

Department of Public Safety / Division of Corrections

CHAPTER:	2	Physical Plant	2.2.1
SECTION:	2	Size, Organization and Location	EFFECTIVE DATE: August 31, 2005
SUBJECT:	1	FACILITY CAPACITY	
APPROVED:			
_____ Gene Stubblefield SUPERINTENDENT OF CORRECTIONS			_____ DATE:
Reviewed: Rescinds: No previous policy exists on this subject			

I. POLICY

Each Division of Corrections facility will have an approved designed facility capacity. The Correctional Superintendent may modify this capacity as the need arises.

II. PURPOSE

To establish the population capacity for Division of Corrections facilities

III. APPLICABILITY

All Division of Corrections' executive staff is responsible for adhering to the following procedures.

IV. STANDARDS

ACA Adult Local Detention Facilities, 4th Edition (4-ALDF)

4-ALDF-1A-05

The facility does not exceed the facility's rated bed capacity.

V. DEFINITIONS

None

VI. GENERAL INFORMATION

None

VII. FORMS

The following forms are referenced in this policy and procedure:

Daily Count Sheet

VIII. PROCEDURES

A. Establishing Facility Capacity

1. The rated “Facility Capacity” is based on several factors including:
 - a. The building design including all modifications, building code type, alarm and sprinkler systems, type of building egress, square footage of the individual cell/room/dorm, and the area’s resulting occupancy load maximums under the National Fire Protection Act standards for the facility type.
 - b. The ratio of sanitation facilities (sinks, urinals, toilets and showers) must be at or below numerical ratios in Building Officials & Code Administrators (BOCA) International Plumbing Code and ACA Standard 4-ALDF-08 and 4-ALDF-09 (See Policy 2.1.3 – Facility Design Standards, Facility Modifications, and New Construction).
 - c. Meeting cell, room, or dorm space requirements of BOCA National Property Maintenance Code 1996 PM.405.
 - d. Meeting correctional needs specific to the facility or special units therein.
2. Authorized Facility Capacity

The “authorized facility capacity” is the capacity approved by the Correctional Superintendent and the Director of Public Safety.

3. Fire Marshal Occupancy Load

No authorized capacity may exceed the occupancy load established by the office of the Fire Department’s Fire Marshal’s Office.

B. Modification of Authorized Capacity

1. Cause for Modification

Changes in the authorized facility capacity may result from any one of the following:

- a. Any change in the square footage of existing cells/rooms/dorms
- b. Any increase or decrease in the number of cells/rooms/dorms used for inmate housing in accordance with Section I. item A. of this procedure.
- c. The opening or closing of any inmate housing areas

- d. Temporary construction for renovation
 - e. Change in mission of a special program e.g., converting double cell to single cell
 - f. Meeting a special need of the inmate population or a program.
 - g. Addition or deletion of sanitation facilities (sinks, urinals, toilets and showers)
2. Procedure for Modifications to Approved Facility Capacity
- a. Written requests to change the approved facility capacity must be submitted to the Superintendent for review with the Director Public Safety. Requests for capacity increases must be accompanied by a Fire Marshal Inspection Form.
 - b. Upon approval, the Deputy Superintendents, Unit Managers, Chiefs of Security, Classification Manager, and Population Manager will be notified.
 - c. Upon approval, the Population Manager will ensure the database and daily count sheet is updated to reflect approved changes.

C. Auditing for Facility Capacity Compliance

The Superintendent may designate a staff member to audit any facility to ensure compliance with the current approved Facility Capacity Study.

IX. TRAINING

None