

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 200.00**

**EFFECTIVE DATE: 06 September 2023**

**SUBJECT: PHYSICAL PLANT**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To establish the physical plant requirements for all Division of Corrections and Rehabilitation facilities that promote safety, security, program function and access.

**REFERENCE:**

64CSR18 Title 64 Legislative Rule of the Bureau for Public Health; 87CSR1 Title 87 Legislative Rule of the State Fire Commission; 87CSR4 Title 87 Legislative Rule of the State Fire Commission; 101CSR1 Title 101 Legislative Rule of the Juvenile Facilities Standards Commission; *Title II of the Americans with Disabilities Act of 1990*, as amended, 42 U.S.C. §§12101 *et seq.* (ADA); and Prison Rape Elimination Act (PREA) §§115.18 and 115.318.

**RESPONSIBILITY:**

Superintendents are responsible for enacting facility-specific Operational Procedures to ensure compliance with this Policy Directive.

**CANCELLATION:**

Any previous written instruction on the subject including DCR Policy Directive 200.00, dated 01 April 2021.

**APPLICABILITY:**

All facilities within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

**DEFINITIONS:**

None.

**POLICY:**

- I. All facilities shall comply with applicable federal, state, and local building, fire, sanitation, health and safety codes where promulgated to help ensure the safety of all persons within the facility. The authority having jurisdiction documents compliance. All documentation (e.g., inspection reports, license, letters, certificates of compliance, etc.) shall be maintained by the facility.
  - A. When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the agency shall consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect inmates and residents from sexual abuse.
  - B. When considering any new construction, renovation, alteration, or additions to the physical plant, Superintendents shall ensure the Director of Safety, Director of Construction and Engineering, Director of Security Services, and the Director of PREA Compliance are notified.
  - C. Plans and specifications for all new facilities shall be submitted to the State Fire Marshal's office for review prior to the start of construction. No facility shall be occupied until a Certificate of Occupancy is issued by the Fire Marshal's office.
  - D. All facilities shall be inspected by the governmental agencies having jurisdiction over the required intervals specified by such agencies. All regulatory/inspection reports shall be reviewed, and corrective action initiated if warranted.
  - E. Copies of all regulatory/inspection reports (e.g., BRIM annual inspections, Fire Marshal inspections, DHHR annual general sanitation inspections, food service inspections, US Marshal's Service inspections, etc.) received by facilities shall be provided to the Director of Safety or designee and the applicable Assistant Commissioner.
  - F. Corrective action plans shall be submitted as requested/required with copies provided to the Director of Safety or designee and the applicable Assistant Commissioner.
- II. Physical plant design facilitates personal contact and interaction between staff and inmates/residents. Separation of supervising staff from inmates/residents limits staff awareness of conditions on the housing unit.
  - A. The maximum size of a housing unit is variable and based on the characteristics of its inmate/resident population.
  - B. Characteristics to be considered are the security classification of the inmate/resident occupants (higher security levels require smaller unit size), and the ability of staff to complete regular security checks, maintain visual and auditory contact, maintain

personal contact and interaction with inmates/residents, and be aware of unit conditions.

- III. Inmate/resident housing areas provide each inmate/resident a sleeping surface; writing surface and proximate area to sit; and storage for clothing and personal items.
- A. Male and female inmates/residents shall be housed in separate cells/rooms.
  - B. Single-occupancy cells/rooms shall be available, when indicated by the classification system, medical diagnosis, or other professional conclusion, for sexual predators; inmates/residents with severe medical disabilities or serious mental illness; and inmates/residents who are likely to be exploited or victimized by others or have other special needs for single housing.
  - C. Dayrooms with space for varied activities are situated adjacent to the sleeping areas. Dayrooms provide sufficient seating and writing surfaces and all furnishings are consistent with the custody level of the inmates/residents assigned.
  - D. Inmates/residents have access to toilets and hand-washing facilities twenty-four (24) hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.
  - E. Inmates/residents have access to operable washbasins with hot and cold running water in the housing units.
  - F. Inmates/residents have access to operable showers with temperature-controlled hot and cold running water. Water for showers is thermostatically controlled to temperatures ranging from 100 - 120 degrees Fahrenheit to ensure the safety of inmates/residents and to promote hygienic practices.
  - G. Inmates/residents with disabilities are housed in a manner that provides for their safety and security. Housing used by inmates/residents with disabilities is designed for their use and provides for integration with other inmates/residents.
  - H. Facilities shall use a standardized system of alphabetic letters and numbers for identifying each room/cell, section, pod, dorm, etc. This identifier will be displayed in such a way that staff and inmates/residents can quickly and easily identify each area.
- IV. Environmental conditions significantly influence the overall effectiveness of institutional operations. Standards for lighting, air quality, temperature, and noise levels are designed to preserve the health and well-being of inmates/residents and staff members and to promote institutional order and security.
- A. Lighting throughout the facility is determined by the tasks to be performed (e.g., surfaces to write/desks, personal grooming areas, etc.)

