

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: PP-BS-02

Applicability: DOC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 2: PHYSICAL PLANT

Sub Chapter: BUILDING & SAFETY CODES

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: FACILITY MODIFICATION APPROVAL

ACA Standards: N/A

Responsibility: Steve Dick

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Authority:

1. PURPOSE

To ensure that procedures exist at each Iowa Department of Corrections (IDOC) institution to maintain up-to-date architectural and engineering documentation.

2. POLICY

It is the policy of the IDOC to ensure that the current status of institution floor plans and structural, mechanical, electrical, life safety, security and other systems are documented to the fullest extent feasible.

CONTENTS

- A. Record Keeping
- B. Duplicate Records

3. DEFINITIONS – As used in this document:

- A. Plant Operations Manager – The individual, regardless of position title, who has overall responsibility for the institution's physical plant and maintenance operations.
- B. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Record Keeping

The availability of up-to-date, accurate records regarding the physical plant of a correctional facility is critical to its safe, secure operation. To that end, the Plant Operations Manager will develop written procedures that include provisions for the following:

1. All currently available architectural/engineering drawings and specifications for all aspects of the physical plant will be collected.
2. All known alterations or additions to the physical plant will be marked on the drawings and specifications.
3. All subsequent changes to these records will be made in a distinctive manner, and will be noted, dated, and initialed by the employee making the change.
4. All newly developed drawings and specifications will be similarly maintained.
5. All such records will be stored in a secure location with limited accessibility to incarcerated individuals.

B. Duplicate Records

In addition to the set of drawings and specifications kept in the facility's maintenance office or other area with limited accessibility to incarcerated individuals, the Plant Operations Manager will ensure that a second set of critical utility and architectural plans are maintained outside the secure perimeter in an area inaccessible to incarcerated individuals. The location of the second set of plans is designated in institutional procedures.