 11.312                                                                                                                                                                                | Pantry/Break Room | 8-10                   | 1                     | 150 /area      | 150 | BR-2                                 |
| 11.313                                                                                                                                                                                | Offender Restroom | 1                      | 1                     | 50 /area       | 50  | ADA accessible                       |
| 11.314                                                                                                                                                                                | Staff Restroom    | 1                      | 1                     | 50 /area       | 50  | ADA accessible                       |
| 11.315                                                                                                                                                                                | Janitor Closet    | -                      | 1                     | 40 /area       | 40  | Slop sink, mop racks,<br>ventilation |
| <i>Subtotal Net Square Feet</i> <b>2,395</b><br><i>Grossing Factor</i> <b>1.40</b><br><i>Subtotal Gross Square Feet</i> <b>3,353</b><br><i>Subtotal Exterior Square Feet</i> <b>0</b> |                   |                        |                       |                |     |                                      |
| <i>11.000 Total Interior Net Square Feet</i> <b>68,697</b><br><i>11.000 Total Interior Gross Square Feet</i> <b>76,538</b><br><i>11.000 Total Exterior Square Feet</i> <b>2,500</b>   |                   |                        |                       |                |     |                                      |

## 11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM

Diagram 11.000  
Adjacency Diagram: Industries and Restorative Justice Program



11.000 INDUSTRIES and RESTORATIVE JUSTICE PROGRAM



RESTORATIVE JUSTICE PROGRAM  
 SHARED SPACES



## **Introduction**

The foodservice component will supply all meals for Phase I and Phase II of the new ISP Fort Madison facility, as well as the ancillary facilities including 160 beds in the re-integration unit, 56 beds in the medical/mental health unit, and 100 meals for the JBU. The designed capacity of the foodservice department is approximately 1,300 inmate trays per meal plus additional capacity for staff meals.

Meal service for all areas will utilize a pre-portioned dual compartmentalized tray system. Service for the primary population will be centralized to two 128-seat dining rooms utilizing blind service. Trays for offenders within the secure perimeter who are unable to dine in the central dining room will be transported in enclosed carts on the facility's sidewalks/drive paths. Meals destined for the reintegration unit and the JBU will be delivered in temperature controlled carts that will be brought to the kitchen receiving/loading dock, where they will be loaded into a truck for delivery. Returning soiled carts will be similarly retrieved and transported back into the kitchen. The remote units will each have a staging area for the unloading of the trays from the carts, placing the hot meal component on the cold tray and for the reloading of soiled trays into the carts. Each area will either include a small beverage counter or space to accommodate beverages delivered with the meals. The staging areas will include trash cans for the disposal of any trash.

Meal periods in the dining rooms will be approximately 20 minutes in length with a turn-around period of ten minutes, requiring a total serving time of two hours during Phase I and two and one-half hours during Phase II.

Three meals, including at least two hot meals, are served daily. The kitchen will be sized to prepare approximately 4,000 offender meals per day, and approximately 400 additional meals per day for prison staff, including approximately 100 nightshift meals.

The kitchen will include space and equipment to accommodate assembly of pre-portioned trays for all areas. To accomplish this, the space will include two separate meal assembly areas, a hot cart parking area for the hot tray components and a distribution refrigerator for cold tray carts.

The kitchen will be designed to provide areas for storage of cold and frozen foods, dry storage, cold food preparation and production, hot food production, a full bakery operation, tray assembly, cart storage and staging, ware washing, cart washing, separate secure chemical, utensil and yeast storage, office space and other support spaces. Additionally, external warehouse areas will be established for central storage of an additional four weeks supply of product.

The foodservice staff makes all food purchases and services calls. Primary kitchen storage needs will include seven-day storage of dry goods, freezer and cooler storage and bakery storage. An additional four weeks of dry, tempered, cooler and freezer storage will be provided outside the secure perimeter in the central warehouse (see Section 14.000). Food will be loaded and unloaded from the receiving/loading dock. The dock will be able to accommodate two different height vehicles; the lower tray delivery truck and the higher warehouse truck. The storage areas will be back-loaded from the dock and include partitions to secure the product available for use each day from the

12.000 FOODSERVICE

remainder of the on-site inventory. Sufficient off-site storage capacity will be provided in a central state location to allow the department to take advantage of opportunity buys.

Meals will be produced in accordance with the Iowa Department of Corrections Master Menu utilizing products and recipes approved by the Department. Menus will be developed by a registered dietitian and meet or exceed the allowances of the Recommended Dietary Requirements as set for by the U.S. Federal Government, and as recognized by ACA, FMJS, and FCAC. Special therapeutic diets may be ordered and/or approved by a licensed physician, and dietary modifications will be consistent with religious requirements and IDOC policy. Special diet meals will be pre-assembled and labeled appropriately for distribution.

Offender meals for the majority of the population will be served in two separate central dining rooms adjacent to each other. Meals will be distributed utilizing blind service with portioning occurring on separate tray assembly lines in advance of meal service to expedite the serving process. Fully assembled trays will be passed through small openings into the dining rooms. Carton milk will be placed on the trays prior to service at breakfast and lunch. All other beverages, sporks, napkins, salt and pepper will be available for self-service in the dining room. Meals for delivery to the medical unit and remote areas will also be assembled in the tray assembly area. The cold trays will be placed in insulated food carts inside a walk-in refrigerator. The hot trays will be placed on sheet trays in insulated mobile heated cabinets. This will insure that food temperatures in the transported trays will be maintained at safe and optimal levels.

In addition to offender meals, the foodservice department will prepare meals for the facility staff. There will not be a separate staff dining area. Staff is expected to be on duty at all times; they will receive the same food and tray as the offenders and will eat at their posts.

To the degree possible, offenders should be afforded opportunities to perform some duties in the foodservice department. It is anticipated that as many as 25 offenders would be working in the foodservice area at a given time. The skills offenders develop in foodservices are marketable in the community; thus these offenders will be in a better position to successfully reintegrate into the community.

## Operational Description

### 12.100 Foodservice Administration

An office with visibility over the production area through one-way glass will be provided in the kitchen for the Food Service Director. The office will have a desk, chair, file cabinet, bookshelves, small table, 2 visitor chairs, telephone, computer, and printer/copier/fax. There will also be an office for the assistant director with similar equipment but no table.

The foodservice coordinators will share a centrally located elevated work center with the security officer. This area will only have a low wall or railing system and will have good visibility of the entire kitchen. It will also include two computer work stations. This room will be equipped with open cubbies, a storage shelf for clean kitchen uniforms, and a dirty laundry cart for soiled laundry.



The staff break room will include a small table, counter with sink, microwave oven, and refrigerator. A staff rest room, included in this area, will be accessed through the break room.

Located with convenient access from the food preparation area and with good visibility from the corrections officer workstation, will be an area that serves as the offender workers' dining area and a restroom for offender workers.

### ***12.200 Foodservice Production Areas***

The food preparation areas for cleaning and cutting produce will be separate but adjacent to the food production areas. The cold food production and mixing area will be positioned closest to the produce cleaning area. All dividing walls in this area will be no higher than three and one-half feet. The ovens, kettles, steamers, tilting fry pans and grills will be provided in an adjacent area with appropriate ventilation and exhaust hoods and fire protection systems. The design of the kitchen should facilitate the efficient movement of product from storage to assembly. Pass-through refrigeration and warmers between the production areas and tray assembly will facilitate re-supply and serve to limit down time.

All food cooking areas will be equipped with an adequate exhaust system, vented directly to the exterior. The exhaust system should be sufficiently sized and equipped to filter odors, grease particulates, and steam-borne particulates.

A utensil storage area with shadow boards will be located in proximity to the production area with good visibility from the security workstation. The utensil storage room should remain secured, with card and/or biometric access for authorized staff.

Two meal assembly lines will be provided for tray assembly. These lines will be positioned adjacent to the hot and cold food production areas and conveniently located near the distribution refrigerator and hot cart parking area. Temporary holding of the trays as they are assembled will take place in these areas. Trays for dining room distribution will be transferred to roll-thru refrigerators and warmers positioned between the production area and the blind service tray pass openings.

The cleaning and sanitizing of all soiled trays and delivery carts will be processed in the kitchen, but away from food preparation and assembly areas. Separate washing areas will be established for pot washing, tray washing, and for cart washing. All items are rinsed prior to being loaded into the dishwashers with excess food scrapped into a waste pulping system. Floor drains and trenches will be provided in these areas. An area designated for the storage of dirty carts will be provided adjacent to the washing areas. The cleaning and sanitizing area must be equipped with maximized ventilation.

A wall-mounted eyewash station will be located conveniently to the dishwashing area. Two secured janitor's closets will also be conveniently located within the kitchen.

A grease trap will be provided outside the kitchen area for the removal of grease from the sewer lines. In addition, trash receptacles will be provided throughout the food production area. The receptacles will be emptied at the end of each food production shift.

### *12.300 Foodservice Storage*

The storage areas in the kitchen will be designed for rear loading with an issue area in the front to create a sallyport-like arrangement for food supplies. Walk-in refrigerators will have clear doors and freezers will have over-sized viewports for improved visual control. Emergency door releases will only be provided on the kitchen side of the doors.

### *12.400 Centralized Dining*

The offenders will enter the dining rooms through entry vestibules equipped with metal detectors on each side of the dining area. They will approach a series of tray-pass ledges, pick-up a tray and proceed to a beverage counter. When released to leave they will set their tray on a conveyor belt that transports the tray to the central dish room which will separate the two dining spaces. They will exit the dining room through a separate exit vestibule to avoid cross-traffic and conflict in passing. To further avoid conflict and facilitate service the release times for the two dining rooms will be staggered and the dining rooms will be cleared before allowing the next group to enter.

### *12.500 Food Warehouse Storage*

A bulk food storage area will be provided outside the secure perimeter and is described in Section 14.000. Separate areas will be provided for dry food storage and cold storage. The dry food storage area may be further subdivided to provide tempered storage for flour and other grain products if the entire food storage area is not air conditioned.

A large freezer and two coolers will be provided in the food warehouse storage area for the storage of frozen and refrigerated items. Separate coolers will be included for produce and meat and dairy products to prevent flavor transfer and provide the correct temperature and humidity levels. The freezers and coolers should be sized as walk-in units. The freezer will be designed to accommodate a fork lift with powered sliding doors, an air curtain for temperature retention, proper aisle widths for maneuverability, adequate height for stacked pallets on pallet racking and shielded lights and refrigeration coils.

### *12.600 Kitchen Receiving/Loading Dock*

All kitchen and food supplies entering the institution must first be cleared through the central warehouse. Once cleared, all kitchen and food supplies will be transferred to the kitchen via institutional vehicles that will take them inside the perimeter to the foodservice storage area consistent with maintaining a seven-day supply.

A loading dock will be located within the internal service yard with direct access to the kitchen. All goods will arrive at the loading dock and will be checked in at the secure staging area that serves the loading dock and acts much like a sallyport. Food goods will then be transferred to the appropriate storage areas.

Two rooms will be provided for disposing of trash, one designated for kitchen refuse, and one designated for institutional refuse. Each room will have a chute accessing a trash compactor and a chute accessing recycling bins/dumpster. Trash will be collected and separated from recyclables and deposited through a chute directly into the trash compactor. Recyclables will be deposited through a chute into recycling bins/dumpsters.

Within the refuse room will be an area for washing trash cans/receptacles.

### **Additional Design/Operational Considerations**

The production kitchen will be designed with clear and open sight lines across the space. Tall equipment will be placed on walls, low tables, and other low equipment placed in the center of the room. Care will be taken to eliminate the potential for blind corners and crevices between equipment. There should be no hiding places. No interior partitions higher than three and one-half feet should be used. Secured storage areas will be provided for hazardous chemicals and equipment.

Equipment will be selected for its potential longevity and durability. Heavy duty, simple items with few or no superfluous parts will be used as the criteria for equipment selection. Security packages will be specified for all buy-out equipment. All fabricated equipment will be constructed without the use of removable fasteners.

Entry and exit from the kitchen should be controlled either by master control or via card and/or biometric access for authorized staff. The interior of the kitchen should be constructed of durable materials. The ceiling of the kitchen should be washable and ideally be a security grade hung ceiling or epoxy-painted gypsum board.

Any offender workers should be closely supervised at all times. In addition, attention should be given to the prevention of pilfering of supplies. All areas should be secured when not in use.

The kitchen should be equipped with its own ventilation system that is separate and apart from the ventilation system utilized in other areas of the facility. Vents for the cooking and cleaning areas of the kitchen should be directed toward the building exterior, to reduce the amount of particulates released into the ventilation system. In addition, temperature control is an important issue for all food preparation and storage areas, as heat and humidity control would help to extend the shelf life of the food product. This issue should be addressed by the architects and engineers during the design process. Ideally, this area should be separately zoned for heating and cooling from other areas of the facility, so that the temperature in the kitchen areas can be regulated by kitchen staff.

Walk-in freezers should maintain minus-ten degrees to not more than minus-five degrees Fahrenheit. Cooler rooms should maintain 34 to 38 degrees Fahrenheit. Bollards and bumper systems should be installed in front of all walls to protect the cold room assembly walls from pallets and moving vehicles. Walk-in boxes should be constructed with an insulated slab to provide a flush floor durable enough to accommodate pallet loads.

A steam boiler should be provided to operate steam jacketed kettles and provide heat to the dish machine. Individual self-contained boilers are expensive and difficult to maintain. Two separate boilers at different operating pressures may be required. It would be helpful to provide these units with a bypass so one unit to service all the equipment should one require service.

All exterior entrances and exits to the kitchen and dining areas should be provided with air

curtains for temperature and pest control.

Security designation C.

Table 12.000  
 Architectural Program: Foodservice

| No.                                                                                            | Component                                    | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF                  | Notes                                                                                                                                 |
|------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------|-----------------------|-------------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>12.000 FOOD SERVICE</b>                                                                     |                                              |                        |                       |                   |                      |                                                                                                                                       |
| <b>12.100 FOOD SERVICE ADMINISTRATION</b>                                                      |                                              |                        |                       |                   |                      |                                                                                                                                       |
| 12.101                                                                                         | Director Office                              | 1                      | 1                     | 120 /office       | 120                  | OF-3; visibility over production & assembly area through one-way glass; small table and desk.                                         |
| 12.102                                                                                         | Assistant Director Office                    | 1                      | 1                     | 100 /office       | 100                  | OF-4; visibility over production & assembly area through one-way glass.                                                               |
| 12.103                                                                                         | Food Service Conference/Break Room           | 3                      | 1                     | 240 /area         | 240                  | Conference table, counter with sink, microwave, refrigerator.                                                                         |
| 12.104                                                                                         | Security Officer / Food Service Coordinators | 2                      | 1                     | 100 /area         | 100                  | OF-4; visibility over production & assembly area; open with phone, 2 computers.                                                       |
| 12.105                                                                                         | Offender Check-in Room                       | 25                     | 1                     | 5 /person         | 125                  | Open cubbies for clothing storage, cart for dirty laundry, shelving for clean laundry, benches                                        |
| 12.106                                                                                         | Offender Break Area                          | 25                     | 1                     | 10 /person        | 250                  | Picnic Tables                                                                                                                         |
| <i>Subtotal Net Square Feet</i><br><i>Grossing Factor</i><br><i>Subtotal Gross Square Feet</i> |                                              |                        |                       |                   | 935<br>1.25<br>1,169 |                                                                                                                                       |
| <b>12.200 FOOD SERVICE PRODUCTION AREA</b>                                                     |                                              |                        |                       |                   |                      |                                                                                                                                       |
| 12.201                                                                                         | Utensil Storage Area                         | -                      | 1                     | 140 /area         | 140                  | Shadow boards, located adequate for kettle utensils and mixing bowls; located in close proximity to food service coordinators.        |
| 12.202                                                                                         | Cold Food Preparation and Production         | -                      | 1                     | 680 /area         | 680                  | Mixer, cutter, slicers, tables, sinks with spray rinse units.                                                                         |
| 12.203                                                                                         | Hot Food Production Area                     | -                      | 1                     | 1,700 /area       | 1,700                | Ovens, steam kettles, grills, tilt fry pans, steamers, hoods with fire protection system, blast chiller, 120 qt mixer, floor troughs. |

12.000 FOODSERVICE

| No.                                                                                                              | Component                      | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------|-----------------------|-------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.204                                                                                                           | Bakery                         | -                      | 1                     | 1,750 /area       | 1,750 | Rotating ovens, roll-in proofers, sheeter, divider/rounder, bread slicer, 120 qt mixer, spiral mixer.                                               |
| 12.205                                                                                                           | Bakery Storage                 | -                      | 1                     | 250 /area         | 250   | Mobile shelving, temperature and humidity control.                                                                                                  |
| 12.206                                                                                                           | Tray Assembly                  | -                      | 2                     | 400 /area         | 800   | Assembly line, hot and cold counters, roll thru warmers, roll-thru refrigerators, tray carts.                                                       |
| 12.207                                                                                                           | Tray Distribution Refrigerator | -                      | 1                     | 500 /area         | 500   | Staging area for carts of cold trays.                                                                                                               |
| 12.208                                                                                                           | Hot Cart Parking               | -                      | 1                     | 400 /area         | 400   | Electrical raceway to service hot tray transport carts                                                                                              |
| 12.209                                                                                                           | Tray Pass Staging and Support  | 2                      | 2                     | 90 /area          | 180   |                                                                                                                                                     |
| 12.210                                                                                                           | Warewashing                    | -                      | 1                     | 1,600 /area       | 1,600 | Flight-type dishmachine, waste pulping unit, pot and pan wash sink, cart wash, soiled tray/cart staging, hand sinks; wall mounted eye-wash station. |
| 12.211                                                                                                           | Staff Restroom                 | 1                      | 1                     | 50 /area          | 50    | ADA Compliant                                                                                                                                       |
| 12.212                                                                                                           | Offender Restroom              | 1                      | 2                     | 50 /area          | 100   | ADA Compliant                                                                                                                                       |
| 12.213                                                                                                           | Trash Staging                  | -                      | 1                     | 100 /area         | 100   | Floor trough, chute through to trash compactor, can wash.                                                                                           |
| 12.214                                                                                                           | Recycling                      |                        | 1                     | 100 /area         | 100   | Floor trough, trash receptacles; chute to recycling bins.                                                                                           |
| 12.215                                                                                                           | Janitor Closet                 | -                      | 2                     | 60 /area          | 120   | Slop sink, mop racks, ventilation; oversized                                                                                                        |
| <b>Subtotal Net Square Feet 8,470</b><br><b>Grossing Factor 1.30</b><br><b>Subtotal Gross Square Feet 11,011</b> |                                |                        |                       |                   |       |                                                                                                                                                     |
| <b>12.300 FOOD SERVICE STORAGE</b>                                                                               |                                |                        |                       |                   |       |                                                                                                                                                     |
| 12.301                                                                                                           | Staging Area                   | -                      | 1                     | 200 /area         | 200   |                                                                                                                                                     |
| 12.302                                                                                                           | Dry/Canned Food Storage        | -                      | 1                     | 500 /area         | 500   | This area will accommodate 4 days dry and goods. Shelving, temperature and humidity control; partition to separate issued ingredients.              |

12.000 FOODSERVICE

| No.                                                                                                             | Component                    | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------|------------------------------|------------------------|-----------------------|-------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.303                                                                                                          | Dairy Walk-in Refrigerator   | -                      | 1                     | 260 /area         | 260   | Cooler storage with mobile rust-proof shelving, dunnage racks, remote refrigeration system, partition to separate issued ingredients from remaining area, clear door at front, pallet-size rear doors. |
| 12.304                                                                                                          | Produce Walk-in Refrigerator | -                      | 1                     | 260 /area         | 260   | Cooler storage with mobile rust-proof shelving, remote refrigeration system, partition to separate issued ingredients from remaining area, clear door at front, pallet-size rear doors.                |
| 12.305                                                                                                          | Tempering Refrigerator       | -                      | 1                     | 320 /area         | 320   | Cooler storage with mobile rust-proof shelving, remote refrigeration system, partition to separate issued ingredients from remaining area, clear door.                                                 |
| 12.306                                                                                                          | Meat Walk-in Refrigerator    | -                      | 1                     | 250 /area         | 250   | Cooler storage with mobile rust-proof shelving, remote refrigeration system, partition to separate issued ingredients from remaining area, clear door at front, pallet-size rear doors.                |
| 12.307                                                                                                          | Freezer Storage              | -                      | 1                     | 260 /area         | 260   | Cooler storage with mobile rust-proof shelving, remote refrigeration system, partition to separate issued ingredients from remaining area, clear door at front, pallet-size rear doors.                |
| <b>Subtotal Net Square Feet 2,050</b><br><b>Grossing Factor 1.25</b><br><b>Subtotal Gross Square Feet 2,563</b> |                              |                        |                       |                   |       |                                                                                                                                                                                                        |
| <b>12.400 CENTRALIZED DINING (Entry for all offenders)</b>                                                      |                              |                        |                       |                   |       |                                                                                                                                                                                                        |
| 12.401                                                                                                          | Seating Area                 | 128                    | 2                     | 17 /person        | 4,352 | Square stainless steel tables for 4 with attached seats, beverage counter.                                                                                                                             |
| 12.402                                                                                                          | Staff/Offender Vestibule     | -                      | 2                     | 100 /area         | 200   | Door controls from central control; metal detector.                                                                                                                                                    |

| No.                                                                                                                                                                                 | Component                    | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------|-----------------------|-------------------|-------|-----------------------------------------------------|
| 12.403                                                                                                                                                                              | Weather Vestibule            | -                      | 2                     | 150 /area         | 300   | From each dining room to the exterior.              |
| 12.404                                                                                                                                                                              | Exiting Vestibule            | -                      | 1                     | 150 /area         | 150   | Centrally located between dining rooms to exterior. |
| <i>Subtotal Net Square Feet</i> <b>5,002</b><br><i>Grossing Factor</i> <b>1.40</b><br><i>Subtotal Gross Square Feet</i> <b>7,003</b>                                                |                              |                        |                       |                   |       |                                                     |
| <b>12.500 FOOD WAREHOUSE (Spaces described in section 14.000 Warehouse)</b>                                                                                                         |                              |                        |                       |                   |       |                                                     |
| <b>12.600 FOOD SHIPPING/RECEIVING DOCK</b>                                                                                                                                          |                              |                        |                       |                   |       |                                                     |
| 12.601                                                                                                                                                                              | Receiving/Trash Dock         | -                      | 1                     | (100) /area       | (100) | Exterior space, weather protection, hinged door     |
| 12.602                                                                                                                                                                              | Trash Compactor              | -                      | 1                     | (200) /cmpctor    | (200) | Exterior space, hose bib                            |
| 12.603                                                                                                                                                                              | Truck Loading/Receiving Dock | -                      | 1                     | (100) /area       | (100) | Exterior space, weather protection, overhead door   |
| <i>Subtotal Exterior Square Footage</i>                                                                                                                                             |                              |                        |                       |                   |       | <b>(400)</b>                                        |
| <b>12.700 INSTITUTIONAL TRASH STAGING</b>                                                                                                                                           |                              |                        |                       |                   |       |                                                     |
| 12.701                                                                                                                                                                              | Receiving/Trash Dock         | -                      | 1                     | (100) /area       | (100) | Exterior space, weather protection, hinged door     |
| 12.702                                                                                                                                                                              | Trash Compactor              | -                      | 1                     | (200) /cmpctor    | (200) | Exterior space, hose bib                            |
| <i>Subtotal Exterior Square Footage</i>                                                                                                                                             |                              |                        |                       |                   |       | <b>(300)</b>                                        |
| <i>12.000 Total Interior Net Square Feet</i> <b>16,457</b><br><i>12.000 Total Interior Gross Square Feet</i> <b>21,745</b><br><i>12.000 Total Exterior Square Feet</i> <b>(700)</b> |                              |                        |                       |                   |       |                                                     |



Diagram 12.000  
Adjacency Diagram: Foodservice



## Introduction

All institutional and offender personal laundry will be washed in the central laundry facility which will be equipped with washers, dryers, folding tables, a mending area, sorting areas, soiled laundry holding, cart parking, chemical storage, a clean laundry storage area, and a clothing/uniform inventory room. The laundry will function five days per week, one shift per day. Additional hours could be added in the future to handle additional laundry loads, if needed.

Each offender is assigned three sets of clothes. Clothes and uniforms are washed daily. The general population turns their linens in to be washed as needed. Locked unit linens are washed once a week. Currently, offenders are allowed to clean their pillows and mattresses when they clean their units once a week. It is estimated that offenders generate approximately 13 pounds of laundry per week per person.

The laundry area should be arranged so that soiled laundry enters at one end of the area, and clean laundry exits at the other side. Every effort should be made to ensure that soiled laundry does not come into contact with clean laundry, including surfaces that are touched by soiled laundry.

Offenders will be afforded opportunities to perform duties in the laundry facility. The work skills they develop in laundry services are marketable in the outside world, thus these offenders will be in a better position to successfully reintegrate into the community. The laundry should be designed to accommodate up to 15 offender workers.

## Operational Description

### *13.100 Laundry Room*

The central laundry will be equipped with five large, industrial-sized washing machines and two smaller commercial washers, and seven large industrial and two smaller commercial dryers. The dryers will be equipped with a central lint filter. Folding tables, a soak sink, cart wash alcove, clean and soiled cart storage, and secure chemical storage will also be located in the laundry room.

Soiled laundry will be brought into the centralized laundry area from the housing units in covered laundry carts. Two soiled carts will be provided for each unit, one for white laundry and one for colors. The full carts will be exchanged empty carts when the laundry is picked up. Carts will be washed between soiled and clean use.

The washing/extracting and drying machines will be arranged in straight lines perpendicular to each other. Washers will be positioned over a large trough drain on a reinforced slab. The dryers should be compartmentalized in a fire-rated area, and placed on an outside wall for proper ventilation. The floor of the laundry room will have several floor drains so that the floor can be hosed down in case of a chemical spill. A lint filter will be provided to collect 90% of the lint prior to exhausting outside the building. Carts, baskets, and shelving will be provided to facilitate efficient operation of the laundry.

Pursuant to the posted schedule, each offender will be responsible for the collection, sorting, and surrender of his soiled laundry. For identification purposes, laundry will be labeled prior to distribution. Soiled laundry will be sorted by color into the appropriate cart. Laundry will be processed in batches by unit and be returned to the unit in covered clean laundry carts. Separation of the individual offender's laundry will occur on the units. The offenders surrendering soiled laundry in the morning will then receive clean laundry delivered to them later that afternoon or the following day, when it is ready.

Laundry carts will be used to take soiled items to the laundry. Laundry is not to be shaken, which may spread contamination. All biologically contaminated laundry will be handled according to the special handling mandates of the Center for Disease Control (CDC) Guideline for Isolation Precautions and the Occupational Safety and Health Administration (OSHA) regulation for Blood Borne Pathogens. One of the two small washers will be used to wash contaminated laundry separately from general laundry. Offenders, under the supervision of a utility officer, will transport laundry in carts between the living areas and the laundry.

