

**GENERAL DISTRIBUTION**

**WEST VIRGINIA  
DIVISION OF CORRECTIONS  
& REHABILITATION**

**NUMBER: 208.00**

**EFFECTIVE DATE: 14 May 2026**

**SUBJECT: PHYSICAL PLANT IN  
JUVENILE FACILITIES**

# **POLICY DIRECTIVE**

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**PURPOSE:**

To provide policy and procedure ensuring the physical plant of Division of Corrections and Rehabilitation juvenile residential facilities 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; 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); Prison Rape Elimination Act (PREA) §115.318; and ACA Expected Practices:

- 5-JCF-1A-01 through 02, and 04 through 06; 5-JCF-1C-03 through 16; 5-JCF-2A-03; 5-JCF-3A-05 and 21; 5-JCF-6B-03 and 05; 5-JCF-7E-06;
- 3-JDF-1D-05; 3-JDF-2A-01 through 02; 3-JDF-2B-01, 03 through 05, and 07 through 08; 3-JDF-2C-01, 02-1, 04 through 09, and 09-2 through 12; 3-JDF-2D-01 through 03; 3-JDF-2E-01 through 06, and 10 through 13; 3-JDF-2F-01 through 02; 3-JDF-2G-02; and
- 2-CO-2A-01 through 02; 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 juvenile residential 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 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 shall be 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 juvenile 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. *(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/resident 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 residents.
  - B. The physical plant design and staff office locations facilitates personal contact and interaction between staff and residents in housing units. Separation of supervising staff from residents limits staff awareness of conditions on the housing unit.
  - C. If the facility is on the grounds of any other type of correctional facility, it is a separated, self-contained unit.
  - D. The facility is located to facilitate use of community-based services and continued contact between juveniles and family.
  - E. The facility design supports juvenile housing in accordance with the classification plan. (The facility should have a sufficient number of rooms or living units in an appropriate configuration so that the various categories of juveniles can be housed separately.)
- IV. Housing areas are the foundation of institutional living and promote the safety and well-being of both residents and staff.
- A. Living units are primarily designed for single occupancy sleeping rooms; multiple occupancy rooms do not exceed twenty percent (20%) of the bed capacity of the unit.
  - B. Medium-security residents housed in multiple-occupancy cells/rooms require direct supervision.
  - C. Each sleeping room has at a minimum, a bed, and adequate space for storage. (The bed should be elevated from the floor and have a clean, covered mattress with blankets provided as needed.)
  - D. When there is a security room separate from the living unit, it is equipped with plumbing and security furniture.
  - E. Male and female residents shall be housed in separate cells/rooms.
  - F. Single-occupancy cells/rooms shall be available, when indicated by the classification system, medical diagnosis, or other professional conclusion, for sexual predators; residents with severe medical disabilities or serious mental illness; and residents 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.

- G. 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 residents assigned. Dayrooms provide a minimum of 35-square feet of space per resident (exclusive of lavatories, showers, and toilets) for the maximum number of residents who use the dayroom at one time, and no dayroom encompasses less than 100-square feet of space (exclusive of lavatories, showers, and toilets).
- H. Residents have access to toilets and hand-washing facilities twenty-four (24) hours per day.
  - 1. Toilets are provided at a minimum ratio of one (1) for every twelve (12) residents in male facilities and one (1) for every eight (8) residents in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with five (5) or more residents have a minimum of two (2) toilets. These ratios apply unless national or state building or health codes specify a different ratio.
  - 2. Residents have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of one (1) basin for every twelve (12) occupants, unless national or state building or health codes specify a different ratio.
- I. Residents have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one (1) shower for every eight (8) residents. Water for showers is thermostatically controlled to temperatures ranging from 100 - 120 degrees Fahrenheit to ensure the safety of residents and to promote hygienic practices. These ratios and temperatures shall apply unless national, or state building or health codes specify a different ratio.
- J. Residents with disabilities (including temporary disabilities) are housed in a manner that provides for their safety and security. Housing used by residents with disabilities is designed for their use and provides for integration with other residents. Programs and services are accessible to residents with disabilities who reside in the facility. Education, equipment, facilities, and the support necessary to perform self-care and personal hygiene in a reasonably private environment.
- 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 residents and staff members and to promote institutional order and security.
  - A. Lighting throughout the facility is determined by the tasks to be performed.

- B. Lighting in resident 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.
  - C. Natural light available from an opening or window that has a view to the outside, or from a source within twenty (20) feet of the room.
  - D. Access to drinking water/fountain.
  - E. Heating, ventilation, and acoustical systems to ensure healthful and comfortable living and working conditions for residents and staff. Ventilation is available in the event of a power failure.
  - F. Circulation is at least 15 cubic feet of outside or recirculated filtered air per minute, per occupant for rooms, housing areas, staff stations, and dining areas.
  - G. Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones.
- 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 are provided in sufficient number to ensure that each resident is offered at least one (1) hour of access daily.
  - B. Regardless of facility size, outdoor and indoor (covered/enclosed) recreation areas provide at least 15-square feet of unencumbered space per resident for the number of residents who may use the space at one time and meet the following criteria:
    - 1. Outdoor
      - a. Facilities where 100 or more residents utilize one recreation area have no less than 1,500-square feet of unencumbered space.
      - b. Facilities where less than 100 residents utilize one recreation area have no less than 750-square feet of unencumbered space.
    - 2. Indoor (covered/enclosed)
      - a. Facilities where 100 or more residents utilize one recreation area have no less than 1,000-square feet of unencumbered space and a ceiling height of at least eighteen (18) feet.
      - b. Facilities where less than 100 residents utilize one recreation area have no less than 500-square feet of unencumbered space and a ceiling height of at least eighteen (18) feet.

- C. The total combined indoor activity area, which includes the gymnasium, multi-purpose room(s), library, arts and crafts room(s), and all other leisure areas outside the living unit, provides space equivalent to a minimum of 100-square feet per resident.
  - D. In facilities that house both male and female juveniles, space is provided for coeducational activities.
  - E. Sufficient space is provided for a visiting room or areas for contact visiting. The visitation areas provide for informal communication, including opportunity for physical contact, except in instances of substantiated, documented security risks. There is adequately designed space to permit screening and searching of both residents and visitors. Space is provided for the proper storage of visitors' coats, handbags, and other personal items not allowed into the visiting area.
  - F. There is interview space available in or near the living unit. (Residents waiting to see their social worker or probation officer need a place to wait next to the office but away from their group. Use of such a room, with a door into the office, can save time and make for more effective interviews. A small alcove can serve the same purpose.)
  - G. School classrooms are designed in conformity with local or state educational requirements.
  - H. Space is provided for group dining except where security or safety considerations justify otherwise. There is at least 15-square feet of floor space per person using the dining room or dining area;
  - I. Adequate space is provided for janitorial closets accessible to the living and activity areas. The closets are equipped with a sink, cleaning implements, and a system of ventilation.
  - J. Space is provided in each facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations.
  - K. Space is provided for storing the personal property of residents safely and securely.
  - L. 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. The necessary space and equipment for the training and staff development program are available.

- 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 facility. The perimeter of all facilities is controlled by appropriate means to provide that 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 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

04/20/2026

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Date