

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 207.00

EFFECTIVE DATE: 14 May 2026

SUBJECT: PHYSICAL PLANT IN JAILS

POLICY DIRECTIVE

PURPOSE:

To provide policy and procedure ensuring the physical plant of Division of Corrections and Rehabilitation jails is designed, equipped and maintained in a manner that promotes safety, security, program function and access.

REFERENCE:

64CSR18 Title 64 Legislative Rule of the Bureau for Public Health, Department of Health and Human Resources, Series 18 General Sanitation; 87CSR4 Title 87 Legislative Rule of the State Fire Commission, Series 4 State Building Code; *Title II of the Americans with Disabilities Act of 1990*, as amended, 42 U.S.C. §§12101 *et seq.* (ADA); Prison Rape Elimination Act (PREA) §115.18; and ACA Expected Practices 5-ALDF-1A-05, 10, 12 through 15, and 17 through 22; 5-ALDF-2A-06, 17, 22, and 32; 5-ALDF-4B-01, and 08 through 09; 5-ALDF-5A-10; 5-ALDF-5C-03 through 04; 5-ALDF-6B-04 and 07; 5-ALDF-7D-30 through 31; 5-ALDF-7E-05; 2-CO-2A-01 through 02; and 2-CO-2B-01 through 04.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject.

APPLICABILITY:

All jails 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 codes where promulgated to help ensure the safety of all persons within the facility. The authority having jurisdiction documents compliance. The facility also conforms to applicable zoning ordinances. All documentation (e.g., inspection reports, license, letters, certificates of compliance, etc.) shall be maintained by the facility.
 - A. 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.
 - B. Plans and specifications for the construction or extensive remodeling of all facilities shall also be submitted to the Department of Health, Bureau for Public Health for review and approval at least forty-five (45) days before construction or remodeling is begun. No facility shall be operated until a valid permit is issued by the health officer.
 - C. All facilities shall be inspected by the governmental agencies having jurisdiction over the required intervals specified by such agencies. All regulatory/inspection reports are reviewed, and corrective action initiated if warranted.
 - D. Copies of all regulatory/inspection reports (e.g., BRIM, Fire Marshal, DHHR general sanitation, food service, US Marshal's Service, etc.) received by facilities shall be provided to the Director of Safety or designee and the applicable Assistant Commissioner.
 - E. 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. A needs evaluation study will be completed by the Division of Corrections and Rehabilitation (DCR) or other appropriate agency prior to the construction of new correctional institutions or the expansion of existing facilities.
 - 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 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. *(New Construction Only)* Facilities are planned and the location is selected with participation from the community in which it is to be located.
- III. Facility capacity and functional design promote safety, and acceptable quality of life and operational innovation.
- A. Facilities encourage staff/inmate interaction. Each facility has a management system that provides staff with the authority to make decisions, and the ability to make recommendations regarding security, classification, services and programs for inmates.
- B. The physical plant design facilitates personal contact and interaction between staff and inmates in housing units. Separation of supervising staff from inmates limits staff awareness of conditions on the housing unit.
- C. The maximum size of a housing unit is variable and based on the characteristics of its inmate population. Characteristics to be considered are:
1. The security classification of the inmate occupants (higher security levels require smaller unit size); and
 2. The ability of staff to complete regular security checks, maintain visual and auditory contact, maintain personal contact and interaction with inmates, and be aware of unit conditions.
- IV. Inmate housing areas are the foundation of institutional living and promote the safety and well-being of both inmates and staff.
- A. Each inmate is provided with the following:
1. A sleeping surface and mattress that allows the inmate to be at least twelve (12) inches off the floor.
 2. Access to a writing surface and proximate area to sit. (The term “writing surface” refers to a fixed or free-standing surface under which the occupant can sit. A writing surface can include an electronic writing surface such as a tablet if the inmate has access to the tablet all the time or immediately upon request.)
 3. A place to store clothes and personal belongings.
- B. Male and female inmates shall be housed in separate cells/rooms.
- C. Single-occupancy cells/rooms shall be available, when indicated by the classification system, medical diagnosis, or other professional conclusion, for sexual predators; inmates with severe medical disabilities or serious mental illness; and inmates who are

likely to be exploited or victimized by others or have other special needs for single housing. See Policy Directive 202.06 for more information.

- D. Dayrooms with space for varied activities are situated immediately adjacent to the sleeping areas. Dayrooms provide sufficient seating and writing surfaces and all furnishings are consistent with the custody level of the inmates assigned.
 - E. Inmates have access to toilets and hand-washing facilities twenty-four (24) hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas.
 - 1. Toilets are provided at a minimum ratio of one (1) for every twelve (12) inmates in male facilities and one (1) for every eight (8) inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with three (3) or more inmates have a minimum of two (2) toilets. These ratios apply unless national or state building or health codes specify a different ratio.
 - 2. Inmates have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of one (1) basin for every twelve (12) occupants, unless national or state building or health codes specify a different ration.
 - F. Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one (1) shower for every twelve (12) inmates. Water for showers is thermostatically controlled to temperatures ranging from 100 - 120 degrees Fahrenheit to ensure the safety of inmates and to promote hygienic practices. These ratios and temperatures shall apply unless national, or state building or health codes specify a different ratio.
 - G. Inmates with disabilities (including temporary disabilities) are housed in a manner that provides for their safety and security. Housing used by inmates with disabilities is designed for their use and provides for integration with other inmates. Programs and services are accessible to inmates with disabilities who reside in the facility. Education, equipment, and facilities, and the support necessary for inmates with disabilities to perform self-care and personal hygiene in a reasonably private environment.
 - 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 can quickly and easily identify each area.
- V. 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 and staff members and to promote institutional order and security.
- A. Light Levels

