

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

CHAPTER:	2	Physical Plant	2. 2. 2
SECTION:	2	Size, Organization and Location	EFFECTIVE DATE: 3 / 23 / 20
SUBJECT:	2	INMATE HOUSING AND FACILITY DESIGN	
STANDARDS: ACA – 4 – ALDF: 1A-06, 09, 10, 11, 12, 13, 22, 23, 2A-18, 2A-51, 4A-01, 02, 03, 4B-01, 08, 5B-01, 7D-23, 24, 7E-05			
APPROVED: _____			REVIEW DATE: 3 / 23 / 20
			REVISION DATE:
Dale Glass COMMISSIONER OF CORRECTIONS			
Rescind: 2.2.2 dated 8/1/05 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to ensure that all facility housing area are built, equipped, and maintained in compliance with applicable standards, particularly those of the American Correctional Association. All *new and future* facility construction will be in accord with these policy provisions; all renovation activity will reflect diligent use of available resources with the objective of achieving policy compliance.

II. RESPONSIBILITIES

All facility assigned staff are responsible for adhering to the following procedures.

III. DEFINITIONS

None

IV. PROCEDURES

A. General Information

POLICY & PROCEDURES

1. Housing: The Division will provide separate female and male housing units. Requirements for individual cells, segregation units and dormitory housing for new and existing units include:
 - a. Individual cells. Each assigned inmate housing unit must include an above floor-level bunk at least 12 inches off the floor (unless documented individual health or safety concerns dictate otherwise), desk, a stool or other seating, adequate lighting, and a personal grooming area with a toilet and sink with hot and cold water and a place to store clothes and personal belongings.
 - b. In all future facilities, general population cells or rooms must have a minimum of 35 square feet of unencumbered space per inmate. Cells for inmates locked down more than 10 hours per day must have a minimum of 70 square feet of total floor space
 - c. Segregation units. Living conditions must approximate in size those provided to the general population. Segregation cells/rooms permit the inmates assigned to them to converse with and be observed by the staff members. All future segregation cells will comply with the space standards for inmates locked down for more than 10 hours per day.
 - d. Dormitory housing. In all future facilities, dormitories will house up to 64 inmates and provide 25 square feet of unencumbered space per inmate. When confinement exceeds 10 hours per day, at least 35 squares of unencumbered space is provided for each inmate. Each dormitory must include toilets at a ratio of one for every 12 inmates in the male facilities and one for every eight inmates in female facilities and one wash basin for every 12 inmates unless otherwise specify by law; and hot and cold water, and a place to store clothes and personal belongings.
 - e. For both cell and dormitory-type housing in future facilities, showers will be located in the housing area in proximity to cells, with at least one shower for every eight inmates; thermostatic controls will ensure that the water temperature for showers is between 100- and 120-degrees Fahrenheit. Drinking fountains will be reasonably available. There will be a minimum of two toilets in any housing units with three or more inmates.
 - f. New facility construction will support the concept of distinct, semiautonomous management units that facilitate staff/inmate contact and are managed by staff assigned to that unit and group of inmates. The facility will be designed so that there is continuous staff contact and supervision of inmates.

POLICY & PROCEDURES

2. Day Rooms or Leisure Areas: Day rooms or multi-purpose areas that are separate and distinct from sleeping areas and will be designed for all housing units will provide the following:
 - a. at least 35 square feet of floor space for the maximum number of inmates using the area at any one time, exclusive of lavatories, toilets, and showers.
 - b. not less than 100 square feet of area, exclusive of utility, toilet, shower and other similar areas
 - c. floor space adequate to allow for a variety of activities such as reading, writing, table games, and television
 - d. sufficient seating and writing surfaces for every inmate using the day room at one time
 - e. furnishing consistent with the custody level of the inmates housed in the unit
3. Exercise/Recreation Areas: Each facility will have an outside exercise/recreation area for inmate use or an area that provides natural light. In all future facilities, sufficient gymnasiums and recreation areas must be available for the number of inmates to be housed in the facility, giving the location and security level of the facility. All activity areas will have lavatories easily accessible to inmates using the area.
4. Program Areas: In all future facilities, adequate space must be provided for health care, and other rehabilitation programs. All activity areas will have lavatories easily assessable to inmates using the area.
5. Visiting Areas: Adequate space must be provided for visitation by inmates. Visiting areas must have:
 - a. an area for screening visitors
 - b. an area for searching inmates before and after visits, if required
 - c. space for storing visitors' property not allowed in the visiting area
6. Commissary: The Division will provide commissary space or services at each facility where inmates can purchase personal items.
7. Food Service Areas: The Division will provide food service areas, community dining space (except where safety or security concerns justify otherwise and large enough to allow meals to be served, affording each inmate the opportunity to have