- B. All inmate/resident rooms/cells provide the occupants with access to natural light.
  - C. Noise levels in housing units allow for restful sleep during night-time hours.
  - D. A ventilation system shall provide outside, or recirculated filtered air as required by the State Building Code.
  - E. Temperatures in indoor living and work areas are appropriate to seasonal comfort zones.
- V. Adequate space is provided for the various program and service functions conducted within each facility.
- A. Outdoor exercise areas for general population inmates/residents are provided in sufficient numbers to ensure that each inmate/resident is offered at least one hour of access daily. Use of outdoor areas is preferred but covered/enclosed areas may be available for use in inclement weather. Covered/enclosed areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities. Exercise/recreation spaces are not the same as dayrooms, although dayrooms may provide added opportunities for some exercise and recreation activities.
  - B. Sufficient space is provided for visiting rooms or area for contact visiting and, if necessary, noncontact visiting. There is adequately designed space to permit screening and searching of both inmates/residents and visitors. Space is provided for the proper storage of visitors' coats, handbags, and other personal items not allowed into the visiting area.
  - C. Areas are designated for programming such as educational classes, vocational training, and other inmate/resident group programs. This may be accomplished by multi-purpose rooms or areas.
  - D. There is space for group dining except when security or safety considerations justify otherwise, and the space is large enough to allow for meals to be served, affording each inmate/resident the opportunity to have at least twenty (20) minutes of dining time for each meal.
  - E. There are sanitary, temperature-controlled facilities for the storage of all foods. The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service. Toilet and washbasin facilities are available to food service personnel and inmates/residents in the vicinity of the food preparation area.
  - F. Adequate space is provided for janitorial closets accessible to the living and activity areas. The closets are equipped with a sink and cleaning implements.

- G. Space is provided in each facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations.
  - H. Space is provided for storing the personal property of inmates/residents safely and securely.
  - I. Separate and adequate space is provided for mechanical and electrical equipment.
  - J. Firearms, chemical agents, and related security items are stored in a secure but readily accessible depository outside of inmate/resident housing and activity areas.
- VI. All levels of staff are provided with adequate space to carry out their responsibilities safely and effectively. This shall include:
- A. An area, room and/or employee lounge that offers privacy from inmates/residents and provides space for meals.
  - B. An area designated for employee training.
  - C. Space for shift-change briefings.
  - D. Toilets and washbasins that are not used by inmates/residents.
- VII. Reasonable accommodation shall be made to ensure that all parts of facilities that are accessible to the public are accessible and usable by staff and visitors with disabilities.
- VIII. The perimeter of all facilities shall be controlled by appropriate means to provide that inmates/residents remain within the perimeter and to prevent access by the general public without proper authorization.
- A. The means chosen to ensure perimeter security should reflect the facility's needs based on size and the degree of security required.
  - B. Perimeter surveillance can be maintained through watch towers, mechanical surveillance devices (e.g., electronic, pressure, or sound detection systems), mobile patrolled, or some combinations of these techniques.
  - C. All areas adjacent to the perimeter should be visible under all conditions.
  - D. Pedestrians and vehicles shall enter and leave at designated points in the perimeter.
  - E. Sally ports shall constitute the only breaches in the perimeter of maximum-security facilities.

- IX. There shall be a written preventative maintenance plan for each facility that includes provisions for the routine maintenance and replacement of equipment and for emergency repairs or replacement in emergency situations.
- A. This plan shall be designed to prolong the useful life of all equipment by performing predetermined and scheduled inspections.
  - B. Corrective maintenance and/or repair work will be completed based on inspection reports and the facility's needs.
  - C. Facility personnel shall timely notify maintenance personnel of any maintenance repair needs which they become aware of through the established method.

ATTACHMENT(S):

None.

APPROVED SIGNATURE: \_\_\_\_\_

*William K. Marshall III*

William K. Marshall III, Commissioner

*Sept 6, 2023*

Date