REVIEW/REVISION HISTORY:

Effective: 7/31/06
Reviewed: 7/31/07
Revised: 7/22/08
Reviewed: 6/12/09
Reviewed: 8/16/10
Revised: 6/1/14

SUMMARY OF REVISION/REVIEW:

I.D. - Removed content on lighting and air circulation testing

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

4/30/14
Date Signed
POLICY

WORK RELEASE PHYSICAL PLANT

REFERENCES:

DOC 100.100 is hereby incorporated into this policy; ACA 1A-01; ACA 1A-06; ACA 1A-09; ACA 1A-10; ACA 1A-11; ACA 1A-12; ACA 1A-13; ACA 1A-14; ACA 1A-15; ACA 4B-03; ACA 4B-05; ACA 5A-23; ACA 5A-24; ACA 5A-25; ACA 5A-26; ACA 7A-05; ACA 7D-37; ACA 7E-02

POLICY:

I. Work Releases will conform to all applicable building codes, federal laws, and zoning ordinances to provide a safe and comfortable physical environment. [1A-09] [1A-09][7E-02]

   Reasonable accommodation will be made to ensure that all parts of the facility that are accessible to the public are accessible and usable by individuals with disabilities. [7E-02]

DIRECTIVE:

I. Physical Plant Expectations

   A. For new construction, the location of a Work Release will facilitate access to and use of community based services, resources, and public transportation. [5A-26]

   B. The number of offenders will not exceed the facility’s rated bed capacity. [1A-10]

   C. The facility’s potable water source and supply must be sanitary and approved by an independent, qualified agency or individual as compliant with jurisdictional laws and regulations. [1A-01]

   D. The facility will be clean and in good repair, and a housekeeping and maintenance plan will be in effect. [1A-06]

II. Facilities and Conditions

   A. Offenders will have access to writing and seating space. [1A-13]

   B. Offenders will have the following facilities and conditions available:

      1. Sanitation facilities, including access to toilets for use without employee assistance 24 hours a day. [4B-03]

      2. A washbasin with hot and cold running water. [4B-03]

      3. A bed and adequate space to store clothes and personal property. [4B-03]

      4. Natural light from a source within 20 feet of the sleeping room. [4B-03]

      5. Temperatures appropriate to summer and winter comfort zones. [4B-03]
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6. Operable showers with temperature controlled hot and cold running water.
   
   a. There will be a minimum ratio of one shower for every 8 offenders, unless national or state building or health codes specify a different ratio. A mitigation plan will be in effect when a facility does not meet the minimum ratio.
   
   b. Water for showers will be thermostatically controlled to temperatures ranging from 100-120 degrees Fahrenheit to ensure offender safety and promote hygienic practices.

C. Adequate and appropriate areas will be provided for visiting, recreation, and leisure time activities.  [5A-23]

D. Adequate private counseling space will be readily accessible.  [5A-24]

E. Adequate space and furnishings to accommodate group activities, such as group meetings of the offenders, will be provided in the facility.  [5A-25]

F. Adequate space will be provided for administrative, direct care, professional, and clerical employees. This space includes conference areas, a storage room for records, and toilet facilities.  [7D-37]

G. Space will be provided for janitorial supplies in one or more locations that are accessible to the living and activity areas.  [1A-11]

H. Space will be provided in the facility to store and issue clothing, bedding, and other items required for personal hygiene.  [4B-05]

### III. Living Space

A. Male and female offenders will not occupy the same sleeping room.  [1A-14]

   1. Offenders will be permitted to decorate their living and sleeping quarters with personal possessions within facility guidelines. These guidelines will be available to all offenders and employees/contract staff, and will be reviewed annually and revised as needed.

**DEFINITIONS:**

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.
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ATTACHMENTS:
None

DOC FORMS:
None