Soiled laundry will be kept apart from the clean laundry. The laundry room should be arranged in a fashion that prevents soiled laundry from crossing with clean. Laundering is to be sorted by item category: towels, face cloths, bed linens, whites (depending on soil content), uniforms, and blankets (depending on soil content). A deep soak sink will be provided for stained items that need soaking.

A laundry cart washing area will be provided in the soiled cart parking area and will provide a separation between clean and soiled cart parking. This area will be equipped with a high-pressure hose with chemical feed and a floor trough. Adjacent to the cart washing area will be a cart storage area for clean carts.

The laundry will also service the needs of the foodservice, laundering their white uniforms, aprons, rags, and mop heads. These items will also be sorted by type and soil content and kept separate from the laundry collected from the rest of the facility.

Chemicals will be locked in a chemical storage area adjacent to and behind the washer-extractors with an automatic feed into each machine. Shelving and appropriate ventilation to the exterior will be provided for the chemical storage room. The chemical storage room should be equipped with a finished floor and floor drain.

### ***13.200 Laundry Support Spaces***

An office will not be provided in the laundry. A workstation for one person will be included.

An equipment room adjacent to the laundry room will be provided for the large ancillary equipment associated with the laundry area. This equipment currently includes such large equipment as water softeners, hot water heaters, and air compressors. This equipment may be placed in the secured area behind the laundry equipment to save space.

A separate clothing/uniform room will be utilized to store items which have not yet been issued. A small mending area with sewing machine will be included in this room to

13.000 LAUNDRY

facilitate the labeling of clothing. In-service items will be stored in the designated on-unit storage areas.

For security reasons, provisions will be made for the reintegration unit and the JBU to be responsible for the laundry they generate. This may require retrofitting the building to accommodate laundry services and/or the purchase of equipment.

Within the laundry will be a staff restroom, an offender restroom, and a janitor closet. An offender workers' break room will not be provided within the laundry.

**13.300 Laundry Receiving/Loading Dock**

All laundry supplies entering the institution must first be cleared through the central warehouse. Once cleared, all laundry supplies will be transferred to the kitchen via institutional vehicles that will take them inside the perimeter to the laundry.

A loading dock will be located within the internal service yard with direct access to the laundry. All goods will arrive at the loading dock and will be checked in at the secure staging area that serves the loading dock and acts much like a sallyport. Laundry items and supplies will then be transferred to the appropriate storage areas.

Soiled laundry items collected and clean uniforms and linens distributed throughout the facility will be processed through the laundry receiving/loading dock.

A trash alcove will be provided for holding daily trash generated by the laundry. Trash will be collected by institutional staff on a daily basis and transferred to the central warehouse where it will be deposited into the trash compactor.

**Additional Design/Operational Considerations**

Equipment will be selected for its potential longevity, inherent to the simplistic design. Heavy duty, simple items with few or no superfluous parts will be used as the criteria for equipment selection. Existing equipment will be reused if it is in good condition.

Security within the laundry area will be limited to controlling access to the area using a card access system for authorized staff.

Any offender workers should be closely supervised in these areas to guard against unauthorized access to restricted areas. In addition, attention should be given to the prevention of pilfering of supplies. All areas should be secured when not in use.

Security designation C.

Table 13.000  
 Architectural Program: Laundry

| No.                                                                                            | Component                    | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF                                         | Notes                                                                                                                      |
|------------------------------------------------------------------------------------------------|------------------------------|------------------------|-----------------------|-------------------|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>13.000 LAUNDRY</b>                                                                          |                              |                        |                       |                   |                                             |                                                                                                                            |
| <b>13.100 LAUNDRY ROOM</b>                                                                     |                              |                        |                       |                   |                                             |                                                                                                                            |
| 13.101                                                                                         | Wash Area                    | -                      | 1                     | 1500 /area        | 1,500                                       | 5 large industrial and 2 smaller commercial washers/extractors & lint filter; concrete trough for drainage.                |
| 13.102                                                                                         | Dry Area                     | -                      | 1                     | 1600 /area        | 1,600                                       | 7 large industrial and 2 smaller commercial dryers & lint filter, vented to outside, compartmentalized for fire protection |
| 13.103                                                                                         | Sort Area                    | -                      | 1                     | 200 /area         | 200                                         | Parking space for soiled laundry carts and sorting hoppers                                                                 |
| 13.104                                                                                         | Soiled Laundry Cart Parking  | -                      | 1                     | 200 /area         | 200                                         | Staging for soiled laundry carts before they are emptied                                                                   |
| 13.105                                                                                         | Soak Sink Area               | -                      | 1                     | 40 /area          | 40                                          | Soak sink                                                                                                                  |
| 13.106                                                                                         | Cart Washing Area            | -                      | 1                     | 70 /area          | 70                                          | Trench drain, pressure washer with chemical dispenser                                                                      |
| 13.107                                                                                         | Clean Laundry Cart Staging   | -                      | 1                     | 200 /area         | 200                                         | Parking space for 12 clean laundry carts.                                                                                  |
| 13.108                                                                                         | Clean Laundry Folding        | -                      | 1                     | 300 /area         | 300                                         | Mobile stainless table for folding.                                                                                        |
| 13.109                                                                                         | Chemical Supply Storage Room | -                      | 1                     | 100 /area         | 100                                         | Appropriate ventilation to exterior, automatic feeds to washers; concrete floor & curbs, floor drain                       |
| <i>Subtotal Net Square Feet</i><br><i>Grossing Factor</i><br><i>Subtotal Gross Square Feet</i> |                              |                        |                       |                   | <b>4,210</b><br><b>1.25</b><br><b>5,263</b> |                                                                                                                            |
| <b>13.200 LAUNDRY SUPPORT SPACES</b>                                                           |                              |                        |                       |                   |                                             |                                                                                                                            |
| 13.201                                                                                         | Manager's Work center        | 1                      | 1                     | 80 /office        | 80                                          | WS-1; raised area, desk, separated by low wall.                                                                            |
| 13.202                                                                                         | Clothing Room                | -                      | 1                     | 100 /area         | 1,000                                       | Mobile, active-aisle shelving, sewing machine, desk and computer.                                                          |
| 13.203                                                                                         | Support Equipment Room       | -                      | 1                     | 200 /area         | 200                                         | Large equipment room; water softeners, air compressors                                                                     |
| 13.204                                                                                         | Restrooms                    | -                      | 2                     | 50 /area          | 100                                         | ADA compliant; one for staff, one for offenders                                                                            |
| 13.205                                                                                         | Janitor Closet               | -                      | 1                     | 40 /area          | 40                                          | Slop sink, mop racks, ventilation                                                                                          |

| No.                                                                                                                                                          | Component                          | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------|-----------------------|-------------------|-------|-----------------------------------------------------|
| <i>Subtotal Net Square Feet</i> 1,420<br><i>Grossing Factor</i> 1.25<br><i>Subtotal Gross Square Feet</i> 1,775                                              |                                    |                        |                       |                   |       |                                                     |
| 13.300 LAUNDRY SHIPPING/RECEIVING DOCK                                                                                                                       |                                    |                        |                       |                   |       |                                                     |
| 13.301                                                                                                                                                       | Truck<br>Loading/Receiving<br>Dock | -                      | 1                     | (100) /area       | (100) | Exterior space, weather<br>protection, rolling door |
| <i>Subtotal Exterior Square Footage</i> (100)                                                                                                                |                                    |                        |                       |                   |       |                                                     |
| <i>13.000 Total Interior Net Square Feet</i> 5,630<br><i>13.000 Total Interior Gross Square Feet</i> 7,038<br><i>13.000 Total Exterior Square Feet</i> (100) |                                    |                        |                       |                   |       |                                                     |

Diagram 13.000  
Adjacency Diagram: Laundry



## Introduction

The IDOC is establishing a statewide central warehouse at the Newton Correctional Facility. It is from here that all institution goods, supplies, and materials necessary for the operation of individual state correctional facilities will be obtained. The ISP warehouse is predicated on the statewide central warehouse being constructed and operational when the ISP comes on line. Should the central warehouse not be constructed, then additional storage space may be required.

The ISP warehouse, located outside the secure perimeter, should be co-located with the maintenance component (see section 15.000). This will be a new warehouse that will replace the warehouse currently located at the present ISP. It will provide a central area for the receipt and distribution of all institution goods, supplies, and materials received from the IDOC central warehouse. The warehouse will be sized to accommodate a three-week supply (four-week supply if statewide central warehouse is not constructed). The warehouse component includes the centralized facility storage area and the service yard/loading dock. All supplies and goods that enter the secure institution will first be processed through central storage, which is located outside of the secure perimeter.

Within the warehouse, separate storage areas will be provided for food supplies, institutional supplies, general institutional storage, and department-issued property. In addition, storage for commissary goods currently managed and operated by Iowa Prison Industries, will be at this location.

## Operational Description

### 14.100 Warehouse

#### *Central Storage*

The warehouse area will provide sufficient space to process items and goods for transfer into the facility's secure perimeter, and should include several separate storage components, each being secured with fencing and alarmed to assure controlled and supervised access. These storage components include:

- Institutional supplies as well as storage of paper products, cleaning and janitorial materials, office paper and supplies, and other supplies necessary for the operation of the institution.
- Short-term storage, for miscellaneous storage of short-term items.
- Food Storage with proximity to the loading dock, for up to four weeks (limited to shelf life and contamination constraints) for bulk dry food, and freezer storage, beverages and other supply and chemical items.
- Kitchen equipment (e.g., trays, carts, etc.).
- Commissary orders – pre-bagged orders arrive in crates from IPI (four pallets of shrink-wrapped bags arrive once a week).



14.000 WAREHOUSE

- Hazardous material chemical storage (enclosed room).
- Staging area for large items (e.g., furniture, mattresses, etc.).
- Raw material storage for the Restorative Justice Program program.

The central storage area should contain separate storage areas for short term storage (e.g., office supplies, forms, paper goods, chemicals, etc.) and long term storage (e.g., uniforms, linens, equipment, etc.). The various storage areas will be configured and designed to accommodate any climate-controlled storage requirements. It is recommended that the storage areas be well organized, to provide for easy storage and retrieval of items by the various user groups. Adequate separation must be provided for certain types of items, such as chemicals/cleaning supplies. Separation can be as simple as designated shelving for certain items, or the use of chain link fencing for the cordoning off of areas for other items.

Space for the temporary storage of bio-hazard materials is required. These items will be bagged and kept in a specially marked locked box/closet to await the arrival of the contracted bio-hazard disposal company. The location of the temporary storage needs to be out of the direct path of offenders and staff, and should be adjacent and within view of the warehouse supervisor's office.

The warehouse will be sized with a 30-foot high ceiling to accommodate three levels of palletized storage. Aisle widths must be sized appropriately for forklifts; space for storing and charging the forklift will be provided. The areas should be organized for easy retrieval of items.

All secure doors/rooms associated with the warehouse will be equipped with card or biometric access security systems for authorized staff. The locking systems will be monitored and controlled by master control.

Within the warehouse will be an eyewash station, a wall-mounted water fountain, and a janitor's closet.

### *Offices*

Office and work spaces will be provided for the staff associated with this component as follows:

- Warehouse Supervisor
- Warehouse Operations Worker
- Inventory/Supply Clerk

Within the office and work spaces will be a copier/printer/fax machine and shredder, an office supply closet, and a staff restroom.

The warehouse supervisor will oversee the overall warehouse operation, including coordination of deliveries for all institutional supplies, medical supplies, and records storage. The warehouse supervisor will have an office with windows overlooking the central storage area, the receiving/loading dock, and staging areas. This supervisor will

14.000 WAREHOUSE

also have a secure hopper leading to the receiving/loading dock and an operable window into the staging area, for the receipt and processing of delivery paperwork. When deliveries are made, the warehouse supervisor is responsible for contacting the pertinent division within the facility for the inspection and receipt of its deliveries.

The records storage operation, which involves scanning records for the ISP system, will be located off-site in a yet-to-be determined location within existing IDOC space.

**14.200 Support Space**

Access to the warehouse and maintenance areas will be through a shared weather vestibule and secure pedestrian door leading from the receiving/loading dock into the staging area (see Section 15.000). MLO offender workers will be processed in/out for work as described below.

Staff support areas for the warehouse will be shared with maintenance. Shared staff support areas are described in detail in Section 15.000.

**14.300 Offender Staging**

Warehouse and maintenance personnel will be assisted by appropriately classified offender workers – MLO offender workers work outside the perimeter, and those offenders who work inside the perimeter will be housed within the ISP. Certain locations will be off limits to the offender crews working in the warehouse/maintenance area, but in general they will work on the grounds (lawn mowing, landscaping, and snow removal), painting, electrical, plumbing, HVAC, janitorial crews, and general repair. Outside the perimeter, MLO offender crews will work in the warehouse, central mechanical plant, outside grounds maintenance (lawn mowing, landscaping and snow removal), and vehicle maintenance.

Offender workers will be required to change into appropriate attire when reporting to work. They will report to a reception/screening area where they may be subject to security screening and will be issued the uniform appropriate for their work assignment and will be expected to change into the uniform in changing alcoves located in this component. Offenders' issued clothing will be stored in lockers provided for that purpose. Upon conclusion of their shift, offenders will change back into their issued uniforms, discard their work uniform in a designated laundry bin, and then will undergo a search. The search may be a pat, strip or metal detection search.

Offenders may be required to work during meals and headcounts, but they still must be accounted for at all times. When announcements are made for institutional activities such as headcounts, offenders in the area are expected to report to a designated location where they can be accounted for. The offender staging area will be the location where offenders are expected to report upon notice of any related institutional activity, i.e., headcount. A servery for staging meals and break room will be provided in this area for offenders to eat meals. A small servery will be equipped with counter space, sink, microwave, appropriate electrical outlets, and storage cabinets for a supply of napkins, disposable eating utensils, etc. and a trash receptacle. In addition, an offender restroom and a janitor closet will also be located in this area.

#### **14.400 Receiving/Loading Dock and Staging Area**

##### *Receiving/Loading Dock*

All items coming into the warehouse/maintenance area will first enter through a receiving/loading dock where the items will be off-loaded, inventoried, and then moved to the designated location. It is here that accuracy of orders will be checked against items actually delivered, and items delivered are inspected for readily-apparent damage and/or mishandling. The receiving/loading dock should provide adequate space for up to two tractor-trailer trucks to unload goods onto a well lit dock. A third bay sized to accommodate smaller delivery trucks will also be used to transfer products from the central warehouse into institutional delivery trucks destined for the institution, and should be protected from weather and extreme temperatures.

When a delivery truck arrives, the warehouse supervisor or designee will oversee the receiving of the delivered items. MLO offenders may be used to assist with off-loading supplies from vendor vehicles.

All incoming products, particularly food products, are to be checked by counting, weighing and visually inspecting and sampling of the deliveries. Delivery receipts and bills of lading should be checked against the purchase order issued by the ISP purchasing. Upon receipt of goods, offenders are to move product from the dock and secure frozen, cold, or dry areas as appropriate to the product. All items are to be date stamped and old product is to be used first assuring the IDOC of wholesome product. An area for dented cans is to be used until the product is destroyed or returned for credit. It will be the policy of the department to transfer food supplies to institutional vehicles and take them inside the perimeter to the foodservice storage area consistent with maintaining a seven to ten day supply. An area near the receiving/loading dock is to be equipped with floor drains and a hose reel for general clean up of the area.

A receiving/loading dock extension or outdoor roofed shed will be provided for a cardboard baler. The covered area will be sized sufficient to provide overhead weather protection for the baler and two cardboard bales. A covered bin will also be provided for storing cardboard boxes prior to baling.

A trash compactor will be located adjacent to the receiving/loading dock. Institutional trash will be collected daily and transferred to the central warehouse where it will be deposited in the trash compactor.

##### *Staging Area*

The central storage area will be separated from the truck receiving/loading dock by a delivery staging area that will also serve as a secure sallyport between the receiving/loading dock on the exterior of the building, and the central warehouse, where offender workers will be working. The staging area will be equipped with tables for sorting and inspecting deliveries, and will be sufficiently sized to accommodate a full load from a tractor trailer (e.g., approximately 30 pallets).

### **Additional Design/Operational Considerations**

Lighting should be provided at a minimum of 40-foot candles and should be 24 inches above the highest pallet shelf when loaded. Doors should be motor driven or hydraulic sliding units at an eight-foot height and minimum eight-foot width. Bollards should be positioned about each door for protection when closed or open.

All non-food storage will be palletized, with an appropriate rack storage system three pallets high. Aisle widths should be wide enough for a forklift. The receiving/loading dock area should provide adequate space for up to two 70+ foot tractor-trailer trucks to unload goods onto a well lit dock. The truck receiving/loading dock and staging areas are at a 48" height from grade. A third bay, sized for a smaller delivery-truck sized vehicle, should also be provided. Air screens are to be provided at all three bays to help maintain a pest free environment. All bays are also provided with overhead cover to provide protection from weather and extreme temperatures.

All doors leading to spaces within the warehouse building should be equipped with a card and/or biometric access system and alarm devices when not in use. The master control room should monitor enunciation of the alarm. Closed-circuit television should be considered for the vehicle receiving/loading area. These closed-circuit television cameras should be monitored from locations within the master control room and the foodservice director's office.

The use of standard warehouse type construction for these components is appropriate. The floors can be finished concrete, the walls concrete block or a similar material, and the ceiling, in most instances, can be exposed structural systems with a standard roof deck. The warehouse should be equipped with fire, smoke, and carbon monoxide alarm systems, enunciated both within the area and within master control.

Security designation D

Table 14.000  
 Architectural Program: Warehouse

| No.    | Component                                           | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                                                                                                          |
|--------|-----------------------------------------------------|------------------------|-----------------------|-------------------|-------|--------------------------------------------------------------------------------------------------------------------------------|
| 14.000 | WAREHOUSE                                           |                        |                       |                   |       |                                                                                                                                |
| 14.100 | WAREHOUSE                                           |                        |                       |                   |       |                                                                                                                                |
| 14.101 | Central Storage                                     | -                      | 1                     | 8,000 /area       | 8,000 | General facility storage for bulk items, subdivided into separate storage areas by chain link fence                            |
| 14.102 | Canned/Dry Food Storage                             | -                      | 1                     | 2500 /area        | 2,500 | Sufficient storage for 3 week (or possibly 4 week) supply of canned and dry foods                                              |
| 14.103 | Tempered Storage                                    | -                      | 1                     | 600 /area         | 600   | Tempered storage for grain products; heavy-duty dunnage shelving                                                               |
| 14.104 | Cold Food Storage                                   | -                      | 2                     | 350 /area         | 700   | Walk-in units, to accommodate fork life, adequate height for three pallets, pallet racking; powered sliding door; air curtain. |
| 14.105 | Frozen Food Storage                                 | -                      | 1                     | 2000 /area        | 2,000 | Walk-in units, to accommodate fork life, adequate height for three pallets, pallet racking; powered sliding door; air curtain. |
| 14.106 | Hazardous Materials Storage                         | -                      | 1                     | 200 /area         | 200   | Sealed flooring; appropriate ventilation and fire suppression; in an enclosed room separate from food storage.                 |
| 14.107 | Restorative Justice Materials Staging               | -                      | 1                     | 300 /area         | 300   |                                                                                                                                |
| 14.108 | Commissary staging                                  | -                      | 1                     | 200 /area         | 200   | 4 pallets of shrink wrapped bags.                                                                                              |
| 14.109 | Temporary Biohazard Storage                         | -                      | 1                     | 40 /area          | 40    | Out of the direct path of offenders and staff.                                                                                 |
| 14.110 | Forklift Staging/Charging                           | -                      | 1                     | 60 /area          | 60    |                                                                                                                                |
| 14.111 | Storekeeper II Office                               | 1                      | 1                     | 64 /area          | 64    | WS-3                                                                                                                           |
| 14.112 | Storekeeper I Office                                | 1                      | 2                     | 64 /area          | 128   | WS-3                                                                                                                           |
| 14.113 | Food Service Coordinator:<br>Inventory/Supply Clerk | 1                      | 1                     | 64 /area          | 64    | WS-3                                                                                                                           |
| 14.114 | Printer/Copier Alcove                               | -                      | 1                     | 40 /area          | 40    | Copier, printer, fax, worktable; shredder                                                                                      |

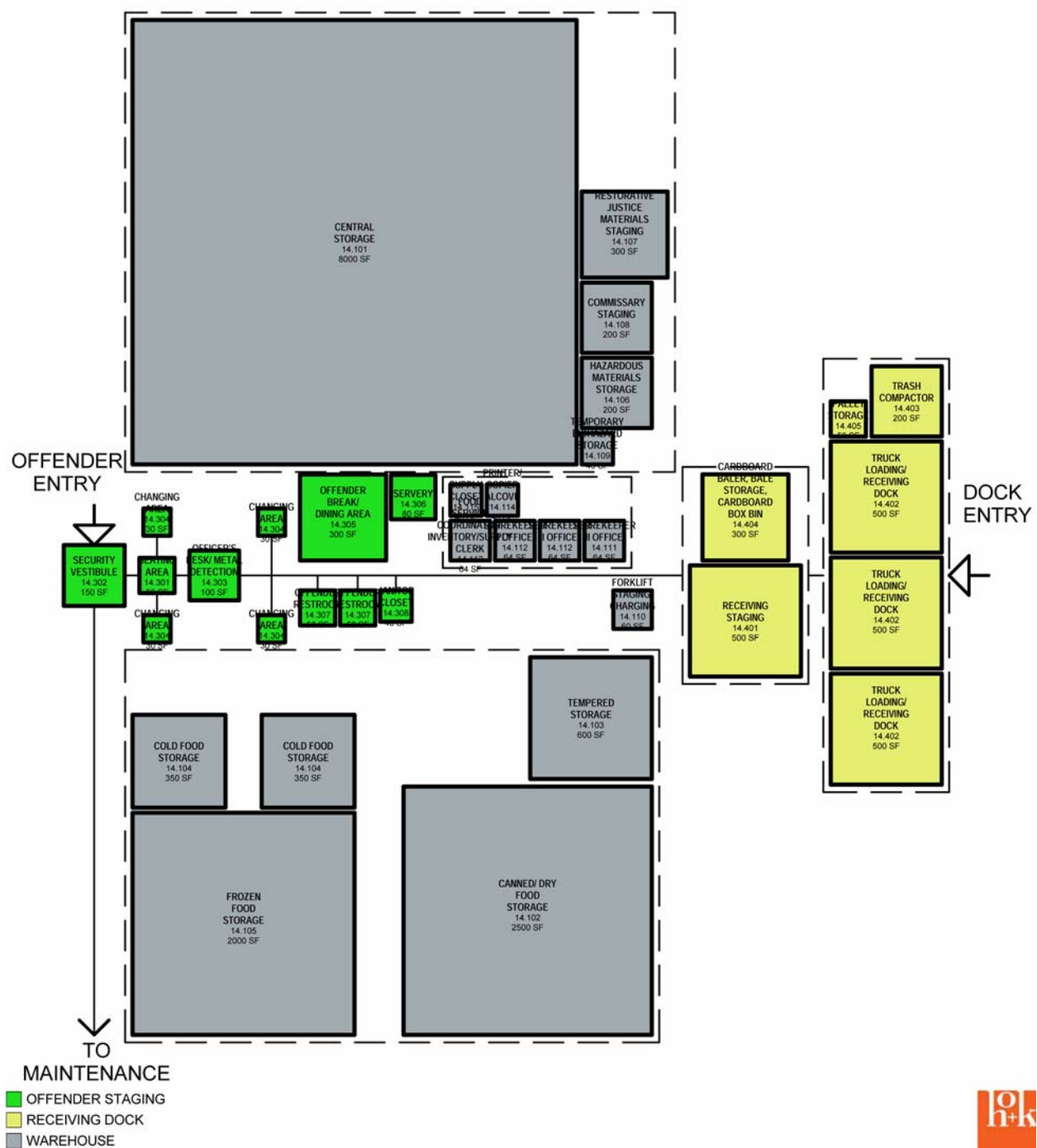
**14.000 WAREHOUSE**

| <b>No.</b>                                                                                                                                                                                                                                                 | <b>Component</b>               | <b>Pers/Units Per Area</b> | <b>Number of Areas</b> | <b>Space Standard</b> | <b>NSF</b> | <b>Notes</b>                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|----------------------------|------------------------|-----------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| 14.115                                                                                                                                                                                                                                                     | Supply Closet                  | -                          | 1                      | 40 /area              | 40         | Shelving                                                                                                                                    |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>    <b>14,936</b><br/> <i>Grossing Factor</i>            <b>1.10</b><br/> <i>Subtotal Gross Square Feet</i>    <b>16,430</b><br/> <i>Subtotal Exterior Square Footage</i>    <b>(0)</b> </p> |                                |                            |                        |                       |            |                                                                                                                                             |
| <b>14.300 OFFENDER STAGING</b>                                                                                                                                                                                                                             |                                |                            |                        |                       |            |                                                                                                                                             |
| 14.301                                                                                                                                                                                                                                                     | Seating Area                   | 5                          | 1                      | 10 /person            | 50         | Adjacent to security vestibule                                                                                                              |
| 14.302                                                                                                                                                                                                                                                     | Security Vestibule             | 10                         | 1                      | 150 /area             | 150        | Door controls from central control, metal detector                                                                                          |
| 14.303                                                                                                                                                                                                                                                     | Officer's Desk/Metal Detection | 1-2                        | 1                      | 100 /area             | 100        | WS-3, sufficient space for wheel chair access around metal detector                                                                         |
| 14.304                                                                                                                                                                                                                                                     | Changing Area                  | 1                          | 4                      | 30 /person            | 120        | Individual cubicle with privacy screening; café style doors; small area with shelves and laundry cart.                                      |
| 14.305                                                                                                                                                                                                                                                     | Offender Break/Dining Area     | 20                         | 1                      | 15 /person            | 300        |                                                                                                                                             |
| 14.306                                                                                                                                                                                                                                                     | Servery                        | -                          | 1                      | 80 /area              | 80         | Counter, sink, microwave, storage cabinets, space for tray storage.                                                                         |
| 14.307                                                                                                                                                                                                                                                     | Offender Restroom              | -                          | 2                      | 50 /area              | 100        | ADA compliant                                                                                                                               |
| 14.308                                                                                                                                                                                                                                                     | Janitor Closet                 | -                          | 1                      | 40 /area              | 40         | Slop sink, mop racks, ventilation                                                                                                           |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>    <b>940</b><br/> <i>Grossing Factor</i>            <b>1.20</b><br/> <i>Subtotal Gross Square Feet</i>    <b>1,128</b><br/> <i>Subtotal Exterior Square Footage</i>    <b>(0)</b> </p>     |                                |                            |                        |                       |            |                                                                                                                                             |
| <b>14.400 RECEIVING DOCK</b>                                                                                                                                                                                                                               |                                |                            |                        |                       |            |                                                                                                                                             |
| 14.401                                                                                                                                                                                                                                                     | Receiving Staging              | -                          | 1                      | 500 /area             | 500        | Directly between the dock and the warehouse.                                                                                                |
| 14.402                                                                                                                                                                                                                                                     | Truck Loading/Receiving Dock   | -                          | 3                      | (500) /area           | (1,500)    | Exterior space, sized for tractor-trailer truck access, 2 large, 1 small loading bays, ramp, dock leveler, weather protection, rolling door |
| 14.403                                                                                                                                                                                                                                                     | Trash Compactor                | -                          | 1                      | (200) /compactor      | (200)      | Exterior space, hose bib                                                                                                                    |

14.000 WAREHOUSE

| No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Component                                        | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF  | Notes                                                                                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------|-----------------------|-------------------|------|----------------------------------------------------------------------------------------------------------|
| 14.404                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Cardboard Baler, Bale Storage, Cardboard Box Bin | -                      | 1                     | 300 /area         | 300  | Shed with roof, open sides, baler, storage for two bales, bin for cardboard box storage prior to baling. |
| 14.405                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Pallet Store                                     | -                      | 1                     | (50) /area        | (50) | Exterior space, near receiving dock                                                                      |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>      <b>800</b><br/> <i>Grossing Factor</i>      <b>1.10</b><br/> <i>Subtotal Gross Square Feet</i>      <b>880</b><br/> <i>Subtotal Exterior Square Feet</i>      <b>(1,750)</b> </p> <p style="text-align: right;"> <i>14.000 Total Interior Net Square Feet</i>      <b>16,676</b><br/> <i>14.000 Total Interior Gross Square Feet</i>      <b>18,438</b><br/> <i>14.000 Total Exterior Square Feet</i>      <b>(1,750)</b> </p> |                                                  |                        |                       |                   |      |                                                                                                          |

Diagram 14.000  
Adjacency Diagram: Warehouse





## Introduction

This component includes the maintenance and housekeeping areas and other building support.

