

Space and Environmental Requirements

1100.1 PURPOSE AND SCOPE

This policy describes the desired space and environmental requirements for the physical plant.

1100.2 POLICY

It is the policy of this agency to comply with federal and state laws, codes and correctional standards in matters relating to the jail space and environmental requirements. Any designs for renovations, modifications, additions or new construction within the facility should be in compliance with federal and state laws, codes and jail standards.

Planned designs for renovations, modifications, additions or new construction within the facility should facilitate personal communication with inmates and direct visual observation of all cells, dayrooms and recreation areas. Electronic surveillance may be used to augment the observation of inmates but shall not be used as a substitute for personal communication.

All parts of the facility that are accessible to the public should be accessible to and usable by disabled persons.

1100.3 DETENTION HARDWARE

All locks, detention hardware, fixtures, furnishings and equipment should have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on cell or inmate housing unit doors is generally prohibited, as unauthorized locking mechanisms may pose a significant threat to the safety and security of the facility in the event of an emergency.

1100.4 ENVIRONMENTAL REQUIREMENTS

1100.4.1 LIGHTING LEVELS

Lighting levels shall be adequate for staff and inmates to perform daily activities. Night lighting levels should permit adequate illumination for supervision but should not unnecessarily interfere with the ability of inmates to sleep.

1100.4.2 NATURAL LIGHT

All inmate living areas should provide inmate exposure to natural light, unless prohibited by security concerns.

1100.4.3 NOISE LEVEL

Noise levels at night should be sufficiently low to allow inmates to sleep. Nothing in this policy is intended to limit or impair in any way staff's ability to monitor the jail in a manner that is consistent with safety and security and good correctional practices.

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1100.4.4 VENTILATION

Ventilation systems, including those in toilet rooms and cells with toilets, should be sized and calibrated to supply fresh or circulated air in accordance with federal and state laws, codes and jail standards.

Other than an emergency situation, inmates or jail staff shall not adjust or restrict the ventilation systems without the express permission of the supervisor. Any adjustments made to the ventilation system shall only be allowed for the duration of the emergency or until qualified maintenance personnel can adjust or repair the ventilation system.

1100.4.5 TEMPERATURE LEVELS

Temperature and humidity levels should be maintained at a level established by facility maintenance personnel and deemed comfortable and cost efficient.

Temperature readings shall be documented for designated areas of the facility according to the applicable procedure. Staff shall immediately contact facility maintenance in the event that temperatures or humidity levels become uncomfortable.

1100.5 CELL FURNISHINGS

Each inmate housed in this facility shall be provided with the following items:

- A sleeping surface and mattress in accordance with federal and state laws, codes and jail standards
- A storage area for clothing and personal belongings

1100.6 DAYROOMS

Dayrooms should be equipped with at least one shower for every 15 inmates or fraction thereof, and tables and sufficient seating for all inmates at capacity. Where inmates do not have continuous access to their cells, dayrooms should also be equipped with one toilet, an immediate source of fresh potable water and lavatory with hot and cold water.

1100.7 JANITOR CLOSETS

Janitor closets should be located near or inside each housing unit. Each janitor closet should contain a sink and the necessary cleaning implements. Access to the janitor closets shall be controlled and supervised by the staff. Only inmates with the necessary classification status shall be allowed access to the janitor closets, and then only under the supervision of staff.

1100.8 EMERGENCY POWER

The facility shall be equipped with a sufficient emergency power source to operate communications, security and alarm systems in control centers, and emergency lighting in corridors, stairwells, all inmate housing areas, security control points and audio-visual monitoring systems.

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1100.9 DOUBLE CELLING

Double celling may occur with the approval of the Department of Corrections. The County Board and Sheriff shall determine jointly the adequate staffing needs, including support staff and services that are required to ensure the health, safety and security of the jail staff and inmates when using cells for double occupancy. The joint determinations shall be in writing and signed by the representatives of the County Board and the Sheriff and shall be filed with the Department of Corrections. The written joint determination shall remain in effect until rescinded or amended by mutual written agreement of the County Board and Sheriff. Unless there is adequate staff as agreed upon by the County Board and Sheriff, double celling may not occur (Wis. Admin. Code DOC § 350.20).

The Jail Commander shall develop policies and procedures for double celling. Inmates housed in the same cell shall be of the same classification status.

For male and female housing areas, at least one cell or 15% of the jail's total number of cells, whichever is greater, shall be maintained for single occupancy. Receiving cells may not be used for double occupancy (Wis. Admin. Code DOC § 350.20).

1100.10 FACILITY STRUCTURE AND REQUIREMENTS

Facility structures constructed before March 1, 1990 shall comply with the requirements of Wis. Admin. Code DOC § 350.07.

1100.11 NEW CONSTRUCTION AND REMODELING

New construction and remodeling plans shall comply with the requirements of Wis. Admin. Code DOC § 350.04; Wis. Admin. Code DOC § 350.05; and Wis. Admin. Code DOC § 350.06.