

State of Iowa Department of Corrections

Policy and Procedures

Policy Number: PP-SO-01

Applicability: DOC

Policy Code: Public Access

Iowa Code Reference: 904.314, 904.315

Chapter 2: PHYSICAL PLANT

Sub Chapter: SIZE ORGANIZATION & LOCATION

Related DOC Policies: N/A

Administrative Code Reference: N/A

Subject: FACILITY SIZE, ORGANIZATION, & LOCATION

ACA Standards: 5-ACI-2A-01, 5-ACI-2B-01, 5-ACI-2B-02, 5-ACI-2B-03, 5-ACI-2B-04

Responsibility: Steve Dick

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Authority:

1. PURPOSE

To outline the principles by which Iowa Department of Corrections (IDOC) institutions are designed, built, and operated.

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. **(5-ACI-2A-01)**

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- C. Interaction Between Staff and Incarcerated Individuals

D. Supervision

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3. DEFINITIONS

A. Rated Bed Capacity – The original design capacity of a facility plus or minus capacity changes resulting from building additions, reductions, or revisions.

B. See IDOC Policy **AD-GA-16** for additional Definitions.

4. PROCEDURES

A. Design

Single-celled living units designed and constructed after July 1, 2005 will be limited to no more than 80 incarcerated individuals. (New Construction Only) **(5-ACI-2B-04)**

B. Capacity

The number of incarcerated individuals does not exceed the maximum allowable incarcerated individual population. The Director will ensure that the Executive and Legislative branches of government and Board of Corrections are aware of the extent of facility overcrowding.

C. Interaction Between Staff and Incarcerated Individuals

Institutions designed, constructed, renovated, or added to after July 1, 2005 will be designed to facilitate personal contact and interaction between staff and incarcerated individuals. (Revocation, Addition, New Construction only) **(5-ACI-2B-01)**

D. Supervision

Recognizing the importance of direct supervision and effective communications with incarcerated individuals, the design and physical size of structural units in new institutions, the numbers of incarcerated individuals supervised, and the system of management employed should encourage communication between staff and incarcerated individuals while providing those staff having significant contact with incarcerated individuals the authority to make decisions and the ability to make security, classification, services, and program recommendations. **(5-ACI-2B-02)**

E. Staff Supervision

The structural size of housing units and the numbers of incarcerated individuals housed in each unit are dependent upon the security classification of the incarcerated individuals assigned to the unit as well as the staffing and technological resources assigned. Staff assigned to the unit must be able to provide supervision appropriate to the security level of the unit; including the ability to complete frequent regular security rounds, visual and auditory surveillance of all areas of supervision, personal contact and interaction with incarcerated individuals, and overall awareness of the condition and atmosphere of the unit. **(5-ACI-2B-03)**