

**POLICY & PROCEDURES**

<b>CHAPTER:</b>	2	Physical Plant	<b>2. 3. 1</b>
<b>SECTION:</b>	3	Size, Organization and Location	<b>EFFECTIVE DATE:</b> 7 / 21 /2020
<b>SUBJECT:</b>	1	<b>ENVIRONMENTAL CONDITIONS</b>	
<b>STANDARDS: ACA – 4 – ALDF: 1A-14, 15, 16, 17, 18, 19, 20; 7D-01-01</b>			
<b>APPROVED:</b>			<b>REVIEW DATE:</b> 7 / 21 / 20
_____ <b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			<b>REVISION DATE:</b> 7 / 30 / 20
Rescind: 2.3.1 dated 11/22/17 Cancel:			

**I. POLICY**

It is the policy of the St. Louis City Division of Corrections to ensure that all areas of the facility are operated in an environment that complies with applicable industry standards, with respect to climatic control and lighting.

**II. RESPONSIBILITIES**

All Division of Corrections’ facility administrative, custody and maintenance staff are responsible for adhering to the following procedures.

**III. DEFINITIONS**

**Decibel:** Unit for measuring the volume of sound

**Foot-candle:** Unit of measurement of light equal to the amount of direct light thrown by one international candle on a surface one foot away.

**IV. PROCEDURES**

**A. General Information**

1. Adherence to industry design standards and construction codes will provide inmates and staff with a proper environment in which to live and work.

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2. General design considerations for all future Division of Corrections facilities construction or renovation will include the following areas listed under procedures.
3. The Appointing Authority/designee will request the assistance of the Board of Public Services to conduct evaluation and inspections of the facilities to ensure compliance with applicable statutes.
4. In new construction, addition, or renovation of existing facility care is taken to ensure that all inmate rooms/cells provide the occupants with access to natural light by means of at least three-square feet of transparent glazing, plus two additional square feet of transparent glazing per inmate in room/cells with three or more inmates.

### **B. Lighting**

1. Lighting and ventilation throughout the facility will be determined by and sufficient with, the task performed in that area. Facility perimeters will be well lighted to enhance security. The Facility Manager or a qualified source will measure and document light levels. The check is performed at least once every three years or accreditation cycle.
2. All interior finishes and colors, and the type and placement of windows and lighting, will take lighting factors and needs into account.
3. Light levels in inmate cells/rooms will be at least 20 foot-candles in personal grooming areas and at the writing surface.
4. For general population inmates confined in their cells for more than 10 hours a day, cells will have access to natural light through a window that is at least three square feet in area with a view to the outside.
5. For inmates confined in cells for less than 10 hours a day, access to natural light through windows in an adjacent space is acceptable.
6. In day room areas, there will be a minimum of 12 square feet of transparent glazing with a view to the outside, and an additional two square feet of glazing for each room that does not contain an opening or window with a view to the outside.

### **C. Noise Level**

Noise levels in inmate housing units do not exceed 70 dBA (A Scale). The Facilities Manager or a qualified source will measure noise levels annually with at least one measurement taking place during night time and one measurement taking place during day time.

**D. Air Circulation/Temperatures**

In facilities housing inmates, there will be supply of at least 15 cubic feet per minute of circulated air per occupant with a minimum of five-cubic feet per minute of outside air. There will be no less than four air changes per hour in toilet rooms and cells with toilets unless state or local codes require a different number of air changes. The Facility Manager or a qualified source will document air quantities at least once every three years or per accreditation cycle.

**E. Temperature Control**

1. The Maintenance Supervisor sets, controls, monitors, and maintains the temperature throughout the facility consistent with applicable standards or statutes.
2. Staff receiving complaints from inmates and visitors about temperature in the facility will complete Maintenance Order Form and forward the Form to Maintenance Supervisor (see 2.4.2: Routine and Emergency Repairs).
3. The Maintenance Supervisor mechanically raises or lowers the temperature to acceptable comfort levels and notes the adjustments in the Maintenance Log.
4. If the Maintenance Supervisor is unable to rectify the situation within scope of time, the Facility Manager is notified.

**F. Environmental Sustainability**

The St. Louis City Division of Corrections will support the City's environmental sustainability effort and will examine and where possible, implement strategies that promote recycling, energy and water conservation, pollution reduction and utilization of renewable energy alternatives.