POLICY

REVIEW/REVISION HISTORY:

Effective: 3/9/01
Revised: 11/22/06
Reviewed: 6/27/08
Revised: 3/1/10
Revised: 7/18/11
Revised: 8/1/12
Revised: 9/14/15

SUMMARY OF REVISION/REVIEW:

II.B.2. - Adjusted that the Assistant Secretary of Prisons has the authority to make decisions for living unit security classifications, services, and programs
II.B.3. and IV.B. - Added clarifying language
Added II.C.1.a.2) that the Superintendent will submit an information Technology service request for requested capacity modifications
II.C.1.b.2) - Adjusted that the Assistant Secretary for Prisons will review proposals in consultation with the Deputy Secretary and Budget Director
II.C.1.c.2) - Adjusted notification list for approved proposals
Added II.C.1.e. on documents updated by the Budget Director/designee when capacity numbers are amended

APPROVED:

Signature on file

8/7/15

BERNARD WARNER, Secretary
Department of Corrections

Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; ACA 4-4126; ACA 4-4127; ACA 4-4133; ACA 4-4142; Custody Staffing Model

POLICY:

I. The Department will ensure that facility design and construction complies with applicable codes and standards.

DIRECTIVE:

I. Facility Security Level Designation
   
   A. The facility security level designation is based on criteria defined in the Department’s Custody Staffing Model.

   B. Security level requirements apply to living units, facility perimeter, and movement controls within the facility.

      1. Living units with different custody levels may exist within the same perimeter. However, no living unit may be used for a custody level higher than the facility’s perimeter.

      2. Security level designations are:

         a. Security Level 5 - Maximum Custody
         b. Security Level 4 - Close Custody
         c. Security Level 3 - Medium Custody
         d. Security Level 2 - Minimum Custody
         e. Security Level 1 - Community Based, Partial Confinement

II. Facility Capacity

   A. The facility capacity is based on the original design capacity or increases/reductions in the original capacity as a result of approved renovations to existing buildings or the construction of new buildings.

   B. Capacity Management [4-4126]

      1. Facilities should encourage positive interactions between employees/contract staff and offender.

      2. The Assistant Secretary of Prisons has the authority to make decisions regarding living unit security classifications, services, and programs.
3. Living units used for long term housing of maximum and protective custody offenders and offenders sentenced to the death penalty will be counted as capacity of a facility.

4. Living units used for short term, transitional offenders requiring medical treatment, mental health observations, or segregation related to the disciplinary process will not be counted as capacity of a facility.

C. Facility Capacity Change Process

1. Structural or program changes may require that capacity numbers be amended. Capacity numbers may be amended per the following process:

a. The Superintendent will:
   1) Provide a written proposal for capacity modification to the appropriate Deputy Director.
   2) Submit a request through the Information Technology service request process, detailing the requested capacity modification.

b. The Deputy Director will review the proposed changes.
   1) If the proposal is denied, it will be returned to the Superintendent.
   2) If the proposal is approved, it will be forwarded to the Assistant Secretary for Prisons for review and approval in consultation with the Deputy Secretary and Budget Director.

c. The Assistant Secretary for Prisons has final approval. If approved, the Assistant Secretary for Prisons will:
   1) Sign and date the proposal, and it will be considered the official capacity document for the agency.
   2) Forward the proposal to the following:
      a) Deputy Secretary
      b) Deputy Director
      c) Superintendent
      d) Headquarters Classification Unit
      e) Budget Director
      f) Performance, Partnerships, and Analytics Unit
III. Determination of Living Unit Size

A. The maximum size of each living unit will be based on the characteristics of its offender population.

B. The exact size of each living unit will be determined by the:

1. Custody classification of the offenders, and

2. Ability of employees/contract staff to complete regular security checks, maintain visual, auditory, and physical contact and interaction with offenders, and be aware of living unit conditions.

IV. Staffing Levels

A. Staffing levels will be maintained consistent with the workload standards of the Custody Staffing Model.

B. If the ability to control offender movement or observe offender activity using standard staffing levels is limited by physical design, the ratio of custody employees to offenders may be modified to ensure that employee efficiency, safety, and security is not compromised.

V. Special Population Needs

A. Single cell occupancy will be available to offenders meeting one or more of the following criteria:

1. Severe medical disability
2. Serious mental illness
3. Sexual predator
4. Likely to be exploited or victimized by others
5. Other special needs
6. Maximum custody
B. [4-4142] Offenders with disabilities will be housed in a manner that provides for their safety and security, is designed for their use, and provides for integration with other offenders.

C. Available programs, services, and activities will be accessible to offenders with disabilities who reside in the facility.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

DOC 21-465 Master Daily Bed Accountability Sheet