The maintenance area, which should be co-located with the central warehouse (see section 14.000), will provide the facility support functions for the upkeep and running of the entire ISP. It is assumed that the entire maintenance function will be located outside the facility perimeter. Specialty maintenance functions may be contract supported; however, space will be required for general repairs and preventative maintenance. A secure workshop for immediate repair work and the storage of maintenance carts and toolboxes will be provided.

The building support area also includes the central mechanical plant. Other than an allocation for a central mechanical plant, all other mechanical areas, shafts, and chases are part of the building net-to-gross or overall building gross factors, and are not included as separate line items in the architectural program.

The existing garage will be provided for the general maintenance and repair of IDOC vehicles assigned to ISP.

An exterior covered area or shed will be provided for the storage of grounds maintenance equipment (e.g., mowing, etc).

The entire component, but in particular the central plant, must be hardened for natural or other disasters. The requirements for this hardening must include both the space for maintenance staff to report/shelter in place during a disaster, but also to have protected access to other parts of the facility if necessary.

## Operational Description

### *15.100 Maintenance Offices*

The maintenance administration will be located adjacent to the maintenance shop work area. Office and work space will be provided for:

- Plant Operations Manager
- Service Ticket Clerk

Office design and furniture and equipment will be commensurate with assigned responsibilities.

Work orders are submitted electronically by staff requesting the inspection and repair of the physical plant and/or equipment needing repair. The plant operations manager or designee processes work orders on a daily basis five days per week. Each work order is classified and assigned, and then forwarded to the appropriate correctional trades leader or maintenance specialty (e.g., electrical) for attention. All work orders are tracked electronically. Correctional trades leaders are responsible for checking the computer for

15.000 MAINTENANCE/CENTRAL PLANT

any work orders requiring their attention. Once the maintenance issue is resolved, the resolution is entered into the computer and the work order closed out. While all work orders are to be submitted electronically, when a matter is considered urgent or emergent in nature, staff may contact maintenance directly to take the necessary steps to bring a situation under control.

Located within the maintenance administration is a copy/work room. The copy/work room will contain a copier, fax machine, plotter, networked printer, paper shredder, shelving, and work table. Adjacent to this room will be a supply closet for office supplies.

A conference room will be located within the administrative area adjacent to the plant operations manager's office. The conference room should be located adjacent to the pantry/break room, and should have convenient access to the restrooms.

A locker room for the storage of a change of clothes will be provided for the tradesmen. Within the locker room will be assigned lockers and adequate space for changing clothes. Lockers will be permanently assigned. The locker room should be designed to provide flexibility to accommodate future female staff members. A moveable partition can be utilized to provide separation for male and female areas. If the design permits, the locker room should be secured yet accessible by staff (only) from the maintenance shop via card or biometric means.

Within the maintenance administration will be a staff restroom, a wall-mounted water fountain, and a janitor closet. The restroom will be located such that they may be easily accessed from the conference room, the locker rooms, and from the maintenance shop.

**15.200 Shared Support Space**

Access to the warehouse (see Section 14.000) and maintenance areas will be through a weather vestibule and secure pedestrian door leading from the receiving/loading dock into the staging area. Within the staging area will be a reception area for receiving vendors and sales representatives and the reporting point for offender workers assigned to the warehouse or maintenance function.

A conference room and staff restrooms will be provided. The conference space is a multi-purpose room designed to provide a location for sales people, visitors, vendors and staff meetings, etc. The conference room will also be used as a staff break room and should have convenient access to the restrooms.

**15.300 Maintenance Shop**

The maintenance shop area will be subdivided and shall provide sufficient, appropriate space for the following maintenance specialties:

- Electrical
- Plumbing
- HVAC

In addition, space for general maintenance will be provided.

If a situation arises that requires carpentry skills, these will be provided through IPI or

**15.000 MAINTENANCE/CENTRAL PLANT**

Restorative Justice Programs (see Section 11.000).

Design of specialty spaces, tools, and equipment will be commensurate with anticipated activities and sized to accommodate the anticipated number of tradesmen/workers. Spaces within the maintenance shop may be equipped with standing-height workbenches, stool-height seating, wall-mounted pegboard for storing tools, and lockable cabinets for storing electric tools or small items. Appropriate outlets, ventilation, and fixtures (e.g., eyewash station) will be provided.

A storage area adjacent to and accessible from within the maintenance shop will provide shelf and peg board storage for appropriate power and hand tools for routine maintenance activities. Tools should be stored in a shadow-board type of space-saver storage system, so that tools can be retrieved and stored easily, and missing tools will be readily apparent. An alcove will be provided within the maintenance shop for staging as many as 12 mobile, securable tool cribs/carts. All secure rooms associated with maintenance will be equipped with card or biometric access security systems for authorized staff. The locking systems will be monitored and controlled by master control.

Welding, due to the nature of the work, will be located at an exterior area (see sub-section 15.600).

Within the maintenance shop and central to the maintenance specialty spaces will be a shared office, which will provide correctional trades leaders with computer access to receive repair orders, track repairs, run maintenance-related reports, etc. The shared office will include a networked printer/copier/fax unit and sufficient storage for owner manuals, blueprints, and other documents needed for the maintenance of equipment and machinery.

Within the maintenance shop will be an eyewash station, a wall-mounted water fountain, a staff restroom, an offender restroom, and a janitor's closet.

**15.400 Maintenance Storage/Stockroom**

The central warehouse, described in Section 14.000, will serve as the receiving point for maintenance supplies; however, this space needs to be located in close proximity to the maintenance area, preferably with direct access into the maintenance shop. A maintenance staff member will be on hand to receive and inspect maintenance supplies delivered to the maintenance storage/stockroom. Maintenance supplies will be palletized so a forklift is anticipated in this storage area. The stock room must be adjacent to the maintenance shop.

The stock room has similar requirements to that of the central storage area. A large storage area will be provided for attic stock, spare parts and general hardware and repair supplies and inventory. The room should be organized for easy retrieval of items. The plant operations manager will have oversight responsibility for assuring adequate supplies are maintained and available, and a system for monitoring inventories is established.

Separate storage areas, with solid walls and lockable doors, must be provided for chemical storage and for paint. Both of these rooms should have special ventilation directed toward the exterior, and a dry fire suppression system (if permitted by code).

15.000 MAINTENANCE/CENTRAL PLANT

These storage areas should open into the maintenance shop.

All secure rooms associated with the maintenance storage/stockroom will be equipped with card or biometric access security systems for authorized staff. The locking systems will be monitored and controlled by master control.

**15.500 Central Plant**

A new central plant will be constructed to support the new ISP that houses the central heating plant and centralized chillers for the ISP, and the domestic hot water supply and booster pumps. It also includes the main electrical room, fire command center, fire pump room, and the emergency generators. This equipment may be co-located in a single room in the facility, or various components may be in various locations throughout the facility, depending on the facility design. Some components may be located on the exterior of the building or on the roofs of the new structures.

**15.600 Garage**

The ISP garage services will operate from its existing location, no additional operational programming noted at this time.

**15.700 Outdoor Shed/Outdoor Areas**

A shed will be provided for the storage of maintenance golf carts (or other similar motorized vehicle) and grounds maintenance equipment and supplies. This outdoor shed must be equipped with sufficient electrical outlets for the recharging of the carts and equipment.

Welding, due to the nature of the work, will be located at an exterior area, covered for weather protection by an awning or shed roof, and designated for welding. Welding tools and equipment, when not in use, will be stored in the maintenance shop room or in an outdoor lockable tool shed for weather protection as well as security.

**Additional Design/Operational Considerations**

The use of standard warehouse type construction for these components is appropriate. The floors can be finished concrete, the walls concrete block or a similar material, and the ceiling, in most instances, can be exposed structural systems with a standard roof deck. The central plant should be equipped with fire, smoke, and carbon monoxide alarm systems, enunciated both within the area and within master control. If permitted by code, a dry fire suppression system should be utilized in this area, to prevent the shorting out of electrical systems through the use of water. Access to this component will be controlled by card or biometric access.

Security designation D.

15.000 MAINTENANCE/CENTRAL PLANT

Table 15.000  
 Architectural Program: Maintenance/Central Plant

| No.                                                                                                                                       | Component                         | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF                         | Notes                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------------------|-----------------------|-------------------|-----------------------------|---------------------------------------------------------------------------------|
| <b>15.000 MAINTENANCE (Co-located with Warehouse)</b>                                                                                     |                                   |                        |                       |                   |                             |                                                                                 |
| <b>15.100 MAINTENANCE OFFICES</b>                                                                                                         |                                   |                        |                       |                   |                             |                                                                                 |
| 15.101                                                                                                                                    | Plant Operations Manager          | 1                      | 1                     | 120 /office       | 120                         | OF-3                                                                            |
| 15.102                                                                                                                                    | Service Ticket Clerk / Admin Asst | 1                      | 1                     | 80 /wkstn         | 80                          | WS-1; shared offices ideally overlooking maintenance shops.                     |
| 15.103                                                                                                                                    | Printer/Copier Work Room          | -                      | 1                     | 100 /area         | 100                         | Copier, networked printer, work table; CAD plotter                              |
| 15.104                                                                                                                                    | Office Supply Storage             | -                      | 1                     | 40 /area          | 40                          | Secure storage, shelving                                                        |
| 15.105                                                                                                                                    | Conference Room                   | 10                     | 1                     | 200 /area         | 200                         | CF-3, storage closet within s.f.; adjacent to Plant Operations Manager's office |
| 15.106                                                                                                                                    | Locker Room                       | 1                      | 20                    | 7.5 /locker       | 150                         | Full-sized lockers, permanently assigned; wall separation for males/females.    |
| 15.107                                                                                                                                    | Staff Restroom                    | 1                      | 2                     | 50 /area          | 100                         | ADA-compliant                                                                   |
| 15.108                                                                                                                                    | Water Fountain                    | 1                      | 1                     | 6 /area           | 6                           | ADA-compliant                                                                   |
| 15.109                                                                                                                                    | Janitor Closet                    | -                      | 1                     | 60 /area          | 60                          | Slop sink, mop racks, ventilation                                               |
| <i>Subtotal Net Square Feet</i><br><i>Grossing Factor</i><br><i>Subtotal Gross Square Feet</i>                                            |                                   |                        |                       |                   | 856<br>1.25<br>1,070        |                                                                                 |
| <b>15.200 SUPPORT SPACE</b>                                                                                                               |                                   |                        |                       |                   |                             |                                                                                 |
| 15.201                                                                                                                                    | Weather Vestibule                 | 1                      | 1                     | 40 /area          | 40                          |                                                                                 |
| 15.202                                                                                                                                    | Reception                         | 2-4                    | 1                     | 100 /area         | 100                         |                                                                                 |
| 15.203                                                                                                                                    | Future Receptionist Workstation   | 1                      | 1                     | 50 /wkstn         | 50                          | WS-4                                                                            |
| 15.204                                                                                                                                    | Conference Room                   | 18                     | 1                     | 400 /area         | 400                         | CF-3                                                                            |
| 15.205                                                                                                                                    | Break room - Staff                | -                      | 1                     | 250 /area         | 250                         | BR-1; lockable pass-thru to conference room.                                    |
| 15.206                                                                                                                                    | Staff/Visitor Restrooms           | 1                      | 1                     | 50 /area          | 50                          | ADA compliant                                                                   |
| 15.207                                                                                                                                    | Printer/Copier Alcove             | -                      | 1                     | 40 /area          | 40                          | Copier, printer, fax, worktable; shredder                                       |
| 15.208                                                                                                                                    | Supply Closet                     | -                      | 1                     | 40 /area          | 40                          | Shelving                                                                        |
| <i>Subtotal Net Square Feet</i><br><i>Grossing Factor</i><br><i>Subtotal Gross Square Feet</i><br><i>Subtotal Exterior Square Footage</i> |                                   |                        |                       |                   | 970<br>1.20<br>1,164<br>(0) |                                                                                 |

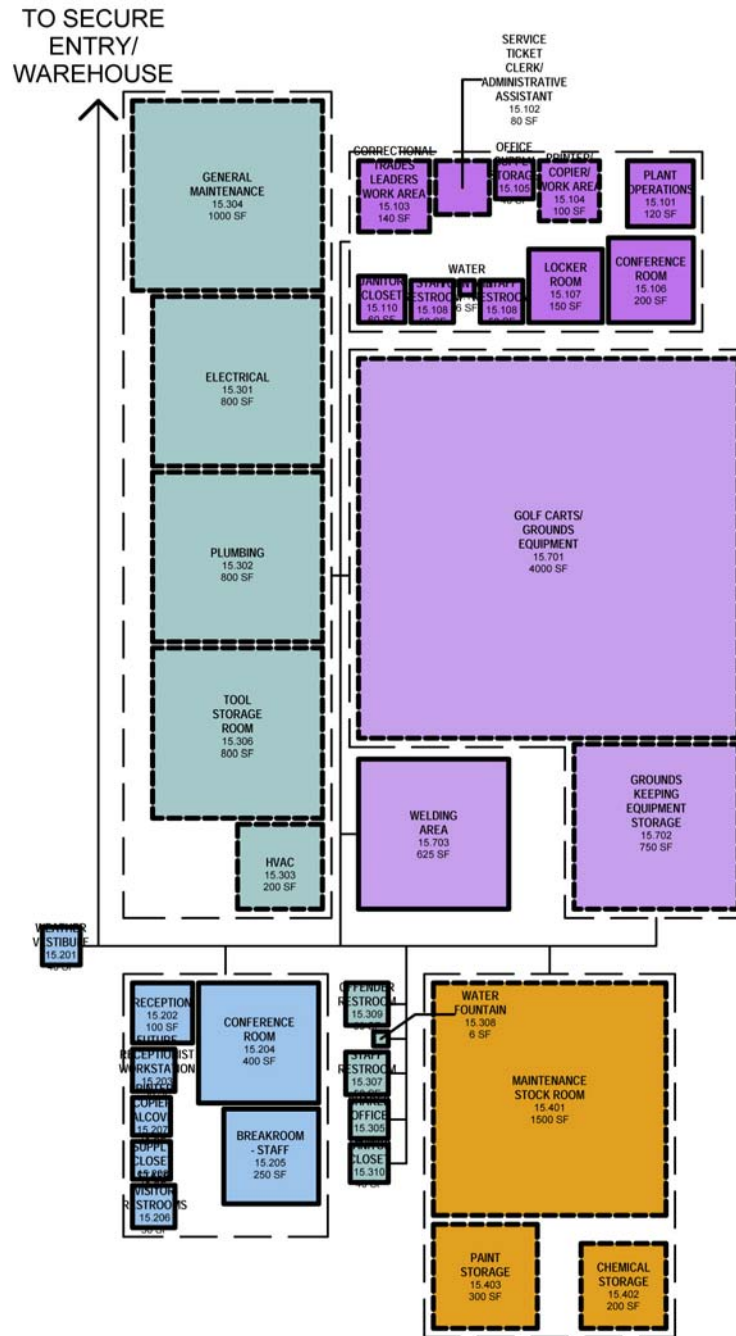
15.000 MAINTENANCE/CENTRAL PLANT

| No.                                                                                                                                                                                        | Component                                                | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF   | Notes                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------|-----------------------|-------------------|-------|-----------------------------------------------------------------------------|
| 15.300                                                                                                                                                                                     | FACILITY SHOPS                                           |                        |                       |                   |       |                                                                             |
| 15.301                                                                                                                                                                                     | Electrical                                               | 2                      | 1                     | 800 /area         | 800   | Requires A/C                                                                |
| 15.302                                                                                                                                                                                     | Plumbing                                                 | 2                      | 1                     | 800 /area         | 800   | Requires depth                                                              |
| 15.303                                                                                                                                                                                     | HVAC                                                     | 2                      | 1                     | 200 /area         | 200   |                                                                             |
| 15.304                                                                                                                                                                                     | General Maintenance                                      | 2                      | 1                     | 1000 /area        | 1,000 |                                                                             |
| 15.305                                                                                                                                                                                     | Correctional Trades<br>Leaders Work Area                 | 2                      | 1                     | 140 /area         | 140   | OF-5; shared offices ideally<br>overlooking maintenance<br>shops.           |
| 15.306                                                                                                                                                                                     | Tool Storage Room                                        | 1                      | 1                     | 800 /area         | 800   | Space saver, shadow boards                                                  |
| 15.307                                                                                                                                                                                     | Staff Restroom                                           | 1                      | 1                     | 50 /area          | 50    | ADA-compliant; eye wash<br>station                                          |
| 15.308                                                                                                                                                                                     | Water Fountain                                           | 1                      | 1                     | 6 /area           | 6     | ADA-compliant                                                               |
| 15.309                                                                                                                                                                                     | Offender Restroom                                        | 1                      | 1                     | 50 /area          | 50    | ADA-compliant                                                               |
| 15.310                                                                                                                                                                                     | Janitor Closet                                           | -                      | 1                     | 40 /area          | 40    | Slop sink, mop racks,<br>ventilation                                        |
| <i>Subtotal Net Square Feet</i> <b>3,886</b><br><i>Grossing Factor</i> <b>1.30</b><br><i>Subtotal Gross Square Feet</i> <b>5,052</b>                                                       |                                                          |                        |                       |                   |       |                                                                             |
| 15.400                                                                                                                                                                                     | MAINTENANCE STORAGE/STOCKROOM                            |                        |                       |                   |       |                                                                             |
| 15.401                                                                                                                                                                                     | Maintenance<br>Stockroom                                 | -                      | 1                     | 1,500 /area       | 1,500 | Palletized storage, climate<br>controlled                                   |
| 15.402                                                                                                                                                                                     | Chemical Storage                                         | -                      | 1                     | 200 /area         | 200   | Special ventilation directly to<br>exterior, dry fire suppression<br>system |
| 15.403                                                                                                                                                                                     | Paint Storage                                            | -                      | 1                     | 300 /area         | 300   | Special ventilation directly to<br>exterior, dry fire suppression<br>system |
| <i>Subtotal Net Square Feet</i> <b>2,000</b><br><i>Grossing Factor</i> <b>1.10</b><br><i>Subtotal Gross Square Feet</i> <b>2,200</b><br><i>Subtotal Exterior Square Footage</i> <b>(0)</b> |                                                          |                        |                       |                   |       |                                                                             |
| 15.500                                                                                                                                                                                     | CENTRAL ENERGY PLANT                                     |                        |                       |                   |       |                                                                             |
| 15.501                                                                                                                                                                                     | Central Energy Plant                                     | -                      | 1                     | 8,000 /area       | 8,000 | Emergency generator capacity<br>for 1,200 offenders.                        |
| <i>Subtotal Net Square Feet</i> <b>8,000</b><br><i>Grossing Factor</i> <b>1.10</b><br><i>Subtotal Gross Square Feet</i> <b>8,800</b>                                                       |                                                          |                        |                       |                   |       |                                                                             |
| 15.600                                                                                                                                                                                     | GARAGE (No new space is associated with this component.) |                        |                       |                   |       |                                                                             |
| 15.700                                                                                                                                                                                     | OUTDOOR SHED/OUTDOOR AREAS                               |                        |                       |                   |       |                                                                             |

15.000 MAINTENANCE/CENTRAL PLANT

| No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Component                                                     | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF     | Notes                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------------|-----------------------|-------------------|---------|--------------------------------------------------------------------------------------------------------|
| 15.701                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Exterior Shed or Covered Area for Golf Cart/Grounds Equipment | -                      | 1                     | 4,000 /area       | (4,000) | Exterior space, sized for electric vehicles, ATV, snow remove, bobcats, dump truck; electrical outlets |
| 15.702                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Grounds Keeping Equip. Storage                                | -                      | 1                     | 750 /area         | 750     | Lawnmowers, tractors, etc; enclosed space.                                                             |
| 15.703                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Welding Area                                                  | 1                      | 1                     | 625 /area         | (625)   | Exterior space                                                                                         |
| <p style="text-align: right;"> <i>Subtotal Net Square Feet</i>      <b>750</b><br/> <i>Grossing Factor</i>            <b>1.10</b><br/> <i>Subtotal Gross Square Feet</i>      <b>825</b><br/> <i>Subtotal Exterior Square Foot</i>    <b>(4,625)</b> </p> <p style="text-align: right;"> <i>15.000 Total Interior Net Square Feet</i>    <b>16,462</b><br/> <i>15.000 Total Interior Gross Square Feet</i>    <b>19,111</b><br/> <i>15.000 Total Exterior Square Feet</i>    <b>(4,625)</b> </p> |                                                               |                        |                       |                   |         |                                                                                                        |

Diagram 15.000  
 Adjacency Diagram: Maintenance/Central Plant



- FACILITY SHOPS
- MAINTENANCE OFFICES
- MAINTENANCE STORAGE/STOCKROOM
- OUTDOOR SHED
- SUPPORT SPACE





## Introduction

The ISP is a public building serving many interests and needs, and in particular, all services and activities related to the safe and secure imprisonment of persons committed to the ISP. The site issues discussed in this component include the perimeter security, towers, vehicle sallyport, and vehicle parking for employees, official visitors and offender visitors.

## Operational Description

### *16.100 Perimeter Security*

The perimeter of the ISP will be defined by a double-secure non-lethal fence with razor ribbon that is augmented with a dual redundant perimeter intrusion alarm. High mast lighting will illuminate the perimeter during evening hours. Dependent upon design, the building may be constructed such that it is part of the perimeter.

A perimeter patrol vehicle will make intermittent rounds of the facility on a perimeter road in order to identify any security breaches that may exist. This vehicle will be staffed by an armed corrections officer in case of an escape attempt by an offender or an attempt to infiltrate the perimeter of the facility by outsiders presenting a threat of deadly force.

IDOC has determined that two elevated towers will be part of the ISP perimeter. One will be adjacent to the vehicle sallyport and will have responsibility to allow access and egress of vehicles and persons in that area based on observation and direction provided by officers stationed at the vehicle sallyport. The other tower will be armed and will be strategically placed such as to afford maximum visibility – preferably located near or adjacent to the yard and above master control.

The towers will be enclosed having sufficient number of windows to provide 360-degree visibility of the ISP grounds. The windows will have ample glazing and be operational, having the ability to open/close. The glazing should have ballistic resistant capability. A balcony encircling the tower will allow staff to place themselves in good position to observe activity occurring below or to respond with force as necessary and required. Each tower will be equipped with an electronic searchlight to illuminate the buildings and grounds during evening hours. The towers will be staffed by an armed corrections officer and sized to accommodate two people, though typically only one person will be assigned.

The towers must be heated and cooled, contain a workstation, restroom, equipment storage, secure arms and weapons storage, beverage station with sink, and janitor's closet. Windows should be equipped with transparent sun shades to keep the booth from getting excessively hot in the summer and to reduce glare on very sunny days.

### *16.200 Main Vehicle Sallyport*

Transport vehicles, IDOC vehicles, and authorized outside private contractors will enter the perimeter through the main vehicle sallyport (all outside deliveries will arrive at the warehouse, located outside the secure perimeter). It is anticipated that all emergency

vehicles from local fire departments will enter and leave the facility through this area as well. Vehicles will approach the main vehicle sallyport gates at which point they will be seen by the vehicle gate officer who is stationed within a small permanent structure inside the sallyport. Once confirming the apparent validity of the vehicle, the officer will radio to main vehicle sallyport tower to open the outer gate. During hours when the gate is not manned, vehicles will arrive and pass onto a vehicle detector device that will automatically turn on a camera, which in turn will show the vehicle and alert the main vehicle sallyport tower officer of its presence. Should the main vehicle sallyport tower officer need to confer with the driver, this will be accomplished through the use of a weather-protected, pole-mounted intercom/CCTV device situated at an appropriate height and location to enable master control to view the driver and to verbally communicate without the driver leaving the vehicle. Master control will have redundant capacity to operate the main vehicle sallyport during those periods when the gate house and the main vehicle sallyport tower are not staffed.

Once the main vehicle sallyport tower officer authorizes the vehicle to enter the sallyport, the gates will be remotely opened, and the vehicle will proceed into the sallyport and park in a designated location. It is essential that cameras be located inside the sallyport facing the inside of the doors, and that they be supplemented by electronic eyes on the inside of the entry door and the outside of the exit door, to ensure that the doors and vehicles are not damaged by premature closing by master control. In addition, if pneumatic doors are specified, care must be taken to provide a protective cover for the mechanical workings to ensure that any water does not come into contact with the controls (e.g., due to weather or accidental sprinkler discharge). The main vehicle sallyport should be roofed over to provide weather protection within the sallyport area. The height and width of doors are sized to accommodate a tractor trailer truck or a 65-passenger bus (including antennae and roof-mounted lights), and sprinkler pipes within the area must allow for such clearances as well.

The main vehicle sallyport will contain one parking lane and one drive-through lane. The parking lane will accommodate either a bus plus two additional vehicles (e.g., vans and law enforcement vehicles), or four vehicles without the bus.

Once inside the main vehicle sallyport, the gate officer will then proceed to conduct a search of the underside of the vehicle and then the same of the inside (vehicles transporting prisoners will not include an interior search). Once satisfied that no contraband is being brought into the facility, the gate officer will alert master control by radio or phone that the inner door of the sallyport should be opened. A camera is situated at this point, to allow master control to view the perimeter door prior to opening it. Once open, the vehicle will either proceed to the reception and discharge vehicle sallyport or another loading area within the internal service yard (e.g., foodservice, industries, etc.). An internal road network will be developed to allow vehicles, especially emergency vehicles, to access any building within the perimeter.

Egress from the facility will typically occur in reverse of the above process.

