

 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>	<p><u>POLICY NUMBER:</u></p> <p style="text-align: center; font-size: 2em;">202.00</p>	<p><u>PAGES:</u></p> <p style="text-align: center;">5</p>
<p><u>CHAPTER:</u> Physical Plant</p>	<p><u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§ 49-5-16a and 49-5E-1 et seq.; NFPA Line Safety Codes; ACA 3-JTS-2C-01 thru 2C-12; ACA 3-JDF-2C-01 thru 2C-12; and ACA 3-JCRF-2C-01 thru 2C-10; Prison Rape Elimination Act (PREA) of 2003, §115.318</p>	
<p><u>SUBJECT:</u> Facility Planning Requirements</p>		
<p><u>DATE:</u> October 1, 2013</p>		

POLICY

All buildings operated by the Division of Juvenile Services shall comply with applicable building, health, fire and safety codes, and environmental standards. All residential facilities' interior finishing materials in youth living areas, exit areas, and places of public assembly shall comply with applicable national fire safety codes, state and/or local laws. Where conditions do not exist, a plan will be developed to bring the facility into compliance.

CANCELLATION

This policy has been reviewed and supersedes Policy 202.00 dated January 1, 2008.

APPLICABILITY

This Policy applies to ALL Division of Juvenile Services' Facilities.

DEFINITIONS

1. **Disabled person:** A person with a mental or physical handicap that restricts or alters that person's ability to utilize the normal programs or services available or access facilities in the same manner as others.
2. **Environmental health standards:** Standards that relate to environmental health, safety, and/or sanitation conditions in a facility or particular area of a facility.
3. **Independent outside source:** A qualified person by education, training or experience, with appropriate credentials, who is able to examine a condition or service and who is not an

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employee or subordinate of the facility or department being inspected.

4. **Interior finishing materials:** The exposed interior surface of buildings, including fixed or movable walls and partitions, columns and ceilings, as defined in National Fire Protection Association's (NFPA) Life Safety Code Handbook (NFPA 1977).
5. **Security room:** A room used to temporarily isolate a youth from the general population when the youth's behavior is posing a serious threat to self, others or security of the facility.

PROCEDURE

1. Records of conformance to applicable federal, state, and/or local fire safety codes as documented by the authority having jurisdiction shall be maintained at each facility.
2. A fire alarm and automatic detection system, as approved by the authority having jurisdiction, shall be in place or there shall be a plan for addressing these deficiencies within a reasonable time period.
3. The authority having jurisdiction shall approve any variances, exceptions or equivalencies that do not constitute a serious life safety threat to the occupants of facilities. Documentation of such approval shall be maintained at each facility.
4. A fence shall enclose each secure facility or buildings constructed in such a way that youth remain within the perimeter and that access by general public is controlled by staff and denied without proper authorization.
5. Living units are primarily designed for single occupancy sleeping rooms; multiple occupancy rooms do not exceed 20 percent of the bed capacity of the unit.
6. Single cell/rooms and multiple-occupancy cells/rooms may be used for housing juveniles in medium/minimum custody when the classification system, cell/room size, and level of supervision meet the following requirements;
 - a. One occupant requires 35 square feet of unencumbered space.
 - b. Two to fifty occupants requires 25 square feet of unencumbered space per occupant.
 - c. When confinement exceeds ten (10) hours per day, there are at least 80 square feet of total floor space per occupant.
 - d. Medium-security juveniles housed in multiple-occupancy cells/rooms require direct supervision.
 - e. A classification system is used to divide the occupants into groups that reduce the probability of assault and disruptive behavior. At a minimum, the classification system evaluates the following:

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- i. Mental and emotional stability
- ii. Escape history
- iii. History of assaultive behavior
- iv. Medical status
- v. Age
- vi. Enemies of record.

