

	WEST VIRGINIA DIVISION OF JUVENILE SERVICES	<u>POLICY NUMBER:</u> 205.00	<u>PAGES:</u> 3
<u>CHAPTER:</u> Physical Plant	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §49-2-903; ACA 3-JDF-2E-01 thru 2E-013		
<u>SUBJECT:</u> Program and Service Areas			
<u>DATE:</u> July 1, 2016			

PURPOSE

This Policy is to ensure that adequate space is provided for various program and service functions conducted within the facilities.

CANCELLATION

This Policy has been revised and supersedes Policy 205.00 dated October 1, 2007.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' facilities.

PROCEDURES

1. PROGRAM AREA

- a. The total indoor activity area, which includes the gymnasium, multipurpose room(s), library, arts and crafts room(s) and all other leisure areas outside the living unit, provide space equivalent to a minimum of 100 square feet per resident.
- b. Outdoor and covered/enclosed exercise areas for general population residents are provided in sufficient number to ensure that each resident is offered at least one hour of access daily. Use of outdoor areas is preferred, but covered/enclosed areas must be available for use in inclement weather. Covered/enclosed exercise areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.
- c. The minimum space requirements for exercise areas are as follows:
 - i. Outdoor exercise areas-15 square feet per resident for the maximum number of resident expected to use the space at one time, but not less than 1,500 square feet of unencumbered space.

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- ii. Covered/enclosed exercise areas in institutions of 100 or more residents-15 square feet per resident for the maximum number of residents expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 1,000 square feet of unencumbered space.
 - iii. Covered/enclosed exercise areas in institutions of less than 100 resident-15 square feet per resident for the maximum number of residents expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 500 square feet of unencumbered space.
- d. Adequate space and furnishings to accommodate activities, such as group meeting of the residents, are provided in the facility.
 - e. Adequate private counseling space is provided in the facility.

2. VISITING

- a. Sufficient space is provided for a visiting room or areas for contact visiting. 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.
- b. There is interview space available in or near the living units.

3. CLASSROOMS - School classrooms are designed in conformity with local or state educational requirements.

4. DINING - There is a least fifteen (15) square feet of floor space per person using the dining room or dining area; space is provided for group dining except where security or safety considerations justify otherwise.

5. FOOD SERVICE

- a. The food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meals service.
- b. There are provisions for adequate storage and loading areas and garbage disposal facilities.
- c. The kitchen, dining, and food storage areas are properly ventilated, properly furnished, and clean.
- d. Toilet and wash basin facilities are available to food service personnel and residents (if residents are utilized in the food service area), in the food preparation area.

6. SANITATION AND HYGIENE - Toilet and wash basin facilities are available to food service personnel and residents in the vicinity of food preparation area.

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7. HOUSEKEEPING - Adequate space is provided for janitorial closets accessible to the living and activity areas. Each closet is equipped with a sink, cleaning implements, and a system of ventilation.
8. CLOTHING AND SUPPLIES - Space is provided in the facility to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations.
9. PERSONAL PROPERTY - Space is provided for storing the personal property of residents safely and securely.
10. MECHANICAL EQUIPMENT - Separate and adequate space is provided for mechanical and electrical equipment
11. This policy will be adopted in its entirety and no operational procedure will be developed.

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:

 7/1/16

Director Date