The gate house must be heated and cooled, contain a workstation, restroom, equipment storage, beverage station, and janitor's closet. Windows should provide clear visibility of the road on which vehicles will approach, as well as the interior of the sallyport and internal service yard; they should be equipped with transparent sun shades to keep the

booth from getting excessively hot in the summer and to reduce glare on very sunny days. Pedestrian gates must also be provided on both sides of the sallyport.

### **16.300 Vehicle Parking**

The site layout should prevent vehicles from pulling up close to the building. This can be accomplished through the use of architectural elements, landscaping, bollards, concrete planters, and other attractive and dignified exterior treatments that will keep vehicles an acceptable distance from the building.

#### *Public Lobby Entrance/Public Parking*

The public lobby entrance should be the facility's "front door," easily accessible from the street, sidewalk, and public parking area. It will remain unlocked during the hours that the building is open to the public. There should be a passenger drop-off adjacent to the main door into the facility, with signage indicating that the area is for drop-offs only, and parking at this location is prohibited.

The public parking area should have spaces for approximately 40 vehicles, including handicapped spaces per code. This will accommodate both official visitors and offender visitors simultaneously. The public parking should be located near the public lobby. Appropriate signage around the site should indicate the public parking areas. Public access to the site should have its own vehicular entrance and exit ramps from the road, separate from staff access areas, if possible.

#### *Staff Vehicles*

The staff parking lot should be located with easy access to the staff entrance. The staff parking area is designated by appropriate signage and landscaping/ architectural barriers (e.g., curbs, bollards, tree and planting strips, etc.) to prevent access by non-staff. The staff parking area should be located so that offenders do not have a view of the staff parking area.

Four hundred (400) staff parking spaces are provided. This provides sufficient parking for two shifts during shift change times, when staff arrives early for their shift to change, shower, or work out. If desired, some parking spots may be reserved for certain staff members, such as administrators. These reserved parking spaces should be designated with a number, rather than a name, due to safety and security concerns.

Electrical outlets will be provided that will allow for diesel and/or electric hybrid vehicles to be plugged in during cold weather.

The staff parking area should have its own vehicle entrance and exit ramps from the road, if possible.

The staff parking area should be provided with pole-mounted CCTV cameras, monitored by master control, to provide adequate supervision of the area.

A covered carport will be available for state vehicles as described in Section 15.000.

### **Additional Design/Operational Considerations**

The card/reader, intercom, and CCTV equipment should be pole-mounted and weather protected. The CCTV cameras should be situated so as to provide a clear and unobstructed view of the vehicle and the driver. The vehicle lift arm or gates should be card activated.

The staff parking area ideally will be enclosed with chain link-type fencing. This will prevent vandalism of official vehicles and unauthorized access to secure areas of the facility. Access through the staff parking lot perimeter fencing will be via a sliding vehicle access gate or lift arm.

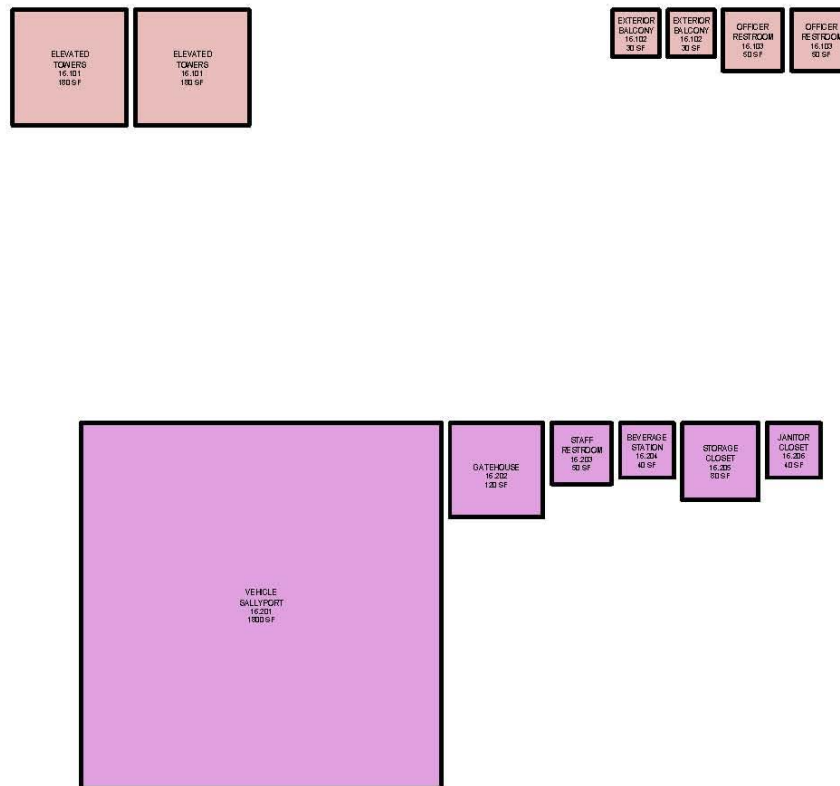
Security designation B: Gate House

Table 16.000  
 Architectural Program: Site

| No.                                                                                                                                    | Component         | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF                       | Notes                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------|-----------------------|-------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>16.000 SITE ISSUES</b>                                                                                                              |                   |                        |                       |                   |                           |                                                                                                                                                                                                                                                                  |
| <b>16.100 TOWERS (Strategically located to maximize visibility of the site)</b>                                                        |                   |                        |                       |                   |                           |                                                                                                                                                                                                                                                                  |
| 16.101                                                                                                                                 | Elevated Towers   | 1                      | 2                     | 180 /tower        | 360                       | WS-4; equipment storage; secure arms and weapons storage, beverage station with sink; refrigerator; transparent sun shades equipped at operational windows; ballistic and attack resistant glazing; air conditioning; includes approx. 160 sf for access stairs. |
| 16.102                                                                                                                                 | Exterior Balcony  | 1                      | 2                     | 30 /area          | 60                        | Mounted search lighting .                                                                                                                                                                                                                                        |
| 16.103                                                                                                                                 | Officer Restroom  | 1                      | 2                     | 50 /area          | 100                       | ADA-compliant; slop sink, mop rack, ventilation for cleaning.                                                                                                                                                                                                    |
| <i>Subtotal Net Square Feet</i><br><i>Grossing Factor</i><br><i>Subtotal Gross Square Feet</i><br><i>Subtotal Exterior Square Feet</i> |                   |                        |                       |                   | 520<br>1.10<br>572<br>(0) |                                                                                                                                                                                                                                                                  |
| <b>16.200 MAIN VEHICLE SALLYPORT</b>                                                                                                   |                   |                        |                       |                   |                           |                                                                                                                                                                                                                                                                  |
| 16.201                                                                                                                                 | Vehicle Sallyport | -                      | 1                     | 1800 /space       | (1,800)                   | 2 lanes (including 1 driveby land, 1 parking lane); pedestrian gate to sallyport from exterior; 14 ft clearance; camera monitored by central control.                                                                                                            |
| 16.202                                                                                                                                 | Gatehouse         | 1                      | 1                     | 120 /area         | 120                       | Includes desk, phones, weapons locker transport restraint equipment; air conditioning; transparent sun shades.                                                                                                                                                   |
| 16.203                                                                                                                                 | Staff Restroom    | 1                      | 1                     | 50 /room          | 50                        | Located within gatehouse                                                                                                                                                                                                                                         |
| 16.204                                                                                                                                 | Beverage Station  | -                      | 1                     | 40 /area          | 40                        | Located within gatehouse; coffee maker, small frig, microwave.                                                                                                                                                                                                   |
| 16.205                                                                                                                                 | Storage Closet    | -                      | 1                     | 80 /room          | 80                        | Located within gatehouse; shelving; lockable                                                                                                                                                                                                                     |
| 16.206                                                                                                                                 | Janitor Closet    | -                      | 1                     | 40 /area          | 40                        | Slop sink, mop racks, ventilation                                                                                                                                                                                                                                |
| <i>Subtotal Net Square Feet</i>                                                                                                        |                   |                        |                       |                   | 330                       |                                                                                                                                                                                                                                                                  |

| No.                                            | Component              | Pers/Units<br>Per Area | Number<br>of<br>Areas | Space<br>Standard | NSF              | Notes                                                                                                                                                   |
|------------------------------------------------|------------------------|------------------------|-----------------------|-------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Grossing Factor</i>                         |                        |                        |                       |                   | <i>1.10</i>      |                                                                                                                                                         |
| <i>Subtotal Gross Square Feet</i>              |                        |                        |                       |                   | <i>363</i>       |                                                                                                                                                         |
| <i>Subtotal Exterior Square Feet</i>           |                        |                        |                       |                   | <i>(1,800)</i>   |                                                                                                                                                         |
| <b>16.300 VEHICLE PARKING</b>                  |                        |                        |                       |                   |                  |                                                                                                                                                         |
| <i>Public Lobby Entrance/Public Parking</i>    |                        |                        |                       |                   |                  |                                                                                                                                                         |
| 16.301                                         | Public Parking - Lobby | -                      | 40                    | 300 /space        | (12,000)         | Provide handicap spaces in accordance with ADA regulations; includes circulation space                                                                  |
| <i>Staff Vehicles</i>                          |                        |                        |                       |                   |                  |                                                                                                                                                         |
| 16.302                                         | ISP Staff Parking      | -                      | 400                   | 300 /space        | (120,000)        | Provide handicap spaces in accordance with ADA regulations; includes circulation space; gated access.electrical outlets for hybrid and diesel vehicles. |
| <i>Subtotal Exterior Square Feet</i>           |                        |                        |                       |                   | <i>(132,000)</i> |                                                                                                                                                         |
| <i>16.000 Total Interior Net Square Feet</i>   |                        |                        |                       |                   | <i>850</i>       |                                                                                                                                                         |
| <i>16.000 Total Interior Gross Square Feet</i> |                        |                        |                       |                   | <i>935</i>       |                                                                                                                                                         |
| <i>16.000 Total Exterior Square Feet</i>       |                        |                        |                       |                   | <i>(133,800)</i> |                                                                                                                                                         |

Diagram 16.000  
Adjacency Diagram: Site







## **Reintegration Unit Operational Overview**

In 2000, IDOC commenced planning for a mental health unit adjacent to the present-day ISP. This unit was intended to provide a therapeutic treatment and housing environment for maximum, high-custody offenders, who have mental illnesses. When the unit opened in 2002, it was known as the clinical care unit (CCU). The mission of the CCU was to provide mental health treatment in a safe and secure environment by stabilizing the offender's mental illness and providing them with treatment, education, and life skills necessary to assist in obtaining a successful placement consistent with their custody level.

In the initial design phases, a facility was planned and appropriately designed to serve the mental health treatment needs of these offenders. Due to budgetary constraints, that plan was seriously value-engineered and resulted in a facility that does not lend itself to mental health treatment, and in some cases, may be detrimental. The lack of sufficient treatment space (group rooms, activities, social areas) makes it very difficult to provide adequate and appropriate programming toward the goal of mental health recovery.

The design and environment of the present-day CCU contradicts evidence-based practices that suggest the best environment to address the needs of a population of offenders with mental illnesses within a correctional setting. A corrections mental health environment must meet both the security and the treatment needs of offenders who have mental illnesses. It should convey and support a therapeutic environment through colors, natural light, and durable residential-style furnishings, and should encourage offenders to develop a positive sense of community and positive relations with staff.

The construction of the new ISP provides the opportunity to create within the new prison a state-of-the-art mental health management unit designed to meet the specialized needs of offenders experiencing major mental illnesses who will be classified to be housed within the new ISP.

Once the new ISP is complete, the CCU will no longer serve the needs of the mentally ill population. It will be known as the reintegration unit (RU), and will serve offenders serving significant amounts of time in administrative segregation and disciplinary detention (generally one year or more). It will draw from all institutions within the IDOC system.

It is not intended to be a "super-max" or 23-hour-a-day lockdown program; but rather as the name implies, it is intended to be a program that focuses on reintegrating the offender into the general population.

The RU will place a strong emphasis on behavior modification and cognitive restructuring programs in order to assist offenders in adapting their behavior to expected institutional norms. The use of a step-down approach will allow offenders to incrementally gain privileges and demonstrate acceptable behavior.

Staffing will reflect the highly secure but program-driven philosophy of the unit. In addition to corrections officer, there will be mental health staff, counselors, and case managers, which reflects a focus on changing offender behavior rather than being solely punitive in nature.

**17.000 REINTEGRATION UNIT**

While the current CCU is physically integrated with the current ISP and offenders are able to go inside the secure perimeter for activities such as dining and gym, this will no longer be the case once the new ISP opens. As such, the RU must be viewed as a self-sufficient management unit with programs and services limited to those that can be provided on site.

The RU will be operated as the fifth management unit of the ISP under the direction of a unit manager, who will also have oversight responsibility for the Farm (see Section 18.00). The facility presently has four housing pods, each with 40 single-occupancy cells (Pods C, D, E, and F) plus another two pods, Pods A and B. A-pod has 16 single-occupancy cells configured as two eight-bed subpods, and B-pod has 24 single-occupancy cells configured as two 12-bed subpods. It is not anticipated that A and B pods will be used for housing purposes although this is subject to change as the planning process progresses. There will be no direct admits to the RU; all admissions and discharges will be processed through the ISP reception and discharge component (see Section 5.000)

Physical changes necessary to support the repurposing of CCU into a reintegration unit may include:

- Creation of new front entrance, perhaps through CCU's reception and diagnostic area, assuming the existing lobby will not be operational.
- Designation and modification to electronic controls in order to create a single control center for the RU.
- Subdividing a portion of the central recreation yard into individual recreation yards.
- Installation of requisite wiring to support video visitation. Creation of video visitation at off site-remote locations and at the main ISP
- Creation of medical triage/examination areas. Offenders requiring clinic-level services will be transported to the ISP health clinic for scheduled appointments.
- Creation of a servery for staging meals for distribution. Repair to dumbwaiter or provisions made for transfer of meal carts to the second floor.

As the planning process moves forward, identification of additional physical plant and mechanical system changes may be required.

### **John Bennett Unit Operational Overview**

The John Bennett Unit, a medium security facility, was built in 1963 to serve as minimum security and is directly behind the ISP. The JBU's floor plan consists of approximately 26,000 square feet on two floors with two dormitory-style areas having a design capacity for 100 offenders. The mission of the present-day JBU will continue as offenders will be provided work assignments/opportunities, as well as educational and treatment programming so they can progress to the next custody level or for release.

The JBU will continue to house minimum security offenders whose classification status indicates they are sufficiently stable to reside in an opened non-secured environment, also known as minimum-live-outs (MLO). Offenders housed at the JBU will be involved in community projects, gardening, forestry service, educational opportunities, and programming consistent with the offenders' needs to provide them the necessary skills and tools to be productive citizens upon release. Offenders in the process of re-entry to their respective communities and who are former residents of Southeast Iowa, will be housed at the JBU and will be engaged in active re-entry programs. There will be no direct admits to the JBU; all admissions and discharges will be processed through the ISP reception and discharge component (see Section 5.000).

Since the JBU is not considered a separate management unit, it will come under the direction and oversight of the RU's unit manager (see Section 17.000). The JBU will function as it presently does, though practices and procedures may be modified based on new operating practices established for the new ISP during the transition process.

Based upon the Phase II report, physical changes indicated include:

- Addition of two egress stairs to the dormitories.
- General maintenance items (not detailed).

As the planning process moves forward, additional physical plant and building system changes may be required.

### III. STAFFING

## Introduction

One critical component of the programming effort is determining the number and classifications of staff required to effectively and efficiently operate a facility. This staffing chapter represents our preliminary staffing recommendations for the ISP, based on our understanding of the operations and the likely facility configuration at the Operational/Architectural program stage of facility development. This preliminary plan is intended only to be a starting point for discussion. ISP staff provided information regarding their current and anticipated future staffing levels, participated in discussions regarding deployment of staff, and provided feedback relative to a first draft of this document that was submitted on May 7, 2009.

Determining the necessary staffing required for prison facilities is not a science. A staffing plan represents a combination of factors, including consideration of existing personnel assignments and coverage, but also the consultants' experience and intuition about how the new facility may operate. The staffing plan will evolve and during the next stages of design (i.e., schematic design and design development), which will then allow for an additional level of confirmation or modification as the design of the building becomes clearer. Additionally, the facility design should consider opportunities to realize staffing efficiencies by placing similar components in close proximity where visibility/supervision can be maximized.

The recommendations set forth in these tables reflect the estimated numbers of personnel required to operate the facility at a sound and appropriate level; this will not result in a "bare bones" operation, nor will it represent an overly generous and wasteful level of service.

The proposed staffing plan is intended to reflect both the direct supervision management of offenders within the context and structure of the unit management concept. Moreover, this staffing plan is intended to support the current and future reentry efforts for ISP and the IDOC as a whole. The staffing includes both the staff required for the processing and supervision of offenders, and the full range of support functions such as maintenance and administration of the facility, except Iowa Prison Industries and Restorative Justice Partnership employees and volunteer program leaders. Where appropriate, a shift relief factor (described below) was incorporated in the total staffing requirements.

### *Baseline Staffing*

IDOC has identified September 1, 2008, as the date to serve as the baseline staffing for the existing ISP facility. As of that date, there were 525 positions at ISP serving an offender population of approximately 993<sup>12</sup>. The need for additional personnel for *current* medical and mental health operational needs was first addressed in a study conducted by Pulitzer/Bogard & Associates in 2008; that effort resulted in a recommendation for 15 additional positions to meet the health care staffing needs at that time.

Table III-1 establishes baseline staffing levels for the current ISP from which the proposed

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<sup>12</sup> The population figures are based on the Custody Classification Comparison and Updated Data on New Classifications for Males dated February 12, 2009. The population figures were derived as follows: CCU: 178, Farm 1: 55, Farm 3: 59, JBU: 140, ISP: 561 for a total of 993 offenders.

**STAFFING**

staffing for the new ISP facility may be compared, both in raw numbers as well as a staff per one hundred offender ratio.

**Table III-1: ISP Staffing Summary and Staff/Offender Ratio**

| Facility        | Staff <sup>13</sup> | Offender Population     | Staff:100 Offenders |
|-----------------|---------------------|-------------------------|---------------------|
| CCU             | 74                  | 178                     | 41.6                |
| FM1             | 11.5                | 55                      | 20.9                |
| FM3             | 9.5                 | 59                      | 16.1                |
| JBU             | 33                  | 140                     | 23.6                |
| ISP             | 397                 | 561                     | 70.8                |
| <b>Baseline</b> | <b>525</b>          | <b>993<sup>14</sup></b> | <b>52.9</b>         |

*Shift Relief Factor*

When calculating the total staffing requirements, a shift relief factor was included. A shift relief factor is the personnel multiplier required to ensure that adequate personnel are available to keep a post open the requisite number of hours, days, and weeks each year. It accounts for absence factors due to regular days off, vacation leave, sick days, and the other types of leave to which staff are entitled during the course of the year. A relief factor is analogous to a budget document; it is a plan, based on a series of assumptions and historical data, for how many personnel are required for agreed upon posts in the coming year. Like a budget document, a relief factor is comprised of many individual line items (absence categories), with a bottom line figure based on the assumptions underlying each of those items. Depending on various circumstances and changing needs, the actual relief factor, like a budget, will differ somewhat from the annual plan at the end of the year although, in both cases, it is hoped that the final bottom line figure will be within the parameters of the plan. Also, like a budget, a new relief factor must be calculated each year in order to update historical data and other assumptions upon which the relief factor's individual items are predicated. The final number of employees will vary, depending on the adoption of an updated relief factor for each position.

In the case of ISP, the relief factor is translated into and expressed as a "Net Annual Work Hours" (NAWH)<sup>15</sup>. NAWH represents the number of hours staff are actually available to work, based on the contracted number of hours per year (40 hours per workweek X 52.14 weeks<sup>16</sup> per year = 2,086 hours) minus the average number of hours off per employee per year. The terms relief factor and net annual work hours will be used interchangeably in this chapter. IDOC has provided us with a shift relief factor of 1.7, which means that 0.7 additional staff is required beyond the first employee to provide necessary coverage to

<sup>13</sup> Source: Susie Pritchard, DOC Human Resources Director.

<sup>14</sup> Id.

<sup>15</sup> The National Institute of Corrections began using Net Annual Work Hours as early as 2001.

<sup>16</sup> Based on 365 days per year divided by 7-days in a week.

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keep a post open eight hours a day, seven days a week, 52 weeks a year.<sup>17</sup> We have converted the 1.7 shift relief factor to a NAWH of 1,718, meaning that the average ISP employee is available for work 1,718 hours a year. The 1.7/1718 figure is used for all positions except medical and mental health staff because their SRF/NAWH figures were developed as part of the State of Iowa Corrections System Health Care Staffing Study Report dated August 25, 2008.<sup>18</sup> Consistent with the 2008 Health Care Staffing Study<sup>19</sup>, the health care related job classifications that require relief coverage and for which NAWH have been calculated and applied are Physicians (including Psychiatrists), Physician's Assistants, Nurse Practitioners, Psychologists, Nursing Unit Coordinators<sup>20</sup>, Registered Nurses, Licensed Practical Nurses, and Social Workers.

### Preliminary Staffing Plan Assumptions

Although the preliminary staffing plan is largely self-explanatory, a brief summary of salient assumptions are provided below. These assumptions, which track the numbering system employed in the operational/architectural programs, are based on the programs that appear in this Report. It reflects ISP staff feedback based on the draft version to this plan as well as comments received relative to the draft operational/architectural programs.

1. The preliminary staffing plan includes the recommended staffing to operate the facility constructed as a part of Phase I (i.e., 1,028 beds). The preliminary staffing plan is based on the current program assuming the facility was at or near maximum capacity.
2. Although the facility was programmed to ultimately accommodate as many as 1,300 offenders, detailed staffing to meet the future capacity was not included in this staffing plan. An estimate of the additional staffing was developed to allow for the projections of such infrastructure items as the number of parking spaces and staff lockers that will be required in the future, but these figures are not included in this analysis.
3. The Iowa Department of Corrections Policy Standards<sup>21</sup> establishes staffing ratios that have been applied in the preliminary staffing plan for ISP, unless exceptions are noted.

#### 1.000 Public Lobby

4. The mail clerk is not intended to be relieved (i.e., including a shift relief factor). An administrative clerk will be assigned to the mail screening function when a mail clerk

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<sup>17</sup> Source: Rebecca Bowker, ISP Executive Officer I. Note that calculation of the shift relief factor/NAWH was beyond the scope of work for this project.

<sup>18</sup> Pulitzer/Board Associates et al. State of Iowa Corrections System Health Care Staffing Study Report, New York, August 2008.

<sup>19</sup> At that time, the MD (and related) NAWH was considered unusually high and may be due to a lack of documentation; social worker NAWH was also high because these were new positions.

<sup>20</sup> This job classification includes certified nursing assistants including those certified to pass medications, and provide clerical support.

<sup>21</sup> The Iowa Department of Corrections Policy Standards document dated February 23, 2009, reflects the most recent version of standards intended to guide the construction and staffing of IDOC facilities. These standards have not been formally approved and adopted.

is absent.

#### **2.000 Administration**

5. With an increased population, it is expected that there will be a rise in the number of offender discipline-related matters. A clerical specialist is provided to assist the administrative law judge in managing the processing of offender discipline (i.e., collecting necessary paperwork, issuing hearing notices, filing, data entry).

#### **3.000 Staff Support**

6. No salient assumptions noted.

#### **4.000 Security Operations**

7. Security supervisory staff (i.e., lieutenants and captains) is noted in the operational program as centrally located in the security operations component, although these staff are expected to roam throughout their assigned zone to respond to staff concerns and to monitor performance. Lieutenants, not assigned to a management unit, while reflected in their respective functional areas, will operate out of the security operations suite.
8. The captain assigned to oversee the armory also supervises the sergeant having responsibility for key control and supervises the officers assigned to the perimeter towers.
9. A cadre of utility officers is provided to perform offender escorts and provide back up to various functions during periods of high volume (e.g., medical, reception and diagnostics, laundry, food service, etc.) or provide coverage during unscheduled periods (e.g., gatehouse during the night shift).

#### **5.000 Reception and Discharge**

10. The lieutenant assigned to oversee reception and discharge also has oversight responsibility for offender clothing and tool control.

#### **6.000 General Population Housing**

11. Five management units are planned for the expanded ISP; each management unit is staffed with a unit manager (also known as treatment services director). These management units (MU) include the following:
  - MU1: Maximum Custody, Orientation, and Special Needs -232 total beds
  - MU2: Maximum Custody - 224 total beds
  - MU3: High-Medium Custody - 256 total beds
  - MU4: Medical/Mental Health Housing - 56 total beds
  - MU5: Reintegration Unit (former CCU) and John Bennett Unit - 260 total beds.
12. Supervision for corrections officers is provided by the unit lieutenant.



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13. A senior correctional officer with the rank of sergeant is assigned to each general population housing unit on a 24-hour/7-day basis to provide backup to the housing officers as necessary, monitor common corridors, assist in processing offenders in/out of the unit, etc, and provide guidance and direction in the absence of the unit lieutenant.
14. Each management unit's control center will operate on a 16-hour/7-day basis. Master control assumes control of management unit control centers during the overnight shift.
15. One direct supervision housing officer is assigned to each general population housing pod and the orientation housing pod on a 24-hour/7-day basis. Staffing for the special needs mental health housing is detailed in section 8.000.
16. Activity specialists are assigned on a 1:112 offender basis, and will be assigned office space within the housing support center.
17. Correctional counselors are assigned on a 1:100 offender basis for the general population and on a 1:32 basis for offenders assigned to orientation housing.
18. Staff will escort offenders to the central dining room and eat their meals in the dining room with their assigned offender population. Arrangements must be made if offenders are permitted to remain in the housing pod during meal times.

### **7.000 Outpatient Medical/Mental Health & Medical Housing**

19. Health care staffing levels determined in the 2008 Health Care Staffing Study were based on the then current operations and current populations. While the information set forth in that study was applied here, the personnel outlined in the preliminary staffing plan reflects the operational and architectural program developed for the proposed 768 new beds, plus the 260 existing beds, i.e., 100 at the JBU and 160 at the Reintegration Unit for a projected total capacity of 1,028 beds. The proposed staffing pattern includes the 15 additional positions that were identified during the health care staffing study.
20. Multidisciplinary treatment teams will staff and provide care for offenders housed in the intensive mental health treatment and special needs mental health housing pods, and in medical housing, as well as the Reintegration Unit to include, but not be limited to medical, nursing mental health, activities, and corrections staff.

Due to the acuity levels of these offenders, co-morbidity of serious medical and mental illnesses, and complex medical and mental health diagnoses, no single discipline will be responsible for providing coverage on evenings, nights, weekends, or holidays. In addition, there will be no single nurse coverage shifts in this facility<sup>22</sup>

21. Unless specifically assigned to the pods with the most psychiatrically ill and/or unstable offenders (intensive mental health treatment pod and the infirmary), most services will be decentralized to the housing support centers to increase efficiency

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<sup>22</sup> The practice of having one nurse cover an entire facility for a shift is no longer supported in the staffing pattern.

