

State of Iowa Department of Corrections

Policy and Procedures

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Applicability: DOC

Policy Code: Public Access

Iowa Code Reference: N/A

Chapter 2: PHYSICAL PLANT

Sub Chapter: PROGRAM & SERVICES AREAS

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: PROGRAM AND SERVICE AREA

ACA Standards: 5-ACI-2E-02, 5-ACI-2E-02, 5-ACI-2E-03, 5-ACI-2E-04, 5-ACI-2E-08, 5-ACI-2E-09, 5-ACI-2E-10, 5-ACI-2E-11, 5-ACI-2E-12

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Authority:

1. PURPOSE

To describe the minimum space and other related requirements for various program and service areas in Iowa Department of Corrections (IDOC) institutions.

2. POLICY

Each IDOC 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 – As used in this document:

- A. Central Office Facilities Engineer – The IDOC Central Office employee whose responsibilities include review and approval of the plans for major IDOC construction and renovation.
- B. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Design and Planning

Design and planning activity will focus on incorporating the requirements of this policy and other associated codes, statutes, and standards. Beginning July 1, 2005, the Central Office Facilities Engineer will review relevant plans of all program and service area construction and/or major renovation projects to ensure compliance with this policy.

B. Exercise Areas

1. Both outdoor and covered/enclosed exercise areas for general population incarcerated individuals are provided in sufficient number to ensure that each incarcerated individual 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 areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.

2. The minimum space requirements for exercise areas are as follows:

- a. Outdoor exercise areas in facilities where 100 or more incarcerated individuals utilize one recreation area-15 square feet per incarcerated individual for the maximum number of incarcerated individuals expected to use the space at one time, but not less than 1,500 square feet of unencumbered space.
- b. Outdoor exercise areas in facilities where less than 100 incarcerated individuals have unlimited access to an individual recreation area-15 square feet per incarcerated individual for the maximum number of incarcerated individuals expected to use the space at one time, but not less than 750 square feet of unencumbered space.
- c. Covered/enclosed exercise areas in facilities where 100 or more incarcerated individuals utilize one recreation area - 15 square feet per incarcerated individual for the maximum number of incarcerated individuals 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.
- d. Covered/enclosed exercise areas in facilities where less than 100 incarcerated individuals utilize one recreation area-15 square feet per incarcerated individual for the maximum number of incarcerated individuals 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. **(5-ACI-2D-01)**
- e. Segregation units have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for segregation units are as follows:

- 1) Group yard modules - 15 square feet per incarcerated individual expected to use the space at one time, but not less than 500 square feet of unencumbered space.
- 2) Individual yard modules - 180 square feet of unencumbered space.
- 3) In cases where cover is not provided to mitigate the inclement weather, appropriate weather-related equipment and attire should be made available to the incarcerated individuals who desire to take advantage of their authorized exercise time. **(5-ACI-2D-02)**

C. Visiting

Sufficient space is provided for a visiting room or area for contact visiting and, if necessary, noncontact visiting. There is adequately designed space to permit screening and searching of both incarcerated individuals and visitors. Space is provided for the proper storage of visitors' coats, handbags, and other personal items not allowed into the visiting area. **(5-ACI-2D-03)**

D. Education

In institutions offering academic and vocational training programs, classrooms are designed in consultation with school authorities. (Renovation, Addition, New Construction Only)**(5-ACI-2D-04)**

E. Janitorial Supplies

Adequate space is provided for janitorial closets accessible to the living and activity areas. The closets are equipped with a sink and cleaning implements. **(5-ACI-2D-08)**

F. Clothing Issue

Space is provided in the institution to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations. **(5-ACI-2D-09)**

G. Incarcerated Individual Property Storage

Space is provided for storing the personal property of incarcerated individuals safely and securely. **(5-ACI-2D-10)**

H. Maintenance

Separate and adequate space is provided for mechanical and electrical equipment. **(5-ACI-2D-11)**

I. Commissary Provisions

Space is provided for an incarcerated individual commissary or canteen, or provisions are made for a commissary service. **(5-ACI-2D-12)**