7. Each sleeping room has, at minimum, the following facilities and conditions:

- a. Lighting of at least 20 foot-candles at desk level and in personal grooming areas;
- b. Natural light available from an opening or window that has a view to the outside or from a source within 20 feet of the room;
- c. Other lighting which is appropriate to activities or tasks to be performed in the area;
- d. Sanitation facilities, including access to toilet facilities that are available for use without staff assistance 24 hours a day;
- e. Facilities that do not have sanitary facilities in individual sleeping rooms shall develop and implement procedures to assure that youth have access to staff in order to have immediate release from their domicile to use the lavatory facilities;
- f. One wash basin with hot and cold running water for every eight youth, and one shower with temperature controlled (100 degree F-120 degree F) hot and cold running water for every eight youth.
- g. A bed, desk, chair or stool, hooks or closet space;
- h. Access to a drinking fountain;
- i. Temperatures that are appropriate to the summer and winter comfort zones.
- j. Single-occupancy rooms shall be available, when indicated, for the following:
 - i. Juveniles with severe medical disabilities
 - ii. Juveniles suffering from serious mental illness
 - iii. Sexual predators
 - iv. Juveniles likely to be exploited or victimized by others
 - v. Juveniles who have other special needs for single housing

8. HVAC and acoustical systems to ensure healthful and comfortable living and working

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conditions for youth and staff;

9. Dayrooms with space for varied juvenile activities are situated immediately adjacent to the juvenile sleeping areas. Dayrooms provide a minimum of 35 square feet of space per juvenile (exclusive of lavatories, showers, and toilets) for the maximum number of juveniles who use the dayroom at one time, and no dayroom encompasses less than 100 square feet of space (exclusive of lavatories, showers, and toilets).
10. Dayrooms provide sufficient seating and writing surfaces. Dayroom furnishings are consistent with the custody level of the juveniles assigned.
11. Toilets are provided at a minimum ratio of one for every 12 juveniles in male facilities and one for every eight juveniles in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with five or more juveniles have a minimum of two toilets
12. Juveniles have access to operable wash basins with hot and cold running water in the housing units at a minimum ratio of one basin for every 12 occupants.
13. Juveniles have access to operable shower with temperature controlled hot and cold running water, at a minimum ration of one shower for every eight juveniles, unless national or state building or health codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of juveniles and to promote hygienic practices.
14. When there is a security room separate from the living unit, it is equipped with plumbing and security furniture.
15. If the facility houses male and female juveniles, space is provided for coeducational activities.
16. Building exits that are properly positioned, clearly, distinctly, and permanently marked in order to ensure the timely evacuation of youth and staff in the event of a fire or other emergency.
17. Two (2) exits in housing areas and places of assembly for fifty (50) or more persons.
18. Disabled youth shall be housed in a manner that provides for their safety and security. Housing facilities used for disabled youth shall be designated for their use and shall provide for maximum possible integration with the general population. Appropriate institutional programs and activities shall be accessible to disabled youth confined with the facility.

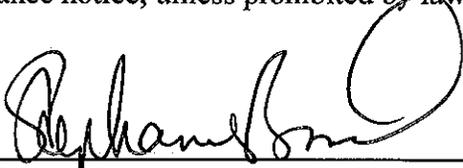
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19. Appropriately trained individuals will be available to assist disabled juveniles who cannot otherwise perform basic life functions.
20. Education, equipment and facilities, and the support necessary will be provided for juveniles with disabilities to perform self-care and personal hygiene in a reasonably private environment.
21. New facility design or planning of substantial expansion or modification of existing facilities shall consider the effect of the design, acquisition, expansion, or modification upon the facility staff's ability to protect residents from sexual abuse.
22. Male and female youth will not occupy the same sleeping room.
23. Maintenance Responsibility:
 - a. There shall be a written preventative plan for each facility that includes provisions for the routine replacement of equipment and for emergency repairs or replacement in emergency situations.
 - b. Facility personnel shall timely notify maintenance personnel of any maintenance repair needs which they become aware of. The employee shall submit a work request to the physical plant department for appropriate action, per facility procedures.
 - c. Request for repairs or maintenance should indicate if the repairs needed are urgent.
 - d. Repair or maintenance problems that exceed the budget or staff resources available at the facility level shall be brought to the attention of the Assistant Director of Budget and Financing and Deputy Director; these requests will be initiated by the Superintendents/Facility Directors with division approval.
24. Each facility will have in place an operational policy and procedural plan to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:


 Director

10/1/13
 Date