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and improve timely access to care. Although some offices are assigned to medical and mental health staff in administrative areas, as well as in the intensive mental health treatment pod, it is assumed that the staff will provide most outpatient medical and mental health services within the clinic. However, they will also utilize the multi-use interview, exam, triage, and group spaces provided throughout the facility.

22. Depending on the design of IDOC's centralized pharmacy, additional pharmacy assistant or technician support may be required to decrease the number of nursing hours involved in pharmacy-related tasks.
23. IDOC executive management staff may identify positions that would be best filled through vendor contracts, for example, optometry, radiology and, depending on the demand for services physical therapy.
24. Due to the nature of changing acuity, offender/patient demand, all medical staff is shown under the medical clinic as the central core of medical care; however these positions will be deployed to provide unit specific and general decentralized medical/nursing services by the nursing supervisors each shift. These decentralized services will include minimally sick call, triage, treatment, and medication distribution.
25. Mental health outpatient care will occur primarily within the clinic, in the housing support areas, and in interview spaces throughout the facilities. The staffing for outpatient mental health is listed under the mental health housing section in order to provide the maximum flexibility in deploying mental health professional hours to meet the service demands.
26. When the infirmary is populated with offenders who require infirmary level of care, 24-hour nursing coverage will be provided.
27. The assignment of staff to infirmary and medical-assisted beds will be flexible depending on the patient care demand.
28. The activity specialist assigned to mental health housing will provide services on an as-needed basis to those assigned to medical housing.

**8.000 *Mental Health Housing***

29. Mental health housing is comprised of two housing pods – intensive mental health treatment and special needs. The intensive mental health treatment housing pod is comprised of four, eight-bed subpods, and the special needs housing pod is comprised of two, 32-bed subpods, for a total capacity of 96 offenders.
30. Multidisciplinary treatment teams will staff and provide care for offenders housed in the intensive mental health treatment and special needs mental health housing pods to include, but not be limited to medical, nursing mental health, activities, and corrections staff.
31. Mental health staff will be assigned to the intensive mental health treatment housing pod. It is also assumed that this pod will have 24-hour mental health nursing care.

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32. Mental health staff will make daily rounds of the special needs pod, providing all treatment within the pod or the housing support area, but will not be assigned to a post within the pod.
33. Mental health staff, unless specifically assigned to the intensive mental health treatment pod, is included under mental health administration in the mental health housing support center. It is assumed that mental health staff will be deployed throughout the facility to provide mental health services in the clinic and in the housing support centers.
34. The assignment of mental health staff to reception and the outpatient mental health clinic will be dependent upon the patient load demand, but is expected based on current statistics to require at least 1.5 full time positions five days per week.
35. Supervision for corrections officer is provided by the unit lieutenant.
36. A senior correctional officer with the rank of sergeant is assigned to the medical/mental health management unit on a 24-hour/7-day basis to provide backup to the housing officers as necessary, monitor common corridors, assist in processing offenders in/out of the medical/mental health management unit, etc, and provide guidance and direction in the absence of the unit lieutenant.
37. Two housing officers are assigned in the intensive mental health treatment housing pod during the day and evening shifts, and one housing officer during the night shift.
38. Policy standards would dictate that housing officers be assigned on a 1:16 offender basis for the special needs housing pod during the day and evening shifts and 1:32 during the night shift. The preliminary staffing plan deviates from these standards because the consultants believe that these ratios are too low for this particular population. Offenders assigned to the special needs housing pods are offenders whose serious mental illness or cognitive impairment compromises their ability to function within general population. While these offenders do not require intensive mental health treatment, they do require ongoing supportive treatment and easy access to mental health staff. Therefore, the preliminary staffing plan provides for one housing officer assigned to each special needs housing subpod on a 24-hour/7-day basis.
39. Activity specialists are assigned on a 1:112 offender basis, and will be assigned office space within the housing support center.
40. Policy standards would dictate that correctional counselors be assigned on a 1:16 offender basis for the intensive mental health treatment pod and 1:32 for the special needs pod. The preliminary staffing plan deviates from these standards because the consultants believe that these ratios are too low for these particular populations. Offenders assigned to the intensive mental health treatment housing pod are psychotic or seriously depressed and are not in need of the type of intervention offered by correctional counselor or case management services. While offenders assigned to the special needs housing pod will benefit from these services, there is sufficient clinical staff available to supplement the work of correctional counselors.

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Therefore, the preliminary staffing plan provides for one correctional counselor assigned to work with offenders assigned to the intensive mental health treatment pod, as well as those offenders assigned to medical housing, and a second counselor assigned to work with offenders assigned to the special needs housing pod.

### **9.000 Visitation**

41. The preliminary staffing plan is premised on visiting hours operating five days per week, Thursdays through Mondays, between the hours of 8:30 a.m. until 4:30 p.m.
42. Utility officers will be assigned to assist in processing incoming visitors during peak visitation periods.
43. Three visitation officers are assigned to the actual visitation room on a 10-hour/5-day basis. While the visiting room may accommodate as many as 30 simultaneous visits and a total of 100 offenders and visitors, it is felt that this will provide sufficient staff to adequately supervise the offenders and visitors, change and search incoming/outgoing offenders, and search and clean the visitation area before and after each visitation session.

### **10.000 Programs, Activities, and Services**

44. Program staff (e.g., teachers, chaplains, etc.) will rotate through the institution to provide decentralized services as necessary.
45. Correctional counselors are reflected under each of the management units. It is expected that correctional counselors will also deliver programming in the central programs area.

### **11.000 Industries and Restorative Justice Partnership**

46. Industries staff is provided by Iowa Prison Industries and is not shown on this plan. Corrections officers required to provide security and escorts within the ISP area are shown.
47. Two ISP program planners directly manage the Restorative Justice Partnership program.
48. Corrections officers will be assigned primarily for screening and monitoring the offenders and are included in the preliminary staffing plan.

### **12.000 Foodservice**

49. Food service operates between the hours of 4 a.m. and 8 p.m. seven days per week.
50. Foodservice coordinators oversee preparation and distribution of all meals provided by ISP. Four coordinators are assigned during the day shift and three coordinators are assigned during the afternoon/evening shift for this purpose.
51. Except for those offenders assigned to segregation or who are unstable enough to

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function in a large group setting, meals will be served in one of two central dining rooms, each having capacity to serve 128 offenders at a time. Housing or utility officers, who may also be served trays and will eat in the same dining space, supervise and observe offenders during dining.

52. In an effort to avoid conflict and facilitate service, meal service times will be staggered between the two central dining rooms.

**13.000 Laundry**

53. The laundry operates on an eight-hour/five-day basis, and is supervised by a corrections officer.
54. The associate warden for security has oversight responsibility for the laundry.
55. Associated with the laundry function is the clothing labeling and setups for newly admitted offenders. While this occurs within the laundry, new clothing setups are delivered to and distributed from the housing pods.
56. Clothing and laundry exchange is decentralized and occurs in the offender's assigned housing support center.

**14.000 Warehouse**

57. Since the warehouse is located outside of the secure perimeter, no security staff is required.
58. In addition to the warehouse supervisor and inventory/supply clerk, three warehouse workers are assigned on an eight-hour/five-day basis. These positions are not relieved.

**15.000 Maintenance/Central Plant**

59. It is anticipated that with the construction of the new ISP, fewer maintenance/central plant staff will be required initially since the facilities, systems and equipment will be new and under warranty. The preliminary staffing plan reflects this assumption. Over time and as the new building ages, additional staff may be required to maintain the facilities, systems, and equipment.

**16.000 Site**

60. The gatehouse is staffed on a 16-hour/7-day basis. A utility officer will staff this area as needed during the night shift.

**17.000 Reintegration Unit**

61. The Reintegration Unit is comprised of four housing pods designated for offenders assigned to long-term administrative or disciplinary segregation. Each housing pod has capacity for 40 offenders, for a total unit capacity of 160 offenders.

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62. The goal of the Reintegration Unit is to provide intensive evidence-based, non-punitive incentive driven cognitive restructuring programming that will provide an opportunity for intractable offenders who have been in administrative or disciplinary segregation for more than a year to return to general population. This program is not intended for offenders who have mental illnesses, nor is it intended to be a super-max unit. Correctional counselors and activity staff will direct and provide most of the programming. The psychologist will be available to provide consultation about individualized treatment plans and program intervention that will afford offenders the best opportunity to succeed in reintegration to general population.

Unlike the current CCU, all services will be delivered on-site at the Reintegration Unit including recreation, meals, programming, health care, etc.

63. Multidisciplinary treatment teams will staff and provide care for offenders housed in the Reintegration Unit to include, but not be limited to medical, nursing mental health, activities, and corrections staff.
64. A psychologist will be assigned to the Reintegration Unit to provide mental health assessments and outpatient treatment to the offenders. This position will also provide consultation to the program staff and correctional counselors regarding effective, evidence-based programming for the offenders who have been placed in administrative or disciplinary segregation in the Reintegration Unit toward the goal of successful transfer back to general population.
65. Decentralized services will be provided by medical staff to the Reintegration Unit. Nurses will provide daily sick call and triage in the space provided in the Reintegration Unit. When necessary, appointments will be scheduled for specialty medical care in the clinic. Medications will be distributed on the unit. Self-administered medications will continue only as allowed by policy.
66. One housing officer is assigned to each housing pod on a 24-hour/7-day basis.
67. Two utility officers are assigned to the Reintegration Unit during the day and evening shifts, and one utility officer assigned during the night shift to provide backup to the housing officers as necessary, monitor common corridors, supervise recreation, escort offenders to/from assigned housing pod/programs and services, etc.

**18.000 John Bennett Unit**

68. The John Bennett Unit will house minimum security offenders whose classification status indicates they are sufficiently stable to reside in an opened non-secured environment, also known as minimum-live-outs (MLO). The John Bennett Unit will continue to provide dormitory-style housing for 100 offenders.
69. Since the John Bennett Unit is not considered a separate management unit, it will come under the direction and oversight of the Reintegration Unit's unit manager. Additionally, due to its proximity to the Reintegration Unit, unit lieutenants assigned at the Reintegration Unit will provide supervision for the John Bennett Unit.
70. Nurses will provide sick call and triage in the space provided at the John Bennett

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Unit. When necessary, appointments will be scheduled for specialty medical care in the main ISP clinic. Self-administered medications will be maximized. Nursing will distribute only those medications required by policy.

71. Outpatient mental health services will be provided at the John Bennett Unit. Appointments will be scheduled in advance. Crisis response will be provided on-site as necessary.

## Summary

A total of 522.7 staff is anticipated to operate the ISP as described in the draft operational and architectural programs. Table III-2 summarizes the total number of staff associated with each functional component described in this Report.

**Table III-2: ISP Staffing Summary by Functional Component**

| Section Number     | Functional Component                               | Number Of Staff |
|--------------------|----------------------------------------------------|-----------------|
| 1.000              | Public Lobby                                       | 5.4             |
| 2.000              | Administration                                     | 43.0            |
| 3.000              | Staff Support                                      | 2.0             |
| 4.000              | Security Operations                                | 63.5            |
| 5.000              | Reception and Diagnostics                          | 2.2             |
| 6.000              | General Population Housing                         | 119.4           |
| 7.000              | Outpatient Medical/Mental Health & Medical Housing | 65.6            |
| 8.000              | Mental Health Housing                              | 49.9            |
| 9.000              | Visitation                                         | 4.6             |
| 10.000             | Programs, Activities and Services                  | 41.8            |
| 11.000             | Industries/Restorative Justice Partnership         | 5.6             |
| 12.000             | Food Service                                       | 18.5            |
| 13.000             | Laundry                                            | 2.4             |
| 14.000             | Warehouse                                          | 5.0             |
| 15.000             | Maintenance/Central Plant                          | 16.4            |
| 16.000             | Site                                               | 18.7            |
| 17.000             | Reintegration Unit                                 | 50.2            |
| 18.000             | John Bennett Unit                                  | 8.5             |
| <b>Total Staff</b> |                                                    | <b>522.7</b>    |

Table III-3 compares staff levels that are projected for the new ISP facility with the baseline staffing identified in Table III-1, both in raw numbers as well as a staff per one hundred offender ratio.

Table III-3: ISP Staffing Summary and Staff/Offender Ratio

|               | Staff             | Capacity | Staff/100 Offenders |
|---------------|-------------------|----------|---------------------|
| Projected ISP | 522.7             | 1,028    | 50.8                |
| Baseline ISP  | 525 <sup>23</sup> | 993      | 52.9                |

### Staffing Post/Coverage Plan

The staffing tables that follow represent P/BA's preliminary staffing recommendations for the expanded ISP. The staffing recommendations are offered based on feedback and discussions regarding the current programmatic intent of the new facility received to date, and not as a final recommended staffing plan.

The staffing tables included in the report summarize the preliminary staffing recommendations. The top portion of each table is comprised of columns representing different data as follows:

*Functional Post/Position* – a brief description of the assignment or physical location of a staff person.

*Job Classification* – a designation of the category of staff anticipated for the post (i.e., correctional officer, captain, civilian).

*Day Shift* – the number of personnel hours required to cover the post during the day shift.

*Evening Shift* – the number of personnel hours required to cover the post during the evening shift.

*Night Shift* – the number of personnel hours required to cover the post during the night shift.

*Number of Days per Week* – the total number of days the post must be covered. This will vary depending on the post (e.g., visitation, dental care, etc.)

*Number of Hours per Week* – the sum total of the personnel hours per post multiplied by the number of days per week coverage is required.

*Number of Hours of Coverage Per Year* – the sum of the number of personnel hours required to staff the post, without accounting for days off, vacations, sick leave, etc.

*Relief Needed* – An indication of whether someone is required at the post during the hours indicated (i.e., generally these are traditional, non-security posts).

<sup>23</sup> The baseline staff is the number of staff employed by IDOC-ISP on September 1, 2008. Source: Susie Pritchard, DOC Human Resources Director.



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*Net Annual Work Hours* – the personnel multiplier of the total hours the average employee is available per year.

*Total FTE* – the total number of personnel required to staff the post given the average hours of availability for each employee.

Table III-4 lists all staff anticipated within each functional component.

**Table III-4: Preliminary Staffing Plan – ISP**

| Functional Post/Position             | Job Class | Staff Hours on Days 8 Hr | Staff Hours on Evening 8 Hr | Staff Hours on Nights 8 Hr | # of Days per Week | Total Staff Hours per Week | Total Staff Hours per Year | Post Relieved? | NAWH  | Total FTE  |
|--------------------------------------|-----------|--------------------------|-----------------------------|----------------------------|--------------------|----------------------------|----------------------------|----------------|-------|------------|
| <b>1.000 Public Lobby</b>            |           |                          |                             |                            |                    |                            |                            |                |       |            |
| Reception/Security Screening         | CO        | 8                        | 8                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,718 | 3.4        |
| Admin Reception ( <i>see 2.000</i> ) | CV        | 0                        | 0                           | 0                          | 0                  | 0                          | 0                          | N              | 2,086 | 0.0        |
| Mail Clerk                           | CV        | 16                       | 0                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0        |
| <b>Public Lobby Subtotal</b>         |           |                          |                             |                            |                    |                            |                            |                |       | <b>5.4</b> |
| <b>2.000 Administration</b>          |           |                          |                             |                            |                    |                            |                            |                |       |            |
| <b>Facility Administration</b>       |           |                          |                             |                            |                    |                            |                            |                |       |            |
| Warden                               | WD        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Administrative Assistant             | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Assoc. Warden-Administration         | AW        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Executive Officer                    | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Policy & Procedure Coordinator       | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Reception/Clerical                   | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| <b>Finance</b>                       |           |                          |                             |                            |                    |                            |                            |                |       |            |
| Budget Analyst                       | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Accounting Clerk                     | CV        | 64                       | 0                           | 0                          | 5                  | 320                        | 16,685                     | N              | 2,086 | 8.0        |
| <b>Human Resources</b>               |           |                          |                             |                            |                    |                            |                            |                |       |            |
| Human Resources Manager              | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Human Resources Clerk                | CV        | 24                       | 0                           | 0                          | 5                  | 120                        | 6,257                      | N              | 2,086 | 3.0        |
| <b>Offender Records</b>              |           |                          |                             |                            |                    |                            |                            |                |       |            |
| Public Services Supervisor           | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Public Services Clerk                | CV        | 48                       | 0                           | 0                          | 5                  | 240                        | 12,514                     | N              | 2,086 | 6.0        |
| <b>Investigations</b>                |           |                          |                             |                            |                    |                            |                            |                |       |            |
| Investigator Supervisor              | INV       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Investigator                         | INV       | 16                       | 0                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0        |
| Investigator Clerical Specialist     | INV       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| <b>Technology/Communications</b>     |           |                          |                             |                            |                    |                            |                            |                |       |            |
| Information Technology               | CV        | 16                       | 0                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0        |
| Security Electronics                 | CV        | 16                       | 0                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0        |
| <b>Operations Administration</b>     |           |                          |                             |                            |                    |                            |                            |                |       |            |
| Deputy Warden                        | DW        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Deputy Warden-Clerical Specialist    | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |
| Assoc. Warden-Security               | AW        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0        |

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| Functional Post/Position                               | Job Class | Staff Hours on Days 8 Hr | Staff Hours on Evening 8 Hr | Staff Hours on Nights 8 Hr | # of Days per Week | Total Staff Hours per Week | Total Staff Hours per Year | Post Relieved? | NAWH  | Total FTE   |
|--------------------------------------------------------|-----------|--------------------------|-----------------------------|----------------------------|--------------------|----------------------------|----------------------------|----------------|-------|-------------|
| Asst. Assoc. Warden-Security                           | AAW       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Assoc. Warden-Treatment                                | AW        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Assoc. Warden-Clerical Specialist                      | AW        | 16                       | 0                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0         |
| Administrative Law Judge                               | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| ALJ Clerical Specialist                                | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| <b>Administration Subtotal</b>                         |           |                          |                             |                            |                    |                            |                            |                |       | <b>43.0</b> |
| <b>3.000 Staff Support</b>                             |           |                          |                             |                            |                    |                            |                            |                |       |             |
| Training Specialist                                    | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Safety/Health Specialist                               | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| <b>Staff Support Subtotal</b>                          |           |                          |                             |                            |                    |                            |                            |                |       | <b>2.0</b>  |
| <b>4.000 Security Operations</b>                       |           |                          |                             |                            |                    |                            |                            |                |       |             |
| Shift Captain                                          | CPT       | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1         |
| Master Control                                         | CO        | 16                       | 16                          | 16                         | 7                  | 336                        | 17,519                     | Y              | 1,718 | 10.2        |
| CERT Team Leader                                       | LT        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| CERT Team                                              | CO        | 120                      | 0                           | 0                          | 5                  | 600                        | 31,284                     | N              | 2,086 | 15.0        |
| Armorer                                                | CPT       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Key/Locksmith                                          | SGT       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Canine Officer                                         | SGT       | 8                        | 16                          | 0                          | 5                  | 120                        | 6,257                      | N              | 2,086 | 3.0         |
| Utility Officer                                        | CO        | 48                       | 40                          | 40                         | 7                  | 896                        | 46,717                     | Y              | 1,718 | 27.2        |
| Utility Officer (M-F)                                  | CO        | 0                        | 0                           | 0                          | 5                  | 0                          | 0                          | Y              | 1,718 | 0.0         |
| <b>Security Subtotal</b>                               |           |                          |                             |                            |                    |                            |                            |                |       | <b>63.5</b> |
| <b>5.000 Reception &amp; Discharge</b>                 |           |                          |                             |                            |                    |                            |                            |                |       |             |
| R&D Supervisor                                         | LT        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| R&D Processing                                         | SGT       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,718 | 1.2         |
| <b>Reception &amp; Discharge Subtotal</b>              |           |                          |                             |                            |                    |                            |                            |                |       | <b>2.2</b>  |
| <b>6.000 General Population Housing</b>                |           |                          |                             |                            |                    |                            |                            |                |       |             |
| <b>Mgmt Unit #1: Maximum-Orientation-Special Needs</b> |           |                          |                             |                            |                    |                            |                            |                |       |             |
| MU1 Manager                                            | TSD       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| MU1 Supervisor                                         | LT        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | N              | 2,086 | 4.2         |
| Senior Correctional Officer                            | SGT       | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1         |
| Clerical Specialist                                    | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| MU1 Control Center                                     | CO        | 8                        | 8                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,718 | 3.4         |
| Activity Specialist                                    | AS        | 16                       | 8                           | 0                          | 5                  | 120                        | 6,257                      | N              | 2,086 | 3.0         |
| Corr Couns-Orientation                                 | CC        | 16                       | 0                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0         |
| Corr Couns-Maximum                                     | CC        | 8                        | 8                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0         |
| Pod 1A Orientation Pod Officer                         | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1         |
| Pod 1B Maximum Pod Officer                             | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1         |
| Pod 1C Maximum Pod Officer                             | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1         |
| Pod 1D Special Needs (see 8.000)                       | CO        | 0                        | 0                           | 0                          | 7                  | 0                          | 0                          | Y              | 1,718 | 0.0         |
| <b>Mgmt Unit #2: Maximum Custody</b>                   |           |                          |                             |                            |                    |                            |                            |                |       |             |
| MU2 Manager                                            | TSD       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| MU2 Supervisor                                         | LT        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | N              | 2,086 | 4.2         |

**STAFFING**

| Functional Post/Position                                            | Job Class | Staff Hours on Days 8 Hr | Staff Hours on Evening 8 Hr | Staff Hours on Nights 8 Hr | # of Days per Week | Total Staff Hours per Week | Total Staff Hours per Year | Post Relieved? | NAWH  | Total FTE    |
|---------------------------------------------------------------------|-----------|--------------------------|-----------------------------|----------------------------|--------------------|----------------------------|----------------------------|----------------|-------|--------------|
| Senior Correctional Officer                                         | SGT       | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Clerical Specialist                                                 | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| MU2 Control Center                                                  | CO        | 8                        | 8                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,718 | 3.4          |
| Activity Specialist                                                 | AS        | 8                        | 8                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0          |
| Corr Couns                                                          | CC        | 8                        | 8                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0          |
| Pod 2A Maximum Pod Officer                                          | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Pod 2B Maximum Pod Officer                                          | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Pod 2C Maximum Pod Officer                                          | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Pod 2D Maximum Pod Officer                                          | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| <b>Mgmt Unit #3: High-Medium Custody</b>                            |           |                          |                             |                            |                    |                            |                            |                |       |              |
| MU3 Manager                                                         | TSO       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| MU3 Supervisor                                                      | LT        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | N              | 2,086 | 4.2          |
| Senior Correctional Officer                                         | SGT       | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Clerical Specialist                                                 | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| MU3 Control Center                                                  | CO        | 8                        | 8                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,718 | 3.4          |
| Activity Specialist                                                 | AS        | 8                        | 8                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0          |
| Corr Couns                                                          | CC        | 8                        | 8                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0          |
| Pod 3A High-Medium Pod Officer                                      | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Pod 3B High-Medium Pod Officer                                      | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Pod 3C High-Medium Pod Officer                                      | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Pod 3D High-Medium Pod Officer                                      | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| <b>General Population Housing Subtotal</b>                          |           |                          |                             |                            |                    |                            |                            |                |       | <b>115.2</b> |
| <b>7,000 Outpatient Medical/Mental Health &amp; Medical Housing</b> |           |                          |                             |                            |                    |                            |                            |                |       |              |
| Nursing Unit Coordinator                                            | MED       | 8                        | 4                           | 0                          | 5                  | 60                         | 3,128                      | N              | 2,086 | 1.5          |
| Clerical Specialist                                                 | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| Nurse Director                                                      | MED       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| Nursing Supervisor                                                  | MED       | 8                        | 8                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0          |
| Nursing Unit Coord-Infirmery                                        | MED       | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,758 | 5.0          |
| Nursing Unit Coord-Clinic                                           | MED       | 8                        | 8                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,758 | 3.3          |
| Nursing Unit Coord-Med Asst Lvg                                     | MED       | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,758 | 5.0          |
| Nursing Unit Coordinator-Meds                                       | MED       | 8                        | 8                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,758 | 3.3          |
| Registered Nurse - Infirmery                                        | MED       | 24                       | 24                          | 16                         | 7                  | 448                        | 23,359                     | Y              | 1,736 | 13.5         |
| Registered Nurse - Clinic                                           | MED       | 24                       | 8                           | 0                          | 5                  | 160                        | 8,342                      | N              | 2,086 | 4.0          |
| Registered Nurse - Clinic S-S                                       | MED       | 8                        | 8                           | 0                          | 2                  | 32                         | 1,668                      | Y              | 1,736 | 1.0          |
| Licensed Practical Nurse - Meds                                     | MED       | 16                       | 16                          | 0                          | 7                  | 224                        | 11,679                     | Y              | 1,744 | 6.7          |
| Reception Nurse                                                     | MED       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| Physician, Clinic                                                   | MED       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,932 | 1.1          |
| Dentist                                                             | MED       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| Dental Assistants                                                   | MED       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| Dental Hygienist                                                    | MED       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| Medical Records - Assistant                                         | MED       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| Pharmacy Techs                                                      | MED       | 8                        | 8                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,771 | 3.3          |