1. Lighting throughout the facility is determined by the tasks to be performed, interior surface finishes and colors, type and spacing of light sources, outside lighting, and shadows and glares.
2. Lighting in inmate rooms/cells is at least 20-foot-candles at the writing surface/desk level and in personal grooming areas, as documented by a qualified source, and is checked at least once per accreditation cycle.

B. Natural Light

1. *(Existing Only)* All inmate rooms/cells provide the occupants with access to natural light.
2. *(Renovation, Addition, and New Construction only after August 2006)* All inmate rooms/cells provide the occupants with access to natural light by means of at least 3-square feet of transparent glazing, plus two (2) additional square feet of transparent glazing per inmates in rooms/cells with three (3) or more inmates.

C. Noise levels in housing units do not exceed 70 dBA (A Scale). Measurements shall be conducted annually by a qualified source with at least one measurement taking place during night time and one measurement taking place during the day time.

D. A ventilation system supplies at least 15-cubic feet per minute of circulated air per occupant with a minimum of 5-cubic feet per minute of outside air. Toilet rooms, and cells with toilets, have no less than four (4) air changes per hour unless state or local codes require a different number of air changes. Air quantities are documented by a qualified technician not less than once per accreditation cycle.

E. Temperature is mechanically raised or lowered to acceptable comfort levels.

F. Smoking is not allowed in the facility.

VI. Adequate space is provided for the various program and service functions conducted within each facility. Spatial requirements reflect functional need.

A. Both outdoor and covered/enclosed exercise areas for general population inmates are provided in sufficient number to ensure that each inmate is offered at least one (1) hour of access daily. Use of outdoor areas is preferred but covered/enclosed areas must 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 can provide added opportunities for some exercise and recreation activities. The minimum space requirements for exercise areas are as follows:

1. Outdoor exercise areas in facilities where 100 or more inmates utilize one recreation area: 15-square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 1,500-square feet of unencumbered space.
 2. Outdoor exercise areas in facilities where less than 100 inmates utilize one recreation area: 15-square feet per inmate for the maximum number of inmates expected to use the space at one time, but not less than 750-square feet of unencumbered space.
 3. Covered/enclosed exercise areas in facilities where 100 or more inmates utilize one recreation area: 15-square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of eighteen (18) feet, but not less than 1,000-square feet of unencumbered space.
 4. Covered/enclosed exercise areas in facilities where less than 100 inmate utilize one recreation area: 15-square feet per inmate for the maximum number of inmates expected to use the space at one time, with a minimum ceiling height of eighteen (18) feet, but not less than 500-square feet of unencumbered space.
- B. Special management housing units (administrative segregation, disciplinary segregation and/or protective custody) have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for special management units are as follows:
1. Group areas: 330-square feet of unencumbered space can accommodate two (2) inmates. For each additional 150-square feet of unencumbered space, an additional inmate may use the exercise area simultaneously. (Formula: for each 150-square feet of unencumbered space exceeding the base requirement of 180-square feet for the first inmate equals the maximum number of inmates who may use the recreation area simultaneously).
 2. Individual areas: 180-square feet of unencumbered space.
 3. In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be available to the inmates who desire to take advantage of their authorized exercise time.
- C. Areas are designated for programming such as educational classes, vocational training, and other inmate group programs. This may be accomplished by multi-purpose rooms or areas.
- D. In facilities offering academic and vocational training programs, classrooms are designed in consultation with school/education authorities.

- E. Adequate space is provided for janitorial closets accessible to the living and activity areas. The closets are equipped with a sink and cleaning implements.
 - F. Space is provided in each facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations.
 - G. Space is provided for storing the personal property of inmates safely and securely.
 - H. Separate and adequate space is provided for mechanical and electrical equipment.
- VII. All levels of staff are provided with adequate space to carry out their responsibilities safely and effectively.
- A. Adequate space is provided for administrative, security, professional, and clerical staff; this space includes conference rooms, storage room for records, a public lobby, and toilet facilities.
 - B. Staff needs are met through providing adequate spaces in locations that are convenient for use. Staff are provided with the following:
 - 1. An area to change clothes and to shower.
 - 2. An area, room and/or employee lounge that offers privacy from inmates and provides space for meals.
 - 3. Access to exercise/physical training facilities and equipment.
 - 4. An area designated for employee training.
 - 5. Space for shift-change briefings.
 - 6. Toilets and washbasins not used by inmates.
 - C. Reasonable accommodation is 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 physical plant supports the orderly and secure functioning of the institution. The perimeter of all facilities is controlled by appropriate means to provide that inmates 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 patrols, 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.

ATTACHMENT(S):

None.

APPROVED SIGNATURE:  _____
David L. Kelly, Commissioner 04/30/2026
Date