POLICY & PROCEDURES

- at least 20 minutes of dining time for each meal), food service equipment, and storage facilities. The food preparation area will include space and equipment for food preparation based on the population size, type of food preparation, and methods of meal service. There are sanitary, temperature-controlled areas for food storage. Food service personnel and inmates must have access to toilets and sinks in the vicinity of the food preparation area.
8. **Administrative Area:** New facilities must incorporate space needed for administrative, custodial, professional, and clerical staff. In each new facility, the Division will provide an area to accommodate staff briefing, training, and breaks as well as lavatories.
 9. **Handicapped Access:** Persons with disabilities must be provided reasonable access to the appropriate areas of the facility. Persons with disabilities must have housing and facilities that accommodate security, safety, and medical needs in lieu of such access. Public areas of each facility will comply with the Americans with Disability Act – Architectural Barriers Act of 1968. Programmatic accommodations will be provided for inmates with disabilities.
 10. **Housekeeping:** Adequate space must be provided for janitorial closets accessible to living and activity areas. The closets must be well ventilated and must have a sink and cleaning implements as well as emergency water shut-off valves.
 11. **Clothing and Supply Storage:** Space must be provided in the facility to store and issue clothing, bedding, cleaning supplies, paper supplies and other items required for daily operations.
 12. **Inmate Personal Property:** Space must be provided for storing inmate personal property.
 13. **Mechanical Equipment:** Space must be provided for mechanical and electrical equipment.
 14. **Attorney-Client Rooms:** The Division will ensure that all future facilities have enough rooms for private attorney-client meetings. Each room must have adequate seating and a writing surface. The size of the facility will help determine how many areas and the size of the area the facility needs.
 15. **Staff Needs:** All future construction will ensure there is adequate space in locations that are convenient for use. Staff will be provided with the following:
 - a. an area to change clothes
 - b. an area, room, and/or employee lounge that offers privacy from inmates and provides

City of St. Louis Department of Public Safety/Division of Corrections
POLICY & PROCEDURES

- c. space for meals
- d. access to exercise/physical training facilities and equipment
- e. space for training
- f. space for shift-change briefings
- g. toilets and washbasins that are not used by inmates

B. Responsibilities

1. The Board of Public Service will directly control all design and construction of the Division's facility, whether new or renovated. The Board of Public Service in concert with the Division of Corrections will oversee contracts or agreements between the City and architects, engineers, building contractors, building material installers, built-in security equipment suppliers, or other consultants performing work related to the physical plant.
2. The Superintendent or designee will determine operational and project requirements and control all in-house work accomplishments performed by facility staff and inmate workers.
3. The Building Maintenance Supervisor will maintain a record of all drawings and specifications.

C. Facility Modification Requests

1. All requests for modification to the physical plant must be submitted by the Superintendent, in writing, to the Director of Public Safety. Requests for modification may be made for the purpose of:
 - a. improving security and life safety systems
 - b. improving the aesthetic appearance of interior or exterior of the facility.
2. Emergency Actions
 - a. In an emergency, the Superintendent may make changes to the physical plant to protect the immediate health, safety, or welfare of inmates or visitors.
 - b. The Superintendent will notify the Director of each emergency action by telephone, followed by a written report as soon as possible after the incident.

POLICY & PROCEDURES

3. Records. The Executive Assistant and the Building Maintenance Supervisor will maintain complete records of all facility modifications or new construction.
4. New additions, renovations, and new construction will conform to applicable federal, state and local building codes.