**STAFFING**

| Functional Post/Position                                               | Job Class | Staff Hours on Days 8 Hr | Staff Hours on Evening 8 Hr | Staff Hours on Nights 8 Hr | # of Days per Week | Total Staff Hours per Week | Total Staff Hours per Year | Post Relieved? | NAWH  | Total FTE   |
|------------------------------------------------------------------------|-----------|--------------------------|-----------------------------|----------------------------|--------------------|----------------------------|----------------------------|----------------|-------|-------------|
| Physical Therapist                                                     | MED       | 4                        | 0                           | 0                          | 5                  | 20                         | 1,043                      | N              | 2,086 | 0.5         |
| Laboratory Assistant                                                   | MED       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Corr Couns - Med/Asst Lvg                                              | CC        | 4                        | 0                           | 0                          | 5                  | 20                         | 1,043                      | N              | 2,086 | 0.5         |
| Clinic Security                                                        | CO        | 8                        | 8                           | 0                          | 5                  | 80                         | 4,171                      | Y              | 1,718 | 2.4         |
| Infirmery / Asst Living Housing                                        | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1         |
| <b>Outpatient Medical/Mental Health &amp; Medical Housing Subtotal</b> |           |                          |                             |                            |                    |                            |                            |                |       | <b>66.1</b> |
| <b>8.000 Mental Health Housing</b>                                     |           |                          |                             |                            |                    |                            |                            |                |       |             |
| Unit Manager                                                           | TSD       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Unit Supervisor                                                        | LT        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | N              | 2,086 | 4.2         |
| Senior Correctional Officer                                            | SGT       | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1         |
| Clerical Specialist                                                    | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Unit Control Center                                                    | CO        | 8                        | 8                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,718 | 3.4         |
| MH Intensive Treatment Pod Officer                                     | CO        | 16                       | 16                          | 8                          | 7                  | 280                        | 14,599                     | Y              | 1,718 | 8.5         |
| MH Spec Needs Pod                                                      | CO        | 16                       | 16                          | 8                          | 7                  | 280                        | 14,599                     | Y              | 1,718 | 8.5         |
| Activity Specialist                                                    | AS        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Corr Couns - Intensive                                                 | CC        | 4                        | 0                           | 0                          | 5                  | 20                         | 1,043                      | N              | 2,086 | 0.5         |
| Corr Couns - Spec Needs                                                | CC        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Psychologist 3-Support/Outpatient                                      | MH        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,740 | 1.2         |
| Psychologist 3-Intensive Treatment                                     | MH        | 10                       | 6                           | 0                          | 5                  | 80                         | 4,171                      | Y              | 1,740 | 2.4         |
| Psychologist 2-Outpatient                                              | MH        | 16                       | 4                           | 0                          | 5                  | 100                        | 5,214                      | Y              | 1,740 | 3.0         |
| Psychologist/SW S-S                                                    | MH        | 10                       | 6                           | 0                          | 2                  | 32                         | 1,668                      | Y              | 1,740 | 1.0         |
| Soc. Worker 3 - Intensive, Spec Need, OP                               | MH        | 18                       | 6                           | 0                          | 5                  | 120                        | 6,257                      | Y              | 1,869 | 3.3         |
| Psychiatrist                                                           | MH        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,932 | 1.1         |
| Mental Health Nurses-Int Treatment                                     | MH        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,736 | 5.0         |
| MH PA/NP - OP, SNU                                                     | MH        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,771 | 1.2         |
| <b>Mental Health Housing Subtotal</b>                                  |           |                          |                             |                            |                    |                            |                            |                |       | <b>52.4</b> |
| <b>9.000 Visitation</b>                                                |           |                          |                             |                            |                    |                            |                            |                |       |             |
| Visitation Officer                                                     | CO        | 24                       | 6                           | 0                          | 5                  | 150                        | 7,821                      | Y              | 1,718 | 4.6         |
| <b>Visitation Subtotal</b>                                             |           |                          |                             |                            |                    |                            |                            |                |       | <b>4.6</b>  |
| <b>10.000 Programs, Activities &amp; Services</b>                      |           |                          |                             |                            |                    |                            |                            |                |       |             |
| Education Coordinator-Teacher                                          | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Teacher                                                                | CV        | 56                       | 0                           | 0                          | 5                  | 280                        | 14,599                     | N              | 2,086 | 7.0         |
| Reentry Coordinator                                                    | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Volunteer Coordinator                                                  | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Workforce Coordinator                                                  | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Chaplain/Religion Coordinator                                          | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Vocational Education Instructor                                        | CV        | 16                       | 0                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0         |
| Activity Director                                                      | AS        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Corr Couns Coordinator                                                 | CC        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Reception/Clerical-Programs                                            | CV        | 4                        | 0                           | 0                          | 5                  | 20                         | 1,043                      | N              | 2,086 | 0.5         |

**STAFFING**

| Functional Post/Position                                       | Job Class | Staff Hours on Days 8 Hr | Staff Hours on Evening 8 Hr | Staff Hours on Nights 8 Hr | # of Days per Week | Total Staff Hours per Week | Total Staff Hours per Year | Post Relieved? | NAWH  | Total FTE   |
|----------------------------------------------------------------|-----------|--------------------------|-----------------------------|----------------------------|--------------------|----------------------------|----------------------------|----------------|-------|-------------|
| Activity Specialist Recreation                                 | AS        | 16                       | 0                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,718 | 3.4         |
| Activity Specialist Hobby Craft                                | AS        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,718 | 1.2         |
| Activity Specialist Library                                    | AS        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,718 | 1.2         |
| Security-Classroom                                             | CO        | 16                       | 4                           | 0                          | 5                  | 100                        | 5,214                      | Y              | 1,718 | 3.0         |
| Security-Hobby Craft                                           | CO        | 8                        | 2                           | 0                          | 5                  | 50                         | 2,607                      | Y              | 1,718 | 1.5         |
| Security-Inside Recreation                                     | CO        | 16                       | 4                           | 0                          | 7                  | 140                        | 7,300                      | Y              | 1,718 | 4.2         |
| Security-Outside Recreation                                    | CO        | 24                       | 6                           | 0                          | 7                  | 210                        | 10,949                     | Y              | 1,718 | 6.4         |
| Security-Programs Screening                                    | CO        | 8                        | 2                           | 0                          | 5                  | 50                         | 2,607                      | Y              | 1,718 | 1.5         |
| Security-Religion/Library                                      | CO        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,718 | 1.2         |
| Security-Vocational Education                                  | CO        | 8                        | 2                           | 0                          | 5                  | 50                         | 2,607                      | Y              | 1,718 | 1.5         |
| <b>Programs, Activities &amp; Services Subtotal</b>            |           |                          |                             |                            |                    |                            |                            |                |       | <b>41.8</b> |
| <b>11.000 Industries &amp; Restorative Justice Partnership</b> |           |                          |                             |                            |                    |                            |                            |                |       |             |
| Planners - RJP                                                 | CV        | 16                       | 0                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0         |
| Security-RJP                                                   | CO        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,718 | 1.2         |
| Security-Industries                                            | CO        | 16                       | 0                           | 0                          | 5                  | 80                         | 4,171                      | Y              | 1,718 | 2.4         |
| <b>Industries &amp; Restorative Justice Partnership</b>        |           |                          |                             |                            |                    |                            |                            |                |       | <b>5.6</b>  |
| <b>12.000 Foodservice</b>                                      |           |                          |                             |                            |                    |                            |                            |                |       |             |
| Foodservice Director                                           | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Asst. Foodservice Director                                     | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Foodservice Coordinators                                       | CV        | 32                       | 24                          | 0                          | 7                  | 392                        | 20,439                     | Y              | 1,718 | 11.9        |
| Foodservice Supervisor                                         | LT        | 8                        | 2                           | 0                          | 5                  | 50                         | 2,607                      | N              | 2,086 | 1.3         |
| Foodservice Security                                           | CO        | 8                        | 8                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,718 | 3.4         |
| <b>Foodservice Subtotal</b>                                    |           |                          |                             |                            |                    |                            |                            |                |       | <b>18.5</b> |
| <b>13.000 Laundry</b>                                          |           |                          |                             |                            |                    |                            |                            |                |       |             |
| Laundry Security                                               | CO        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,718 | 1.2         |
| Clothing Inventory                                             | CO        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,718 | 1.2         |
| <b>Laundry Subtotal</b>                                        |           |                          |                             |                            |                    |                            |                            |                |       | <b>2.4</b>  |
| <b>14.000 Warehouse</b>                                        |           |                          |                             |                            |                    |                            |                            |                |       |             |
| Warehouse Supervisor                                           | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Inventory/Supply Clerk                                         | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Warehouse Worker                                               | CV        | 24                       | 0                           | 0                          | 5                  | 120                        | 6,257                      | N              | 2,086 | 3.0         |
| <b>Warehouse Subtotal</b>                                      |           |                          |                             |                            |                    |                            |                            |                |       | <b>5.0</b>  |
| <b>15.000 Maintenance/Central Plant</b>                        |           |                          |                             |                            |                    |                            |                            |                |       |             |
| Plant Operations Manager                                       | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Service Ticket Clerk                                           | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Correctional Trades Leaders                                    | CV        | 16                       | 16                          | 0                          | 7                  | 224                        | 11,679                     | N              | 2,086 | 5.6         |
| Correctional Trades Leaders                                    | CV        | 8                        | 8                           | 0                          | 5                  | 80                         | 4,171                      | N              | 2,086 | 2.0         |
| Electrician II                                                 | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Electrical Technician                                          | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| HVAC Technician                                                | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Mechanic                                                       | CV        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0         |
| Power Plant Engineer ISP                                       | CV        | 8                        | 0                           | 0                          | 7                  | 56                         | 2,920                      | N              | 2,086 | 1.4         |

**STAFFING**

| Functional Post/Position                  | Job Class | Staff Hours on Days 8 Hr | Staff Hours on Evening 8 Hr | Staff Hours on Nights 8 Hr | # of Days per Week | Total Staff Hours per Week | Total Staff Hours per Year | Post Relieved? | NAWH  | Total FTE    |
|-------------------------------------------|-----------|--------------------------|-----------------------------|----------------------------|--------------------|----------------------------|----------------------------|----------------|-------|--------------|
| Power Plant Engineer RU                   | CV        | 8                        | 0                           | 0                          | 7                  | 56                         | 2,920                      | N              | 2,086 | 1.4          |
| <i>Maintenance/Central Plant Subtotal</i> |           |                          |                             |                            |                    |                            |                            |                |       | <b>16.4</b>  |
| <b>16.000 Site</b>                        |           |                          |                             |                            |                    |                            |                            |                |       |              |
| Perimeter Patrol                          | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Towers - 2                                | CO        | 16                       | 16                          | 16                         | 7                  | 336                        | 17,519                     | Y              | 1,718 | 10.2         |
| Gatehouse                                 | CO        | 8                        | 8                           | 0                          | 7                  | 112                        | 5,840                      | Y              | 1,718 | 3.4          |
| <i>Site Subtotal</i>                      |           |                          |                             |                            |                    |                            |                            |                |       | <b>18.7</b>  |
| <b>17.000 Reintegration Unit</b>          |           |                          |                             |                            |                    |                            |                            |                |       |              |
| Unit Manager                              | TSD       | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| Unit Supervisor                           | LT        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Senior Correctional Officer               | SGT       | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Unit Control Center                       | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| RU Pod C                                  | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| RU Pod D                                  | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| RU Pod E                                  | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| RU Pod F                                  | CO        | 8                        | 8                           | 8                          | 7                  | 168                        | 8,760                      | Y              | 1,718 | 5.1          |
| Psychologist 2-Reintegration Unit         | MH        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | Y              | 1,740 | 1.2          |
| Activity Specialist                       | AS        | 8                        | 0                           | 0                          | 5                  | 40                         | 2,086                      | N              | 2,086 | 1.0          |
| Corr Couns                                | CC        | 16                       | 16                          | 0                          | 5                  | 160                        | 8,342                      | N              | 2,086 | 4.0          |
| Utility Officer                           | CO        | 16                       | 16                          | 8                          | 7                  | 280                        | 14,599                     | Y              | 1,718 | 8.5          |
| <i>Reintegration Unit Subtotal</i>        |           |                          |                             |                            |                    |                            |                            |                |       | <b>51.4</b>  |
| <b>18.000 John Bennett Unit</b>           |           |                          |                             |                            |                    |                            |                            |                |       |              |
| JBU Officer                               | CO        | 16                       | 16                          | 8                          | 7                  | 280                        | 14,599                     | Y              | 1,718 | 8.5          |
| <i>John Bennett Unit Subtotal</i>         |           |                          |                             |                            |                    |                            |                            |                |       | <b>8.5</b>   |
| <b>TOTALS</b>                             |           |                          |                             |                            |                    |                            |                            |                |       | <b>522.7</b> |

## IV. APPENDIX

## **Policy Standards**



## **A. INTRODUCTION**

A key foundation for determining future needs is the development of a series of policy standards to guide short and long-range planning decisions. These decisions, made during the planning process, will impact the way the Iowa Department of Corrections operates and constructs and/or renovates its current and future facilities. These policy standards are a series of physical, operational, staffing and treatment criteria that describe how offenders should be housed and managed based on their classification, custody level, and special needs. These standards will also provide a framework and help guide the subsequent design, master planning and budgetary decisions for the Department's facilities.

## **B. POLICY STANDARDS**

The policy standards represent vision statement of what the Iowa Department of Corrections aspires to be in the coming years. They are intended to represent "best practices" within the fields of adult corrections, and not minimum or constitutional standards, and will serve as performance measures whereby the Department can perform future self audits. The policy standards incorporate all applicable national standards as well as the experience of the P/BA team. In particular, the core standards represent idealized configurations for facilities, recognizing that the existing Department facilities in many instances cannot conform to this ideal. The policy statements and core standards were generated in collaboration with and reviewed and approved by a Policy Standards Committee including the Director, key executive staff, and facility administrators prior to being issued as the new Iowa Department of Corrections and Rehabilitation Policy Standards.

A draft of the policy standards was used in the development of the gender responsive program for the expansion of ICIW. As a result of those meetings further gender responsive refinements were made to the policy standards prior to their acceptance and approval.

In the future, it is intended that the policy standards be used by the Department of Corrections to develop an audit system whereby a comparison of existing institution's physical characteristics and operating practices against the policy standards will establish performance goals and objectives for the Department to strive towards achieving. This audit process, coupled with the recently implemented new classification system, will also allow the Department to repurpose institutions as well as housing units within institutions to achieve an appropriate balance between an offender's custody level, treatment needs and available resources.

The policy standards that follow are organized and divided into three primary categories as follows:

- General Population
- Special Needs/Management, and
- Medical/Mental Health

## APPENDIX: POLICY STANDARDS

Each category is further subdivided either by custody classification, management categories or health/mental health care treatment needs addressing the full range of offenders housed within the Department of Corrections institutions. The full list of categories follows in the policy standards matrix.

Within each subcategory a series of standards are applied to define the physical plant, in terms of housing and other facility components, housing operations, offender movement, programs and services and staffing requirements for that population. These standards are intended to establish the least restrictive environment for the population while recognizing the security risk and program/treatment needs of the specific population. The most cost effective approaches to accomplishing the operational and security requirements are likewise considered. Finally, the policy standards set a framework for increased privileges as offenders are moved to lower custody levels.

The Policy Standards were first introduced in the Phase II Systemic Master Plan Report in 2008. The standards were later updated after a review with central office staff in December 2008, and were updated again based on input received from ICIW and ISP staff via the transition managers in January 2009.

The full set of Policy Standards appears at the end of this chapter.

### C. DEFINITIONS:

Throughout the course of the planning process, several terms that appear in the Policy Standards have been defined as follows:

#### MEDICAL

Infirmity: Acute and subacute medical/skilled nursing care that does not require hospitalization.

Assisted Living/STC/LTC: Provides assistance with ADLs and ready access to medical/nursing care for those short term care needs (e.g. recovery from surgery) and LTC needs (multiple serious medical problems); not currently able to function in general population.

Hospice Care: Palliative care for offenders who have terminal illnesses.

University Hospital Outpatient Transport: GP unit at IMCC medical facility to house those offenders receiving outpatient treatment at University of Iowa or who have been discharged from IMCC medical care and are ready for transport back to their "home" prison.

#### MENTAL HEALTH

Acute: Intensive treatment unit for those offenders with acute symptoms of serious mental illness including serious behavioral manifestations of psychosis, serious depression, and prolonged suicidal ideation/intent.

**APPENDIX: POLICY STANDARDS**

Partial (Step-down/Step-Up): Treatment unit for offenders with subacute symptoms of mental illness. A flexible unit that may provide further stabilization for offenders moving from the acute unit toward general population or SNU or stabilization for offenders whose behavior in general population or SNU is deteriorating (subacute) but not in need of an acute unit.

Special Needs Unit (SNU): Sheltered general population units that provide appropriate treatment interventions for offenders who are unable to safely function in GP due to serious mental illness, mental retardation, other developmental disorders and/or brain injuries.

## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## GENERAL POPULATION

| Standard                                                                  | Minimum - Out                                                                                                      | Minimum                                                                                                            | Medium                                                                                                                                                        | Maximum                                                                                                                                                       | Gender Responsive                                            |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <b>PHYSICAL PLANT STANDARDS</b>                                           |                                                                                                                    |                                                                                                                    |                                                                                                                                                               |                                                                                                                                                               |                                                              |
| <b>Facility Level</b>                                                     | Level 1                                                                                                            | Level II or III                                                                                                    | Level III, IV, V                                                                                                                                              | Levels V, VI                                                                                                                                                  |                                                              |
| <b>Housing</b>                                                            |                                                                                                                    |                                                                                                                    |                                                                                                                                                               |                                                                                                                                                               |                                                              |
| <b>Management Style</b>                                                   | Podular / Direct                                                                                                   | Podular / Direct                                                                                                   | Podular / Direct                                                                                                                                              | Podular / Direct                                                                                                                                              |                                                              |
| <b>Disciplinary Detention Housing</b><br>-% of this category<br>-Location | 0%<br>One short term holding cell                                                                                  | .25%<br>One short term holding cell                                                                                | 4%<br>1 per institution                                                                                                                                       | 6%<br>1 per institution                                                                                                                                       | 3% of total population                                       |
| <b>Housing Type</b>                                                       | Males: Dormitory<br>Females: 4 Person Cubicles or Dry Rooms                                                        | Males: Dormitory<br>Females: 4 Person Cubicles or Dry Rooms                                                        | Male: 80% Double Dry Cells;<br>20% Single Wet Cells<br>Female: 90% Dry Double or Quad Rooms; 10% Single Wet                                                   | Male: Single Wet Cells<br>Female: 90% Double Wet;<br>10% Single Wet                                                                                           | Recommend 90% Medium custody females in 2-4 person dry rooms |
| <b>Pod Capacity</b>                                                       | Dormitory: 64<br>Dry Rooms: 96                                                                                     | Dormitory: 64<br>Dry Rooms: 96                                                                                     | 64 Beds Males<br>64-72 Beds Females                                                                                                                           | 48-56 Beds Males<br>48-56 Beds Females                                                                                                                        |                                                              |
| <b>Management Unit Capacity</b>                                           | 192                                                                                                                | Males: 384<br>Females: 256                                                                                         | 256                                                                                                                                                           | 224                                                                                                                                                           |                                                              |
| <b>Living Area Space</b>                                                  | 25 unencumbered s.f. per Offender                                                                                  | 25 unencumbered s.f. per Offender                                                                                  | D:25 unencumbered s.f./ Offender;<br>S:35 unencumbered s.f./Offender                                                                                          | 35 unencumbered s.f. per Offender                                                                                                                             |                                                              |
| <b>Dayroom Space</b>                                                      | 35 s.f. per each Offender in the dayroom for the maximum number of Offenders at one time.                          | 35 s.f. per each Offender in the dayroom for the maximum number of Offenders at one time.                          | 35 s.f. per each Offender in the dayroom for the maximum number of Offenders at one time.                                                                     | 35 s.f. per each Offender in the dayroom for the maximum number of Offenders at one time.                                                                     | Small congregation/talking areas.                            |
| <b>Plumbing Fixtures</b>                                                  | Vitreous China; Toilets 1:12 (Women 1:8); Showers 1:8; Provide for reasonable privacy for cross gender supervision | Vitreous China; Toilets 1:12 (Women 1:8); Showers 1:8; Provide for reasonable privacy for cross gender supervision | Male: Stainless Steel<br>Female: Vitreous China<br>Toilets: 1/cell (females w/ lid); Showers 1:8; Provide for reasonable privacy for cross gender supervision | Male: Stainless Steel<br>Female: Vitreous China<br>Toilets: 1/cell (females w/ lid); Showers 1:8; Provide for reasonable privacy for cross gender supervision |                                                              |
| <b>Cell/Sleeping Area/Common Walls</b>                                    | Reinforced Dry Wall                                                                                                | Hollow CMU                                                                                                         | CMU                                                                                                                                                           | Reinforced concrete or steel                                                                                                                                  |                                                              |

## APPENDIX: POLICY STANDARDS

IDOC - POLICY STANDARDS INITIATIVE  
GENERAL POPULATION

| Standard                           | Minimum - Out                                                                                                                                                                 | Minimum                                                                                                                                                         | Medium                                                                                                                                                          | Maximum                                                                                                                                                    | Gender Responsive                                                         |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Cell/Sleeping Area Doors           | Frame: Standard Commercial. Door: Standard Commercial                                                                                                                         | Frame: Standard Commercial Hollow Metal<br>Door: Solid wood or 16 gauge hollow metal                                                                            | Frame: 14 gauge; Door: Security Hollow Metal 14 gauge, swinging; Females: 90% Standard commercial hollow metal frame, solid wood or 16 gauge hollow metal door  | Frame: 12 gauge<br>Door: Security Hollow Metal 12 gauge, swinging; lockable food pass                                                                      |                                                                           |
| Cell/Sleeping Area Locking Systems | Commercial Hardware                                                                                                                                                           | Commercial Hardware                                                                                                                                             | Electronic Narrow Jamb Security Lock<br>Females: Commercial Hardware                                                                                            | Electronic 120 Series Type Security Lock                                                                                                                   |                                                                           |
| Cell/Sleeping Area Furnishings     | Bed, Locker, Shelf, Writing Surface, Chair(not Fixed), Clothing/Towel Hooks                                                                                                   | Bed, Locker, Shelf, Writing Surface, Chair(not Fixed) Breakaway Clothing/Towel Hooks                                                                            | Bed, Locker, Shelf, Writing Surface, , Breakaway Clothing/Towel Hooks; Female Moveable furniture                                                                | Bed, Locker, Shelf, Writing Surface, Fixed Seating (Females – moveable seating), Breakaway Clothing/Towel Hooks                                            | Limited use of bunk beds where appropriate.                               |
| Dayroom Furnishings                | Standard Commercial Quality                                                                                                                                                   | Light Correctional Movable                                                                                                                                      | Heavy Correctional Movable                                                                                                                                      | Fixed Steel<br>Females: Heavy Correctional Moveable                                                                                                        |                                                                           |
| Access to Natural Light            | Window 3 s.f. Direct access or borrowed light                                                                                                                                 | Window 3 s.f. Direct access or borrowed light                                                                                                                   | Window 3 s.f. Direct access or borrowed light to interior of complex                                                                                            | Window 3 s.f. Direct access or borrowed light to interior of complex                                                                                       |                                                                           |
| <b>Other Facility Components</b>   |                                                                                                                                                                               |                                                                                                                                                                 |                                                                                                                                                                 |                                                                                                                                                            |                                                                           |
| Dining Location/Type               | Male: Decentralized to management unit; in bulk; in serving areas.<br>Female: Decentralized to Outside/Cafeteria Style. Allows for serving 4 or few shifts / 20 minutes each. | Male: Decentralized to management unit; in bulk; in serving areas.<br>Female: Female: Single bldg w/3 serving lines Centralized/ Cafeteria Style 128 eat in ea. | Male: Decentralized to management unit; in bulk; in serving areas.<br>Female: Female: Single bldg w/3 serving lines Centralized/ Cafeteria Style 128 eat in ea. | Decentralized to management unit; in bulk (males); pre-portioned Female: Female: Single bldg w/3 serving lines Centralized/ Cafeteria Style 128 eat in ea. | Centralized except special management                                     |
| Secure Central Control/Armory      | n/a                                                                                                                                                                           | 1 per facility                                                                                                                                                  | 1 per facility                                                                                                                                                  | 1 per facility                                                                                                                                             |                                                                           |
| Recreation                         | Ball Field / Game Room / Weight Area                                                                                                                                          | Ball Field / Gym / Weight Area                                                                                                                                  | Ball Field / Gym / Weight Area                                                                                                                                  | Ball Field / Gym / Fixed Weight Equipment based on scheduling; routine recreation decentralized.                                                           | Game room, gym, 1-2 smaller yards, shaded benches around middle yard area |

## APPENDIX: POLICY STANDARDS

IDOC - POLICY STANDARDS INITIATIVE  
GENERAL POPULATION

| Standard                                 | Minimum - Out                                                                                                | Minimum                                                                                                      | Medium                                                                                                       | Maximum                                                                                                      | Gender Responsive                                     |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| <b>Classrooms</b>                        | Provide for classrooms and Carrels for Individual and computer based learning. Centralized and Decentralized | Provide for classrooms and Carrels for Individual and computer based learning. Centralized and Decentralized | Provide for classrooms and Carrels for Individual and computer based learning. Centralized and Decentralized | Provide for classrooms and Carrels for Individual and computer based learning. Centralized and Decentralized |                                                       |
| <b>Library Services</b>                  | Centralized                                                                                                  | Centralized                                                                                                  | Centralized                                                                                                  | Centralized and decentralized                                                                                |                                                       |
| <b>Law Library</b>                       | Service provider or web-based                                                                                | Service provider or web-based                                                                                | Service provider or web-based                                                                                | Service provider or web-based                                                                                | Keep attorneys                                        |
| <b>Treatment Programs</b>                | Centralized at Facility Level                                                                                | Centralized at Facility Level                                                                                | Centralized and Management Unit                                                                              | Management Unit                                                                                              | Centralized and decentralized                         |
| <b>Regular Personal/Official Visits</b>  | Contact<br>Centralized at Facility Level or Video Visitation                                                 | Contact<br>Centralized at Facility Level or Video Visitation                                                 | Contact<br>Centralized at Facility Level or Video Visitation                                                 | Contact<br>Centralized at Facility Level<br>Non-Contact/Video for security reasons                           | Mother/child, semi-nursery, play area, rocking chairs |
| <b>Religion</b>                          | Centralized at Facility Level<br>Multipurpose Room                                                           | Centralized at Facility Level<br>Multipurpose Room                                                           | Centralized at Facility Level<br>Multipurpose Room                                                           | On-pod Multipurpose Room<br>Decentralized – Individual                                                       |                                                       |
| <b>Industries</b>                        | Centralized at Facility Level                                                                                | Centralized at Facility Level                                                                                | Centralized at Facility Level                                                                                | Centralized at Facility Level                                                                                |                                                       |
| <b>Counseling</b>                        | Centralized at Facility Level or Management Unit                                                             | Centralized at Facility Level or Management Unit                                                             | Centralized at Facility Level or Management Unit                                                             | Centralized at Facility Level or Management Unit                                                             | Centralized and decentralized                         |
| <b>Maintenance Location and Contents</b> | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping                                       | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter       | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter       | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter       |                                                       |
| <b>Laundry</b>                           | Washer and Dryer on the Pod for all Laundry.                                                                 | Washer and Dryer on the Pod for personals; linens through clothing exchange.                                 | Washer and Dryer on the Pod as an earned privilege for personals; linens through clothing exchange.          | Washer and Dryer on the Pod as an earned privilege for personals; linens through clothing exchange.          |                                                       |
| <b>Administration</b>                    | Outside the secure perimeter                                                                                 | Outside the secure perimeter                                                                                 | Outside the secure perimeter                                                                                 | Outside the secure perimeter                                                                                 |                                                       |
| <b>Warehouse</b>                         | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                       | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                       | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                       | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                       |                                                       |

