

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: PP-AS-01
Applicability: DOC
Policy Code: Public Access
Iowa Code Reference: N/A
Chapter 2: PHYSICAL PLANT
Sub Chapter: ADMINISTRATIVE & STAFF AREAS
Related DOC Policies: N/A
Administrative Code Reference: N/A
Subject: ADMINISTRATIVE AND STAFF AREAS
ACA Standards: 4-4167, 4-4168, 4-4169, 4-4426
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Authority:

1. PURPOSE

To describe the minimum space, furnishing, and other related requirements for various administrative and staff areas of Iowa Department of Corrections (IDOC) institutions.

2. POLICY

Each DOC facility shall maintain compliance with Federal, State, and Local code, rules, and regulations concerning the facility's physical plant. Newly constructed facilities shall be designed and built in accordance with applicable American Correctional Association standards. Whenever extensive reconstruction or remodeling is undertaken, current ACA standards shall be reviewed and, when feasible, implemented. Existing facilities which do not meet ACA standards shall, when feasible, implement operational procedures which serve to mitigate deficiencies in the physical plant.

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3. DEFINITIONS - See IDOC Policy AD-GA-16 for Definitions.

4. PROCEDURES

There will be consistent enforcement of design standards and construction codes to provide staff with efficient working conditions and adequate space to carry out their responsibilities safely and effectively.

A. Staff Areas

1. Space will be provided in each institution for administrative, custodial, professional, and clerical staff. This space may include conference rooms, a storage room for records, a public lobby, and appropriately placed toilet and wash facilities for employee access. **(4-4167)**
2. Space may be provided in each institution for staff to privately change clothes and shower; separate access to non-incarcerated individual toilets and washbasins will be available in work areas throughout the institution. **(4-4426)**
3. An employee lounge may be available in each institution as well as an area to be used for shift or other staff briefings.
4. Staff may be allowed access to physical training facilities and equipment. This space and equipment may be an area primarily designed for and used by incarcerated individuals so long as staff has access to the area when it is otherwise not in use. **(4-4168)**

B. Disabled Employees/Visitors

1. Reasonable accommodation for disabled employees and visitors will be available in each institution, consistent with security and safety needs.
2. All new construction will be in compliance with applicable legal requirements and federal laws. **(4-4169)**