## APPENDIX: POLICY STANDARDS

IDOC - POLICY STANDARDS INITIATIVE  
GENERAL POPULATION

| Standard                                                | Minimum - Out                                                                                                        | Minimum                                                                                                              | Medium                                                                                                                                                                            | Maximum                                                                                                                                                                                                                                                                                              | Gender Responsive                                                                                         |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Exterior Housing Wall Construction                      | CMU and/or wood                                                                                                      | CMU                                                                                                                  | CMU fully grouted                                                                                                                                                                 | CMU fully grouted<br>Rebar 16" on center                                                                                                                                                                                                                                                             |                                                                                                           |
| Security Perimeter Construction                         | None / Intrusion Fence;<br>high mast lighting;<br>Perimeter Road<br>Intermittent Patrol                              | Single secure fence; high<br>mast lighting; Perimeter Road<br>Intermittent Patrol                                    | Double secure fence;<br>Perimeter Road; 24 hour<br>Patrol; Dual Redundant<br>perimeter intrusion alarm<br>Females: Single secure<br>fence, perimeter road,<br>intermittent patrol | Double secure fence;<br>Perimeter Road; (2)24-hour<br>Patrol; Dual redundant<br>perimeter intrusion alarm;<br>Additional high mast lighting.<br>Non-lethal fencing.<br>Towers – not to exceed 4 at<br>any one perimeter; Females:<br>Single secure fence,<br>perimeter road, intermittent<br>patrol. | Single fence with the<br>possibility of additional<br>fencing surrounding the<br>highest security levels. |
| <b>HOUSING OPERATIONS</b>                               |                                                                                                                      |                                                                                                                      |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                      |                                                                                                           |
| Management                                              | Direct                                                                                                               | Direct                                                                                                               | Direct                                                                                                                                                                            | Direct                                                                                                                                                                                                                                                                                               |                                                                                                           |
| Supervision in the Housing Pod                          | Intermittent                                                                                                         | Intermittent                                                                                                         | Constant                                                                                                                                                                          | Constant                                                                                                                                                                                                                                                                                             |                                                                                                           |
| Rounds                                                  | Once every 120 minutes                                                                                               | Once every 60 minutes                                                                                                | Once every 30 minutes                                                                                                                                                             | Once every 30 minutes                                                                                                                                                                                                                                                                                |                                                                                                           |
| Housing Pod Counts and Searches                         | Census/Headcount at least<br>6X daily; count in place<br>Random Searches (2mo.)                                      | Census/Headcount at least<br>6X/daily; count in place<br>Random Searches (2/mo.)                                     | Census/Headcount at least<br>6X/daily; count in place<br>Random Searches (1/wk)<br>Females: Random Searches<br>(2/mo)                                                             | Census/Headcount at least<br>6X/daily; count in place<br>Random Searches (3/wk)<br>Females: Random Searches<br>(2/mo)                                                                                                                                                                                |                                                                                                           |
| Cross Gender Supervision                                | Cross Gender<br>Provisions made to ensure<br>privacy in bathing areas. (1)<br>BFOQ for each facility as<br>required. | Cross Gender<br>Provisions made to ensure<br>privacy in bathing areas. (1)<br>BFOQ for each facility as<br>required. | Cross Gender<br>Provisions made to ensure<br>privacy in bathing areas. (1)<br>BFOQ for each facility as<br>required.                                                              | Cross Gender<br>Provisions made to ensure<br>privacy in bathing areas. (1)<br>BFOQ for each facility as<br>required.                                                                                                                                                                                 | Provisions made to ensure<br>privacy in bathing areas. (1)<br>BFOQ for each facility as<br>required..     |
| <b>MOVEMENT</b>                                         |                                                                                                                      |                                                                                                                      |                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                      |                                                                                                           |
| Within Housing Pod<br>Within Zone<br>Within Institution | No Escort                                                                                                            | No Escort<br>No Escort<br>No Escort                                                                                  | No Escort<br>No Escort<br>No Escort                                                                                                                                               | No Escort<br>No Escort<br>No Escort                                                                                                                                                                                                                                                                  |                                                                                                           |

## APPENDIX: POLICY STANDARDS

IDOC - POLICY STANDARDS INITIATIVE  
GENERAL POPULATION

| Standard                                                                          | Minimum - Out                                                                                 | Minimum                                                                                        | Medium                                                                                         | Maximum                                                                                        | Gender Responsive                                                   |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| External Movement                                                                 | No Escort                                                                                     | Non-Secure Escort/No Escort for work detail                                                    | Secured and/or Armed Escort                                                                    | Armed Escort                                                                                   | Secured and/or Armed Escort for transports outside of the facility. |
| Massing Numbers at one time                                                       | 200                                                                                           | 200                                                                                            | 200                                                                                            | 112                                                                                            |                                                                     |
| <b>PROGRAMS AND SERVICES</b>                                                      |                                                                                               | <i>Supported by EBP</i>                                                                        |                                                                                                |                                                                                                |                                                                     |
| % Industries<br>Instructor:Offender Ratio(Indoors)                                | 0%                                                                                            | 25%<br>1:25-50                                                                                 | 50%<br>1:25-50                                                                                 | 10%<br>1:10-25                                                                                 |                                                                     |
| % Vocational Training<br>Instructor:Offender Ratio                                | 100% of those not on work release;<br>1:15                                                    | 50%<br>1:250 General Population Offenders (class 1:15)                                         | 40%<br>1:250 General Population Offenders (class 1:15)                                         | 20%<br>1:250 General Population Offenders (class 1:15)                                         | Increase vocational/work prep minimum and short term                |
| % Academic<br>Instructor:Offender Ratio                                           | 0%                                                                                            | 75% where High School Equivalent not attained<br>1:25                                          | 50% where High School Equivalent not attained<br>1:20                                          | 20% where High School Equivalent not attained<br>1:15                                          | Increase GED for Medium and long term Minimum,                      |
| % Substance Abuse Treatment<br>Counselor:Offender Ratio                           | 100% where needed and within 12-18 months of release.<br>Community substance abuse resources. | 100% where needed and within 12-18 months of release.<br>Gen Pop: 1:500; Therapeutic Comm 1:25 | 100% where needed and within 12-18 months of release.<br>Gen Pop: 1:500; Therapeutic Comm 1:25 | 100% where needed and within 12-18 months of release.<br>Gen Pop: 1:500; Therapeutic Comm 1:25 |                                                                     |
| % Work Assignment<br>(In-house, Community Service, Work Release)                  | 100% Work Release, Community Service, In-house                                                | 75%<br>Community Service or In-house Work Force                                                | 50%;<br>In-house Work Force                                                                    | 25%<br>Housing In Management Unit                                                              |                                                                     |
| % Other Treatment<br>(Relates to EBP Goals)<br>e.g. Life Skills, Anger Management | 100%                                                                                          | 75%<br>Females: 90%                                                                            | 50%<br>Females: 75%                                                                            | 25%                                                                                            |                                                                     |
| Recreation Access<br>Type/Location<br>Frequency                                   | Centralized<br>Within activity times                                                          | Centralized<br>Within activity times                                                           | Centralized<br>Within activity times<br>At least 1 hour daily                                  | Decentralized<br>Based on Level<br>At least 1 hour daily                                       | Consider small yards to decentralize more; include walking trail.   |
| Library Access<br>Type/Location<br>Frequency                                      | Centralized<br>Within activity times                                                          | Centralized<br>Within activity times                                                           | Centralized<br>At least 2 hours a week<br>Females: Within activity times                       | Decentralized and Centralized<br>Scheduled separate from other populations                     |                                                                     |



## APPENDIX: POLICY STANDARDS

IDOC - POLICY STANDARDS INITIATIVE  
GENERAL POPULATION

| Standard                                                       | Minimum - Out                                                                                                                                         | Minimum                                                                                                                                                | Medium                                                                                                                                                | Maximum                                                                                                                                                     | Gender Responsive          |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| <b>Religion</b><br>Type/Location                               | Group Religious Programming.                                                                                                                          | Group Religious programming.                                                                                                                           | Group Religious Programming.                                                                                                                          | Group Religious Programming.                                                                                                                                |                            |
| <b>Commissary</b><br>Type/Location                             | Bagged; 1x per week                                                                                                                                   | Bagged; 1x per week                                                                                                                                    | Bagged; 1x per week                                                                                                                                   | Bagged; 1x per week                                                                                                                                         |                            |
| <b>Visiting</b><br>Type/Location<br>Frequency                  | Contact Visitation or Video<br>>5 hours a week                                                                                                        | Contact Visitation or Video<br>>5 hours a week                                                                                                         | Contact Visitation or Video<br>>5 hours a week                                                                                                        | Contact Visitation or Video<br>5 hours / week                                                                                                               |                            |
| <b>Sick Call/Triage</b><br>Type/Location<br>Frequency          | Sick Call/Meds as needed<br>Decentralized at the<br>Management Level;<br>Centralized<br>Self medication                                               | Sick Call/Meds daily<br>Decentralized at the<br>Management Level;<br>Centralized<br>Dispensed by medical staff<br>Self Medication                      | Sick Call/Meds daily<br>Decentralized at the<br>Management Level;<br>Centralized<br>Dispensed by medical staff<br>Self Medication                     | Sick Call/Meds daily<br>Centralized and Decentralized<br>Dispensed by medical staff<br>Self Medication                                                      |                            |
| <b>Other Medical</b><br>Type/Location                          | Centralized at Facility Level;<br>Outpatient psychiatric<br>services at each facility;<br>Dental Care at each facility<br>Females: OB/GYN at facility | Centralized at Facility Level;<br>Outpatient psychiatric<br>services at each facility;<br>Dental Care at each facility<br>Females: OB/GYN at facility. | Centralized at Facility Level;<br>Outpatient psychiatric services<br>at each facility; Dental Care at<br>each facility<br>Females: OB/GYN at facility | Centralized at Facility/ Zone<br>Level; Outpatient psychiatric<br>services at each facility;<br>Dental Care at each facility<br>Females: OB/GYN at facility | Increase OB/GYN on site    |
| <b>Reentry Focus</b>                                           | Risk Reduction<br>Core/primary programming<br>aftercare, prerelease (life<br>skills) transition to the<br>community, employment<br>readiness.         | Risk Reduction<br>Core/primary programming<br>aftercare, prerelease (life<br>skills) transition to the<br>community, employment<br>readiness.          | Risk Reduction<br>Basic core/primary<br>programming, (substance<br>abuse, sex offender, victim<br>impact and cognition<br>programs)                   | Risk Management and<br>treatment readiness; focus on<br>education and vocational<br>programming.                                                            |                            |
| <b>STAFFING</b>                                                |                                                                                                                                                       |                                                                                                                                                        |                                                                                                                                                       |                                                                                                                                                             |                            |
| <b>Offenders per Housing<br/>Pod</b>                           | 96 / rooms<br>64 / dorm                                                                                                                               | 96 / rooms<br>64 / dorm                                                                                                                                | 64<br>Females: 64-72                                                                                                                                  | 48-56                                                                                                                                                       |                            |
| <b>Officer:Offender Ratio</b><br>--Day<br>--Evening<br>--Night | 1:96 / 192 / rooms<br>1:128 / dorm                                                                                                                    | 1:96 / rooms<br>1:64 / dorm<br>1:128 dorm/rooms                                                                                                        | 1:64<br>1:64<br>1:128                                                                                                                                 | 1:56<br>1:56<br>1:56                                                                                                                                        |                            |
| <b>Programs and Services</b>                                   | Based on Design and<br>Layout                                                                                                                         | Based on Design and Layout                                                                                                                             | Based on Design and Layout                                                                                                                            | Based on Design and Layout                                                                                                                                  | Based on Design and Layout |
| <b>Caseworker Ratio</b>                                        | 1:100<br>For reentry 1:50                                                                                                                             | 1:100<br>For reentry 1:50                                                                                                                              | 1:100<br>For reentry 1:50                                                                                                                             | 1:100<br>For reentry 1:50                                                                                                                                   |                            |

## APPENDIX: POLICY STANDARDS

IDOC - POLICY STANDARDS INITIATIVE  
GENERAL POPULATION

| Standard                                                     | Minimum - Out     | Minimum                 | Medium            | Maximum           | Gender Responsive |
|--------------------------------------------------------------|-------------------|-------------------------|-------------------|-------------------|-------------------|
| Treatment Services Director                                  | 1:192             | 1:4384<br>1:256 Females | 1:256             | 1:192-224         |                   |
| Day Correctional Supervisor I / Lieutenant                   | 1:4 Housing Pods  | 1:4 Housing Pods        | 1:4 Housing Pods  | 1:4 Housing Pods  |                   |
| Evening Correctional Supervisor I (different shift/security) | 1:8 Housing Pods  | 1:8 Housing Pods        | 1:8 Housing Pods  | 1:8 Housing Pods  |                   |
| Night Correctional Supervisor                                | 1:12 Housing Pods | 1:12 Housing Pods       | 1:12 Housing Pods | 1:12 Housing Pods |                   |

## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## SPECIAL NEEDS / MANAGEMENT

| Standard                           | Administrative Segregation                                                                                 | Investigation/ Pre-Hearing                                                                                 | Protective Custody                                                                                                     | Reception and Diagnostic                                                                                     |
|------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>PHYSICAL PLANT STANDARDS</b>    |                                                                                                            |                                                                                                            |                                                                                                                        |                                                                                                              |
| <i>Housing</i>                     |                                                                                                            |                                                                                                            |                                                                                                                        |                                                                                                              |
| Management Style                   | Podular / Indirect                                                                                         | Podular / Indirect                                                                                         | Podular / Direct                                                                                                       | Podular / Direct                                                                                             |
| Number of Locations in system      | 1 per region for males and 1 per system for females                                                        | 1 per region for males and 1 per system for females                                                        | 1 per region for males and 1 per system for females                                                                    | 1 per system for males and 1 per system for females                                                          |
| Housing Type                       | Single Cells                                                                                               | Single Cells                                                                                               | Single Cells                                                                                                           | Single or Double cells                                                                                       |
| Pod Size                           | 32                                                                                                         | 32                                                                                                         | 64                                                                                                                     | 64                                                                                                           |
| Management Unit Capacity           | n/a                                                                                                        | n/a                                                                                                        | 256                                                                                                                    | 256                                                                                                          |
| Living Area Space                  | 80 s.f./cell                                                                                               | 80 s.f./cell                                                                                               | 35 unencumbered s.f. per Offender                                                                                      | 80 s.f./cell                                                                                                 |
| Dayroom Space                      | 35 s.f. per each Offender in the dayroom; minimum 25% of occupancy                                         | 35 s.f. per each Offender in the dayroom; minimum 25% of occupancy                                         | 35 s.f. per each Offender in the dayroom for a minimum of 50% occupancy                                                | 35 s.f. per each Offender in the dayroom for a minimum of 50% occupancy                                      |
| Plumbing Fixtures                  | Stainless Steel Combination Fixtures 1/cell<br>Provide for reasonable privacy for cross gender supervision | Stainless Steel Combination Fixtures 1/cell<br>Provide for reasonable privacy for cross gender supervision | Toilets 1/cell – based on classification<br>Showers 1:8<br>Provide for reasonable privacy for cross gender supervision | Stainless Steel Toilets 1/cell<br>Showers 1:8<br>Provide for reasonable privacy for cross gender supervision |
| Cell/Sleeping Area Construction    | CMU fully grouted                                                                                          | CMU fully grouted                                                                                          | Based on classification                                                                                                | Fully grouted CMU                                                                                            |
| Cell/Sleeping Area Doors           | Frame: 12 gauge<br>Door: Security Hollow Metal 12 gauge, swinging with food pass                           | Frame: 12 gauge<br>Door: Security Hollow Metal 12 gauge, swinging with food pass                           | Frame: 14 gauge<br>Door: Security Hollow Metal 14 gauge, swinging                                                      | Frame: 12 gauge<br>Door: Security Hollow Metal 12 gauge, swinging                                            |
| Cell/Sleeping Area Locking Systems | Electronic 120 Series Type Security Lock                                                                   | Electronic 120 Series Type Security Lock                                                                   | Electronic Narrow Jamb Security Lock                                                                                   | Electronic 120 Series Type Security Lock                                                                     |
| Cell/Sleeping Area Furnishings     | Bed, Shelf, Writing Surface, Chair (Fixed), Breakaway Clothing/Towel Hooks                                 | Bed, Shelf, Writing Surface, Chair (Fixed), Breakaway Clothing/Towel Hooks                                 | Based on classification                                                                                                | Bed, Locker, Shelf, Writing Surface, Chair(not Fixed), Breakaway Clothing/Towel Hooks                        |
| Dayroom Furnishings                | Fixed Steel                                                                                                | Fixed Steel                                                                                                | Heavy Movable                                                                                                          | Heavy Movable                                                                                                |

## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## SPECIAL NEEDS / MANAGEMENT

| Standard                         | Administrative Segregation                                                          | Investigation/ Pre-Hearing                                                          | Protective Custody                                                                                                                   | Reception and Diagnostic                                                                       |
|----------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Access to Natural Light          | Window 3 s.f. Direct access but view to interior courtyard                          | Window 3 s.f. Direct access but view to interior courtyard                          | Window 3 s.f. Direct access or borrowed light                                                                                        | Window 3 s.f. Direct access or borrowed light to interior of complex                           |
| <i>Other Facility Components</i> |                                                                                     |                                                                                     |                                                                                                                                      |                                                                                                |
| Dining Location/Type             | Decentralized at cell. Served prepared Tray                                         | Decentralized at cell. Served prepared Tray                                         | Centralized /Cafeteria Style. Cannot eat with other custody classifications                                                          | Decentralized at pod / cell. Served prepared Tray Females: centralized dining in pod           |
| Secure Master Control            | 1 per facility                                                                      | 1 per facility                                                                      | 1 per facility                                                                                                                       | 1 per facility                                                                                 |
| Recreation                       | Individual area No Ball field / no gym                                              | Individual area No Ball field / no gym                                              | PC Yard recreation/ Access to gym separate from other custody classifications                                                        | No Ball Field / Access to gym/small yard recreation                                            |
| Classrooms                       | In Cell                                                                             | In Cell                                                                             | Provide for classrooms and Carrels for Individual and computer based learning. Schedule separate from other custody classifications. | Multipurpose room(s)                                                                           |
| Library Services                 | Mobile Cart                                                                         | Mobile Cart                                                                         | Provide space for reading area, legal research and mobile cart. Separate scheduling                                                  | Mobile Cart                                                                                    |
| Legal Reference                  | Service provider or web-based                                                       | Service provider or web-based                                                       | Service provider or web-based                                                                                                        | Service provider or web-based                                                                  |
| Programs                         | Decentralized at the Cell/Management Pod Level (No citizen volunteer participation) | Decentralized at the Cell/Management Pod Level (No citizen volunteer participation) | Decentralized at the Pod / Management Unit level. Scheduled separate from other custody classifications                              | Centralized at the Facility Level (diagnostics and cadre) (No citizen volunteer participation) |
| Regular Personal/Official Visits | Decentralized at the Management Unit Level                                          | Decentralized at the Management Unit Level                                          | Decentralized at the Management Unit Level                                                                                           | Centralized at Facility Level                                                                  |
| Religion                         | Decentralized at the Pod Level via CCTV or in Cell                                  | Decentralized at the Pod Level via CCTV or in Cell                                  | Management Unit Multipurpose Room                                                                                                    | Decentralized at the Management Unit Level Multipurpose                                        |
| Industries                       | n/a                                                                                 | n/a                                                                                 | Management Unit or facility scheduled separate from other custody classifications                                                    | n/a                                                                                            |
| Counseling                       | Decentralized at the Management Unit Level                                          | Decentralized at the Management Unit Level                                          | Decentralized at the Management Unit Level                                                                                           | Decentralized at the Management Unit Level                                                     |

## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## SPECIAL NEEDS / MANAGEMENT

| Standard                                                                        | Administrative Segregation                                                                                             | Investigation/ Pre-Hearing                                                                                             | Protective Custody                                                                                              | Reception and Diagnostic                                                                                        |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Maintenance                                                                     | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter                 | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter                 | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter          | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter          |
| Administration                                                                  | Outside the secure perimeter                                                                                           | Outside the secure perimeter                                                                                           | Outside the secure perimeter                                                                                    | Outside the secure perimeter                                                                                    |
| Warehouse                                                                       | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                                 | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                                 | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                          | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                          |
| Exterior Housing Wall Construction                                              | CMU fully grouted Rebar 8" on center                                                                                   | CMU fully grouted Rebar 8" on center                                                                                   | CMU fully grouted Rebar 16" on center                                                                           | CMU fully grouted Rebar 16" on center                                                                           |
| Perimeter Construction                                                          | Double secure fence; Perimeter Road; (2)24-hour Patrol; Dual redundant intrusion alarm; Additional high mast lighting. | Double secure fence; Perimeter Road; (2)24-hour Patrol; Dual redundant intrusion alarm; Additional high mast lighting. | Consistent with custody level                                                                                   | Double secure fence; Perimeter Road; 24 hour Patrol; Dual Redundant intrusion alarm                             |
| <b>HOUSING OPERATIONS</b>                                                       |                                                                                                                        |                                                                                                                        |                                                                                                                 |                                                                                                                 |
| Management                                                                      | Direct and Control Rooms                                                                                               | Direct and Control Rooms                                                                                               | Direct                                                                                                          | Direct                                                                                                          |
| Supervision in the Housing Pod                                                  | Intermittent                                                                                                           | Intermittent                                                                                                           | Constant                                                                                                        | Constant                                                                                                        |
| Frequency of Direct Observation w/ ability to intervene                         | Once every 15 minutes                                                                                                  | Once every 15 minutes                                                                                                  | Once every 30 minutes                                                                                           | Once every 30 minutes                                                                                           |
| Housing Pod Counts and Searches                                                 | Census/Headcount at least 6X daily; count in place<br>Random Searches (2mo.)                                           | Census/Headcount at least 6X/daily; count in place<br>Random Searches (2mo.)                                           | Census/Headcount at least 6X/daily; count in place<br>Random Searches (1/wk)<br>Females: Random Searches (2/mo) | Census/Headcount at least 6X/daily; count in place<br>Random Searches (3/wk)<br>Females: Random Searches (2/mo) |
| Cross Gender Supervision                                                        | Cross Gender Provisions made to ensure privacy in bathing areas. (1) BFOQ for each facility as required.               | Cross Gender Provisions made to ensure privacy in bathing areas. (1) BFOQ for each facility as required.               | Cross Gender Provisions made to ensure privacy in bathing areas. (1) BFOQ for each facility as required.        | Cross Gender Provisions made to ensure privacy in bathing areas. (1) BFOQ for each facility as required.        |
| <b>MOVEMENT</b>                                                                 |                                                                                                                        |                                                                                                                        |                                                                                                                 |                                                                                                                 |
| Within Housing Pod<br>Within Zone<br>Within Facility<br>Outside of the Facility | Escort<br>Escort<br>Armed Escort 1:2                                                                                   | Escort<br>Escort<br>Escort<br>Armed Escort                                                                             | Escort<br>Escort<br>Escort                                                                                      | No Escort<br>No Escort<br>Escort<br>Armed Escort 1:2                                                            |

## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## SPECIAL NEEDS / MANAGEMENT

| Standard                                                                       | Administrative Segregation                                                                                 | Investigation/ Pre-Hearing                                                                                 | Protective Custody                                                                                                 | Reception and Diagnostic                          |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|
| Massing Numbers at one time                                                    | 8                                                                                                          | 8                                                                                                          | 64 contingent upon individual separations in effect                                                                | 16-64                                             |
| <b>PROGRAMS AND SERVICES</b>                                                   |                                                                                                            | <i>Supported by EBP</i>                                                                                    |                                                                                                                    |                                                   |
| % Industries<br>Instructor:Offender Ratio                                      | 0%                                                                                                         | 0%                                                                                                         | 25%<br>In Management Unit Recommend 0 unless industries being moved to unit                                        | 0%                                                |
| % Vocational Training<br>Instructor:Offender Ratio                             | 0%                                                                                                         | 0%                                                                                                         | 50%<br>Separate from general population<br>Offenders (class 1:15)                                                  | 0%                                                |
| % Academic<br>Instructor:Offender Ratio                                        | 0%                                                                                                         | 0%                                                                                                         | 50% ACA=equiv<br>to GP; recommend % based on custody and release date centralized on unit                          | 0%                                                |
| % Substance Abuse<br>Treatment<br>Counselor:Offender Ratio                     | 0%                                                                                                         | 0%                                                                                                         | 100% where needed and within 12-18 months of release.<br>Gen Pop: 1:500; Therapeutic Comm 1:25                     | 0%                                                |
| % Work Assignment<br>(In-house, Community Service, Work Release)               | 0%                                                                                                         | 0%                                                                                                         | 25%<br>In-house Work Force Zone                                                                                    | Required: Housekeeping                            |
| % Other Treatment (Relates to EBP Goals)<br>e.g. Life Skills, Anger Management | Anger Management/Control for Offenders who do not pose immediate threat. No more than 8 at one time in Pod | Anger Management/Control for Offenders who do not pose immediate threat. No more than 8 at one time in Pod | 50% ACA=equiv<br>to GP; recommend % based on custody and release date centralized on unit                          | 0%                                                |
| Recreation Access<br>Type/Location<br>Frequency                                | Decentralized<br>At least one hour daily<br>Maximum 8 at one time                                          | Decentralized<br>At least one hour daily<br>Maximum 8 at one time                                          | Centralized/Decentralized;<br>At least one hour daily; Scheduled separate from GP                                  | Decentralized<br>At least one hour daily          |
| Library Access<br>Type/Location<br>Frequency                                   | Decentralized<br>By request only                                                                           | Decentralized<br>By request only                                                                           | Centralized At least one hour each week. Scheduled separate from General Population Decentralized research on unit | By request                                        |
| Religion<br>Type/Location<br>Frequency                                         | Individual Programming                                                                                     | Individual Programming                                                                                     | Group Programming. Separate from general population or within management unit                                      | Group Programming. Located within Management Unit |

## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## SPECIAL NEEDS / MANAGEMENT

| Standard                                                        | Administrative Segregation                                       | Investigation/ Pre-Hearing                                       | Protective Custody                                                 | Reception and Diagnostic                       |
|-----------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------|
| <b>Commissary</b><br>Type/Location<br>Frequency                 | Bagged                                                           | Bagged                                                           | Bagged                                                             | Bagged                                         |
| <b>Visiting</b><br>Type/Location<br>Frequency                   | Non-contact Visitation<br>1 hour per week contingent on behavior | Non-contact Visitation<br>1 hour per week contingent on behavior | Contact Visitation<br>Scheduled separate from GP 3 hours<br>a week | Contact Visitation<br>1 per week after 14 days |
| <b>Sick Call/Triage</b><br>Type/Location<br>Frequency           | Sick Call/Meds daily<br>Pod / Cell                               | Sick Call/Meds daily<br>Pod / Cell                               | Sick Call/Meds daily<br>Pod                                        | Sick Call/Meds daily<br>Pod                    |
| <b>Other Medical</b><br>Type/Location<br>Frequency              | Decentralized at the Pod Level                                   | Decentralized at the Pod Level                                   | Centralized at the Facility / Zone<br>Level                        | Management Unit/Facility Level                 |
| <b>Reentry Focus</b>                                            |                                                                  |                                                                  |                                                                    | Risk / Needs Assessment                        |
| <b>STAFFING</b>                                                 |                                                                  |                                                                  |                                                                    |                                                |
| <b>Offenders per Housing Pod</b>                                | 32                                                               | 32                                                               | 64                                                                 | 64                                             |
| <b>Officer: Offender Ratio</b><br>--Day<br>--Evening<br>--Night | 1:16<br>1:16<br>1:64                                             | 1:16<br>1:16<br>1:64                                             | 1:64<br>1:64<br>1:64                                               | 1:64<br>1:64<br>1:64                           |
| <b>Caseworker Ratio</b>                                         | 1:25 - 1:50                                                      | 1:25 - 1:50                                                      | 1:64                                                               | 1:25                                           |
| <b>Unit Management</b>                                          | n/a                                                              | n/a                                                              | 256                                                                | 256                                            |
| <b>Work Crews</b><br>Crew leader: Offender Ratio                | n/a                                                              | n/a                                                              | n/a                                                                | n/a                                            |

## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## MEDICAL / MENTAL HEALTH

| Standard                             | Acute                                                                    | Transition                                                              | Special Needs                                                           | Medical Infirmary                                                                                                  | Assisted Living/<br>Chronic Debilitated                                                                             | Hospice Care                                                                                                       | University Hosp<br>Outpatient Transport                                                                             |
|--------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>PHYSICAL PLANT STANDARDS</b>      |                                                                          |                                                                         |                                                                         |                                                                                                                    |                                                                                                                     |                                                                                                                    |                                                                                                                     |
| <i>Housing</i>                       |                                                                          |                                                                         |                                                                         |                                                                                                                    |                                                                                                                     |                                                                                                                    |                                                                                                                     |
| <b>Management Style</b>              | Podular Direct                                                           | Podular Direct                                                          | Podular Direct                                                          | Podular Direct                                                                                                     | Podular Direct                                                                                                      | Podular Direct                                                                                                     |                                                                                                                     |
| <b>Number of Locations in system</b> | 1 per system for males and females<br>Temporary holding at each facility | 1 per system for males and females                                      | 1 per system for females; designated types of SNUs for males            | 1 per system for males and females for acute/emergent care; 1 primary/infirmary for males and females per facility | 1 per system for males and females for acute/ emergent care; 1 primary/infirmary for males and females per facility | 1 per system for males and females for acute/emergent care; 1 primary/infirmary for males and females per facility | 1 per system for males and females for acute/ emergent care; 1 primary/infirmary for males and females per facility |
| <b>Housing Type</b>                  | Single Cells                                                             | Mixed Single Cell and Doubles--subpods of no more than 8                | Mixed singles and doubles                                               | Single Rooms/Cells or Wards                                                                                        | Mixed 4-8 bed shared wards or subpods                                                                               | Single and double rooms                                                                                            | Single Rooms/Cells Wards                                                                                            |
| <b>Pod Size</b>                      | 16-32                                                                    | 16-32                                                                   | 48                                                                      | 48                                                                                                                 | 48                                                                                                                  | 16-24                                                                                                              | 24-48                                                                                                               |
| <b>Management Unit Capacity</b>      | Within Medical / Mental Health Component                                 | Within Medical / Mental Health Component                                | Within Medical / Mental Health Component                                | Within Medical / Mental Health Component                                                                           | Within Medical / Mental Health Component                                                                            | Within Medical / Mental Health Component                                                                           | Within Medical / Mental Health Component                                                                            |
| <b>Living Area Space</b>             | 80 s.f./cell                                                             | 80 s.f./cell                                                            |                                                                         | Hospital Rooms: 120 s.f., Single Rms/Cells: 80 s.f. Wards:100 s.f./Offender                                        | Mixed 4-8 bed shared wards or subpods; 100 s.f./Offender                                                            | Single and double rooms; 100 s.f./Offender                                                                         | Single Rms/Cells: 80 s.f. Wards:100 s.f./Offender                                                                   |
| <b>Dayroom Space</b>                 | 35 s.f. per each Offender in the dayroom for a minimum of 50% occupancy  | 35 s.f. per each Offender in the dayroom for a minimum of 50% occupancy | 35 s.f. per each Offender in the dayroom for a minimum of 50% occupancy | 35 s.f. per each Offender in the dayroom                                                                           | 35 s.f. per each Offender in the dayroom for a minimum of 50% occupancy                                             | 35 s.f. per each Offender in the dayroom for a minimum of 50% occupancy                                            | 35 s.f. per each Offender in the dayroom for a minimum of 50% occupancy                                             |



## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## MEDICAL / MENTAL HEALTH

| Standard                                              | Acute                                                                                                                    | Transition                                                                                                               | Special Needs                                                                                                                                                                             | Medical Infirmary                                                                                                                                     | Assisted Living/<br>Chronic Debilitated                                                                                                                     | Hospice Care                                                                                                                                                   | University Hosp<br>Outpatient Transport                                                                                                                        |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Plumbing Fixtures</b>                              | Stainless Steel<br>Toilets 1/cell<br>Showers 1:8<br>Provide for<br>reasonable privacy<br>for cross gender<br>supervision | Stainless Steel<br>Toilets 1/cell<br>Showers 1:8<br>Provide for<br>reasonable privacy<br>for cross gender<br>supervision | Male: : Stainless<br>Steel; Women:<br>Vitreous China;<br>Provide for<br>reasonable privacy<br>for cross gender<br>supervision                                                             | Stainless Steel<br>Toilets 1:12<br>(Women 1:8)/Ward or<br>1/cell<br>Showers 1:8; Provide<br>for reasonable<br>privacy for cross<br>gender supervision | Toilets 1:12 (Women<br>1:8)/Ward or 1/cell;<br>Showers 1:8; Provide<br>for reasonable privacy<br>for cross gender<br>supervision; All ADA<br>compliant; Tub | Toilets 1:12 (Women<br>1:8)/Ward or 1/cell;<br>Showers 1:8;<br>Provide for<br>reasonable privacy<br>for cross gender<br>supervision; All ADA<br>compliant; Tub | Toilets 1:12 (Women<br>1:8)/Ward or 1/cell;<br>Showers 1:8; Provide<br>for reasonable<br>privacy for cross<br>gender supervision;<br>All ADA compliant;<br>Tub |
| <b>Cell/Sleeping Area<br/>Construction<br/>(Wall)</b> | CMU - fully grouted                                                                                                      | CMU                                                                                                                      | CMU                                                                                                                                                                                       | CMU                                                                                                                                                   | CMU                                                                                                                                                         | CMU                                                                                                                                                            | CMU                                                                                                                                                            |
| <b>Cell/Sleeping Area<br/>Doors</b>                   | Frame: 12 gauge<br>Door: Security<br>Hollow Metal 12<br>gauge, swinging with<br>food pass                                | Frame: 12 gauge<br>Door: Security<br>Hollow Metal 12<br>gauge, swinging                                                  | Frame: 14 gauge;<br>Door: Security<br>Hollow Metal 14<br>gauge, swinging;<br>Females: 90%<br>Standard commercial<br>hollow metal frame,<br>solid wood or 16<br>gauge hollow metal<br>door | Frame: 12 gauge<br>Door: Security Hollow<br>Metal 12 gauge,<br>swinging                                                                               | Frame: Standard<br>Commercial Hollow<br>Metal<br>Door: Solid wood or<br>16 gauge hollow<br>metal                                                            | Frame: Standard<br>Commercial Hollow<br>Metal<br>Door: Solid wood or<br>16 gauge hollow<br>metal                                                               | Frame: 12 gauge<br>Door: Security<br>Hollow Metal 12<br>gauge, swinging                                                                                        |
| <b>Cell/Sleeping Area<br/>Locking Systems</b>         | Electronic 120<br>Series Type Security<br>Lock                                                                           | Electronic 120<br>Series Type Security<br>Lock                                                                           | Electronic 120<br>Series Type Security<br>Lock                                                                                                                                            | Electronic 120<br>Series Type Security<br>Lock                                                                                                        | Commercial<br>Hardware                                                                                                                                      | Commercial<br>Hardware                                                                                                                                         | Electronic 120<br>Series Type Security<br>Lock                                                                                                                 |
| <b>Cell/Sleeping Area<br/>Furnishings</b>             | Bed, Locker, Shelf,<br>Writing Surface,<br>Chair (Fixed)                                                                 | Bed, Locker, Shelf,<br>Writing Surface,<br>Chair (Fixed)                                                                 | Bed, Locker, Shelf,<br>Writing Surface,<br>Chair(not<br>Fixed),Breakaway<br>Clothing/Towel<br>Hooks                                                                                       | Hospital Bed or Cell<br>Bed, Locker,<br>Breakaway Towel<br>Hooks; over the bed<br>table; several cell<br>beds per area.                               | Hospital Bed or Cell<br>Bed, Locker,<br>Breakaway Towel<br>Hooks; Movable table;<br>several cell beds per<br>area.                                          | Hospital Bed, shelf,<br>movable table, Chair<br>(not Fixed),<br>Breakaway<br>Clothing/Towel<br>Hooks                                                           | Hospital Bed or Cell<br>Bed, Locker,<br>Breakaway Towel<br>Hooks                                                                                               |
| <b>Dayroom<br/>Furnishings</b>                        | Heavy movable                                                                                                            | Heavy movable                                                                                                            | Heavy movable                                                                                                                                                                             | Heavy Movable                                                                                                                                         | Heavy Movable                                                                                                                                               | Heavy Movable                                                                                                                                                  | Heavy Movable                                                                                                                                                  |
| <b>Access to Natural<br/>Light</b>                    | Window 3 s.f. Direct<br>access or borrowed<br>light to interior of<br>complex                                            | Window 3 s.f. Direct<br>access or borrowed<br>light to interior of<br>complex                                            | Window 3 s.f. Direct<br>access or borrowed<br>light to interior of<br>complex                                                                                                             | Window 3 s.f. Direct<br>access or borrowed<br>light to interior of<br>complex                                                                         | Window 3 s.f. Direct<br>access or borrowed<br>light to interior of<br>complex                                                                               | Window 3 s.f. Direct<br>access or borrowed<br>light to interior of<br>complex                                                                                  | Window 3 s.f. Direct<br>access or borrowed<br>light to interior of<br>complex                                                                                  |

## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## MEDICAL / MENTAL HEALTH

| Standard                                                 | Acute                                             | Transition                                             | Special Needs                                                                     | Medical Infirmary                                   | Assisted Living/<br>Chronic Debilitated                            | Hospice Care                                     | University Hosp<br>Outpatient Transport                            |
|----------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------|
| <i>Other Facility Components</i>                         |                                                   |                                                        |                                                                                   |                                                     |                                                                    |                                                  |                                                                    |
| <b>Dining</b><br>Location/Type                           | Decentralized at pod / cell. Served prepared Tray | Decentralized at pod / cell. Served prepared Tray      | Decentralized at pod / cell. Served prepared Tray or Serving Carts                | Decentralized at cell/room. Served prepared Tray    | Decentralized at pod / cell. Served prepared Tray or Serving Carts | Decentralized at cell/room. Served prepared Tray | Decentralized at pod / cell. Served prepared Tray or Serving Carts |
| <b>Secure Master Control</b>                             | 1 per facility                                    | 1 per facility                                         | 1 per facility                                                                    | 1 per facility                                      | 1 per facility                                                     | 1 per facility                                   | 1 per facility                                                     |
| <b>Recreation</b>                                        | n/a                                               | No Ball Field / access to gym<br>Programmed activities | Ball Field/Access to gym; programmed activities                                   | No Ball Field / No gym                              | Access to gym; programmed activities                               | Program Activities                               | Programmed Activities                                              |
| <b>Classrooms</b>                                        | n/a                                               | n/a                                                    | classrooms                                                                        | n/a                                                 | Classrooms                                                         | n/a                                              | n/a                                                                |
| <b>Library Services</b>                                  | Mobile Cart                                       | Mobile Cart                                            | Library Services per individualized treatment plan                                | Mobile Cart                                         | Mobile Cart                                                        | Mobile Cart                                      | Mobile Cart                                                        |
| <b>Law Library</b>                                       | Service provider or web-based                     | Service provider or web-based                          | Service provider or web-based                                                     | Service provider or web-based                       | Service provider or web-based                                      | Service provider or web-based                    | Service provider or web-based                                      |
| <b>Programs</b>                                          | Decentralized at the Pod Level                    | Decentralized at the Pod Level                         | Decentralized at the Pod Level                                                    | Decentralized at the Pod Level                      | Decentralized at the Facility/Management Unit Level                | n/a                                              | n/a                                                                |
| <b>Regular Personal/Official Visits/Video Visitation</b> | Decentralized at the Management Unit Level        | Centralized at the Facility / Management Unit Level    | Centralized at the Facility / Management Unit Level                               | Centralized at the Facility / Management Unit Level | Decentralized at the Management Unit Level                         | Decentralized at the Management Unit Level       | Decentralized at the Management Unit Level                         |
| <b>Religion</b>                                          | Management Unit Multipurpose                      | Management Unit Multipurpose                           | Management Unit Multipurpose                                                      | Management Unit Multipurpose                        | Management Unit Multipurpose                                       | Management Unit Multipurpose                     | Management Unit Multipurpose                                       |
| <b>Industries</b>                                        | n/a                                               | n/a                                                    | Management Unit or facility scheduled separate from other custody classifications | n/a                                                 | n/a                                                                | n/a                                              | n/a                                                                |
| <b>Counseling</b>                                        | Decentralized at the Management Unit Level        | Decentralized at the Management Unit Level             | Decentralized at the Management Unit Level                                        | Decentralized at the Management Unit Level          | Decentralized at the Management Unit Level                         | Decentralized at the Management Unit Level       | Decentralized at the Management Unit Level                         |

## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## MEDICAL / MENTAL HEALTH

| Standard                                                       | Acute                                                                                                                  | Transition                                                                                             | Special Needs                                                                                          | Medical Infirmary                                                                                      | Assisted Living/<br>Chronic Debilitated                                                                | Hospice Care                                                                                           | University Hosp<br>Outpatient Transport                                                                |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| <b>Maintenance</b>                                             | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter                 | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter | Carpentry, Electrical, HVAC, Plumbing, Machine, Paint, Grounds keeping<br>Outside the secure perimeter |
| <b>Administration</b>                                          | Outside the secure perimeter                                                                                           | Outside the secure perimeter                                                                           | Outside the secure perimeter                                                                           | Outside the secure perimeter                                                                           | Outside the secure perimeter                                                                           | Outside the secure perimeter                                                                           | Outside the secure perimeter                                                                           |
| <b>Warehouse</b>                                               | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                                 | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                 | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                 | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                 | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                 | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                 | Central and maintenance storage, institutional supplies. Outside the secure perimeter.                 |
| <b>Exterior Housing Wall Construction</b>                      | CMU fully grouted Rebar 8" on center                                                                                   | CMU fully grouted Rebar 16" on center                                                                  | CMU fully grouted Rebar 16" on center                                                                  | CMU fully grouted Rebar 16" on center                                                                  | CMU fully grouted Rebar 16" on center                                                                  | CMU fully grouted Rebar 16" on center                                                                  | CMU fully grouted Rebar 16" on center                                                                  |
| <b>Perimeter Construction</b>                                  | Double secure fence; Perimeter Road; (2)24-hour Patrol; Dual redundant intrusion alarm; Additional high mast lighting. | Double secure fence; Perimeter Road; 24 hour Patrol; Dual Redundant intrusion alarm                    | Double secure fence; Perimeter Road; 24 hour Patrol; Dual Redundant intrusion alarm                    | Double secure fence; Perimeter Road; 24 hour Patrol; Dual Redundant intrusion alarm                    | Double secure fence; Perimeter Road; 24 hour Patrol; Dual Redundant intrusion alarm                    | Double secure fence; Perimeter Road; 24 hour Patrol; Dual Redundant intrusion alarm                    | Double secure fence; Perimeter Road; 24 hour Patrol; Dual Redundant intrusion alarm                    |
| <b>HOUSING OPERATIONS</b>                                      |                                                                                                                        |                                                                                                        |                                                                                                        |                                                                                                        |                                                                                                        |                                                                                                        |                                                                                                        |
| <b>Management</b>                                              | Direct                                                                                                                 | Direct                                                                                                 | Direct                                                                                                 | Direct                                                                                                 | Direct                                                                                                 | Direct                                                                                                 | Direct                                                                                                 |
| <b>Supervision in the Housing Pod</b>                          | Constant                                                                                                               | Constant                                                                                               | Constant                                                                                               | Constant                                                                                               | Constant                                                                                               | Constant                                                                                               | Constant                                                                                               |
| <b>Frequency of Direct Observation w/ ability to intervene</b> | 15 minutes or continuous as required                                                                                   | 15 minutes or continuous as required                                                                   | 15 minutes or continuous as required                                                                   | 15 minutes or as required by condition                                                                 | Once every 15 minutes                                                                                  | Once every 15 minutes                                                                                  | Once every 30 minutes                                                                                  |
| <b>Housing Pod Counts and Searches</b>                         | Census/Headcount at least 6X daily; count in place Random Searches (2mo.)                                              | Census/Headcount at least 6X/daily; count in place Random Searches (2/mo.)                             | Census/Headcount at least 6X/daily; count in place Random Searches (1/wk) Females:                     | Census/Headcount at least 6X/daily; count in place Random Searches (3/wk)                              | Census/Headcount at least 6X/daily; count in place Random Searches (3/wk)                              | Census/Headcount at least 6X/daily; count in place Random Searches (3/wk)                              | Census/Headcount at least 6X/daily; count in place Random Searches (3/wk)                              |

## APPENDIX: POLICY STANDARDS

## IDOC - POLICY STANDARDS INITIATIVE

## MEDICAL / MENTAL HEALTH

| Standard                                                                           | Acute                                                                                                                   | Transition                                                                                                              | Special Needs                                                                                                           | Medical Infirmary                                                                                                       | Assisted Living/<br>Chronic Debilitated                                                                                 | Hospice Care                                                                                                            | University Hosp<br>Outpatient Transport                     |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|                                                                                    |                                                                                                                         |                                                                                                                         | Random Searches<br>(2/mo)                                                                                               | Females: Random<br>Searches (2/mo)                                                                                      | Females: Random<br>Searches (2/mo)                                                                                      | Females: Random<br>Searches (2/mo)                                                                                      | Females: Random<br>Searches (2/mo)                          |
| <b>Cross Gender<br/>Supervision</b>                                                | Cross Gender<br>Provisions made to<br>ensure privacy in<br>bathing areas. (1)<br>BFOQ for each<br>facility as required. | Cross Gender<br>Provisions made to<br>ensure privacy in<br>bathing areas. (1)<br>BFOQ for each<br>facility as required. | Cross Gender<br>Provisions made to<br>ensure privacy in<br>bathing areas. (1)<br>BFOQ for each<br>facility as required. | Cross Gender<br>Provisions made to<br>ensure privacy in<br>bathing areas. (1)<br>BFOQ for each<br>facility as required. | Cross Gender<br>Provisions made to<br>ensure privacy in<br>bathing areas. (1)<br>BFOQ for each facility<br>as required. | Cross Gender<br>Provisions made to<br>ensure privacy in<br>bathing areas. (1)<br>BFOQ for each<br>facility as required. |                                                             |
| <b>MOVEMENT</b>                                                                    |                                                                                                                         |                                                                                                                         |                                                                                                                         |                                                                                                                         |                                                                                                                         |                                                                                                                         |                                                             |
| Within Housing Pod<br>Within Zone<br>Within Facility<br>Outside of the<br>Facility | No Escort/Escort<br>Escort 1:1-2<br>Escort 1:1-2<br>Armed Escort 1:1-2                                                  | No Escort/Escort<br>Escort 1:1-2<br>Escort 1:1-2<br>Armed Escort 1:1-2                                                  | No Escort/Escort<br>Escort 1:1-5<br>Escort 1:1-5<br>Armed Escort 1:1-2                                                  | No Escort<br>No Escort<br>Escort 1:5<br>By Custody Level                                                                | No Escort<br>No Escort<br>Escort 1:5<br>By Custody Level                                                                | No Escort<br>No Escort<br>Escort 1:5<br>By Custody Level                                                                | No Escort<br>No Escort<br>Escort 1:5<br>By Custody Level    |
| <b>Massing Numbers<br/>at one time</b>                                             | 8                                                                                                                       | 16                                                                                                                      | 32                                                                                                                      | 48 Contingent upon<br>custody level                                                                                     | 48 Contingent upon<br>custody level                                                                                     | 48 Contingent upon<br>custody level                                                                                     | 48 Contingent upon<br>custody level                         |
| <b>PROGRAMS AND SERVICES</b>                                                       |                                                                                                                         | <i>Supported by EBP</i>                                                                                                 |                                                                                                                         |                                                                                                                         |                                                                                                                         |                                                                                                                         |                                                             |
| <b>% Industries<br/>Instructor:Offender<br/>Ratio</b>                              | 0%                                                                                                                      | 0%                                                                                                                      | Should have access<br>to based on ITP                                                                                   | 0%                                                                                                                      | 0%                                                                                                                      | 0%                                                                                                                      | 0%                                                          |
| <b>% Vocational<br/>Training<br/>Instructor:Offender<br/>Ratio</b>                 | 0%                                                                                                                      | 0%                                                                                                                      | Combined with<br>Mental Health<br>programming as<br>appropriate                                                         | 0%                                                                                                                      | Consistent with<br>Treatment Plan                                                                                       | 0%                                                                                                                      | 0%                                                          |
| <b>% Academic<br/>Instructor:Offender<br/>Ratio</b>                                | 0%                                                                                                                      | 0%                                                                                                                      | 10% where High<br>School Equivalent<br>not attained<br>1:15                                                             | 0%                                                                                                                      | 10% where High<br>School Equivalent not<br>attained<br>1:15                                                             | 0%                                                                                                                      | 10% where High<br>School Equivalent<br>not attained<br>1:15 |
| <b>% Substance<br/>Abuse Treatment<br/>Counselor:Offender<br/>Ratio</b>            | 0%                                                                                                                      | 0%                                                                                                                      | Integrated Co-<br>occurring Treatment<br>programming                                                                    | 0%                                                                                                                      | 100% where needed<br>and within 12-18<br>months of release.<br>Gen Pop: 1:500;<br>Therapeutic Comm<br>1:25              | 0%                                                                                                                      | 0%                                                          |

## APPENDIX: POLICY STANDARDS

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## MEDICAL / MENTAL HEALTH

| Standard                                                                               | Acute                                                                                       | Transition                                                                                  | Special Needs                                                                               | Medical Infirmary                                    | Assisted Living/<br>Chronic Debilitated                 | Hospice Care                                         | University Hosp<br>Outpatient Transport                 |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------|
| <b>% Work Assignment</b><br>(In-house,<br>Community Service,<br>Work Release)          | 0%                                                                                          | 0%                                                                                          | 20%<br>In-house Work Force<br>consistent with<br>Mental Health<br>Programming               | Housekeeping as<br>able                              | Housekeeping as able                                    | Housekeeping as<br>able                              | Housekeeping as<br>able                                 |
| <b>% Other Treatment<br/>(Relates to EBP<br/>Goals)</b> e.g. Life<br>Skills, Anger Mgt | Consistent with<br>Mental Health<br>Programming                                             | Consistent with<br>Mental Health<br>Programming                                             | Consistent with<br>Mental Health<br>Programming                                             | 0%                                                   | 25%                                                     | 0%                                                   | 0%                                                      |
| <b>Recreation Access</b><br>Type/Location<br>Frequency                                 | Decentralized<br>At least one hour<br>daily consistent with<br>Mental health<br>programming | Decentralized<br>At least one hour<br>daily consistent with<br>Mental health<br>programming | Decentralized<br>At least one hour<br>daily consistent with<br>Mental health<br>programming | Decentralized<br>At least one hour<br>daily          | Decentralized<br>At least one hour daily                | Decentralized<br>At least one hour<br>daily          | Decentralized<br>At least one hour<br>daily             |
| <b>Library Access</b><br>Type/Location<br>Frequency                                    | Decentralized<br>At least one hour<br>each week.                                            | Decentralized<br>At least one hour<br>each week.                                            | Centralized; At least<br>one hour each week;<br>Scheduled separate<br>from GP               | Decentralized or<br>request                          | Decentralized<br>At least one hour<br>each week.        | Decentralized or<br>request                          | Decentralized<br>At least one hour<br>each week.        |
| <b>Religion</b><br>Type/Location<br>Frequency                                          | Consistent with<br>Individual Treatment<br>Plan                                             | Consistent with<br>Individual Treatment<br>Plan                                             | Group Programming.<br>Separate from<br>general population                                   | Individual/Group<br>Programming.                     | Group Programming.<br>Located within<br>Management Unit | Individual/Group<br>Programming.                     | Group Programming.<br>Located within<br>Management Unit |
| <b>Commissary</b><br>Type/Location<br>Frequency                                        | Bagged                                                                                      | Bagged                                                                                      | Bagged                                                                                      | Bagged                                               | Bagged                                                  | Bagged                                               | Bagged                                                  |
| <b>Visiting</b><br>Type/Location<br>Frequency                                          | Contact Visitation or<br>Video<br>>5 hours a week                                           | Contact Visitation or<br>Video<br>>5 hours a week                                           | Contact Visitation or<br>Video<br>>5 hours a week                                           | Contact Visitation or<br>Video<br>5 hours / week     | Contact Visitation or<br>Video<br>5 hours / week        | Contact Visitation or<br>Video<br>5 hours / week     | Contact Visitation or<br>Video<br>5 hours / week        |
| <b>Sick Call/Triage</b><br>Type/Location<br>Frequency                                  | Sick Call/Meds daily<br>Pod                                                                 | Sick Call/Meds daily<br>Pod                                                                 | Sick Call/Meds daily<br>Pod                                                                 | Sick Call/Meds daily<br>Pod / Room                   | Sick Call/Meds daily<br>Pod / Room                      | Sick Call/Meds daily<br>Pod / Room                   | Sick Call/Meds daily<br>Pod / Room                      |
| <b>Other Medical</b><br>Type/Location<br>Frequency                                     | Decentralized at the<br>Pod/Management<br>Unit Level                                        | Decentralized at the<br>Pod/Management<br>Unit Level                                        | Decentralized at the<br>Pod/Management<br>Unit Level                                        | Decentralized at the<br>Pod/Management<br>Unit Level | Decentralized at the<br>Pod/Management<br>Unit Level    | Decentralized at the<br>Pod/Management<br>Unit Level | Decentralized at the<br>Pod/Management<br>Unit Level    |

## APPENDIX: POLICY STANDARDS

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## MEDICAL / MENTAL HEALTH

| Standard                                     | Acute | Transition | Special Needs | Medical Infirmary | Assisted Living/<br>Chronic Debilitated | Hospice Care | University Hosp<br>Outpatient Transport |
|----------------------------------------------|-------|------------|---------------|-------------------|-----------------------------------------|--------------|-----------------------------------------|
| Reentry Focus                                |       |            |               |                   |                                         |              |                                         |
| <b>STAFFING</b>                              |       |            |               |                   |                                         |              |                                         |
| Offenders per<br>Housing Pod                 | 16-32 | 16-32      | 16-32         | 48                | 48                                      | 16-24        | 24-48                                   |
| Officer: Offender<br>Ratio: Day              | 1:16  | 1:16       | 1:16          | 1:48              | 1:48                                    | 1:24         | 1:48                                    |
| Evening                                      | 1:16  | 1:16       | 1:16          | 1:48              | 1:48                                    | 1:24         | 1:48                                    |
| Night                                        | 1:32  | 1:32       | 1:32          | 1:48              | 1:48                                    | 1:24         | 1:48                                    |
| Caseworker Ratio                             | 1:16  | 1:20       | 1:32          | 1:96              | 1:48                                    | 1:12         |                                         |
| Unit Management                              |       |            |               |                   |                                         |              |                                         |
| Work Crews<br>Crew Leader:<br>Offender Ratio | n/a   | n/a        | n/a           | n/a               | n/a                                     | n/a          | n/a                                     |