

TITLE 77 - JAIL STANDARDS BOARD

CHAPTER 14 - STANDARDS FOR COMMUNITY RESIDENTIAL FACILITIES - NEW FACILITY DESIGN AND CONSTRUCTION

001 It is the policy of the State of Nebraska that all newly constructed or renovated community residential facilities where the aggregate cost of such construction or renovation exceeds \$20,000 shall conform to the minimum standards for planning, design and construction established herein.

002 Applicability. All standards established in this chapter, except to the extent exceptions are stated, shall apply to each newly constructed community residential facility. In the case of renovation, it is the intent of the Board that only the part of the facility which is to be renovated is required to come into complete compliance with the applicable standards of this chapter.

002.01 General maintenance and upkeep of the facility or expenditures totaling less than \$20,000 within a calendar year for minor renovation shall not invoke the application of these Standards for existing facilities. However, any such renovation, repair or maintenance of the physical structure, fixtures, equipment or furnishings should lead towards compliance with these Standards.

002.02 The Board and the Jail Standards Division retain the right to evaluate each new construction or renovation on an individual basis. The overall design and specifics will be worked out between the Jail Standards Division, local governing body, and the architect, subject to final approval by the Board.

002.03 Equivalencies. The specific requirements of this Chapter may be modified by the Jail Standards Board on an individual basis to allow alternative arrangements that would, in the Board's judgment, provide at least equivalent conditions in design and construction as would be afforded by compliance with the corresponding Standards contained in this Chapter.

002.03A When the equivalency of a Standard is desired for a specific project, the responsible governing body shall submit a written request to the Board stating the justification for the requested equivalency and documentation of how the

proposed equivalency will provide conditions at least equivalent to the corresponding Standard.

002.03B The equivalency, if granted, shall apply only to the petitioner for the specific construction or renovation project cited.

003 Code Compliance. In addition to these Standards, all new construction and renovation shall comply with the building, safety and health codes of the local authority and the applicable requirements of the State Fire Marshal. Standards which exceed those of the local authority shall take precedence.

004 Notification. Prior to any renovation or development of new construction plans where the estimated aggregate cost of such renovation or construction exceeds \$5,000, the governing body shall submit a letter of intent specifying the type of facility, whether the project involves new construction or renovation of an existing facility, and the anticipated construction period. Upon receipt of written notification, the Jail Standards Division will advise the governing body of the availability of its technical assistance resources and be available to review plans and make recommendations throughout the planning process.

005 Planning. The Jail Standards Division must receive reasonable advance notice of and be provided the opportunity to participate in any preliminary planning meetings among interested parties such as the facility administrator, governing body, and the consultant or architect.

005.01 Program Documentation. The development of program documentation for the purpose of providing the basis upon which architectural plans are drawn is required for all new construction projects. The Jail Standards Division may require program documentation

for major renovation projects. When required, program documentation shall be developed by the facility administrator and consultant or architect and should include the following:

005.01A Type of facility to be constructed or renovated;

005.01B Written statement of the problems which require facility renovation or construction;

005.01C Description of the anticipated inmate population including the classifications to be housed and the security levels to be provided;

005.01D Number of beds to be provided for each of the primary classifications and the total capacity;

005.01E Description of all functions, basic policies and supporting data for:

005.01E1 Reception and discharge;

005.01E2 Inmate housing;

005.01E3 Visiting and confidential interview;

005.01E4 Food service;

005.01E5 Laundry, housekeeping and storage areas;

005.01E6 Medical and mental health services;

005.01E7 Indoor and outdoor recreation;

005.01E8 Programs;

005.01E9 Administrative, public and staff areas;

005.01E10 Inmate movement within the facility;

005.01E11 Methods of entry and exit from the facility;

005.01E12 Staff communications;

005.01E13 Security and surveillance systems.

005.01F Description of the type, number, size and relationship of all renovated or newly constructed spaces;

005.01G Staffing plan which includes, at a minimum, a description of all job titles and functions, breakdown of projected staffing requirements by shift and total projected number

of staff;

005.01H Initial construction cost estimate and estimated annual operating costs;

005.01I Site plan.

The program statement shall be submitted to the Jail Standards Division for review and comment prior to the development of any schematic architectural plans.

005.02 Submission of Architectural Design Documents. A copy of all architectural design documents shall be submitted to the Jail Standards Division for review and comment at the following times:

005.02A At completion of schematic drawings;

005.02B At approximately 60% completion of working drawings; and

005.02C At completion of working drawings and specifications. A copy of all plans and specifications shall be submitted to the Nebraska State Fire Marshal for review as prescribed by the agency's rules.

005.03 Letting of Contracts. Contracts shall not be let until approval of final documents as in compliance with these Standards is received by the governing body in writing from the Board. No addenda, change orders, or modifications which may affect compliance with these Standards shall be made to such final documents except upon approval of the Jail Standards Division.

005.04 Occupancy. Final inspection to determine compliance with the approved plans should be made by the Jail Standards Division prior to acceptance by the owner.

006 General Conditions. All newly constructed and renovated community residential facilities shall conform to the following general conditions:

006.01 Location. The facility's location facilitates access to and the use of community based services, resources, and public transportation.

006.02 Artificial Light. Artificial lighting in all inmate living areas shall provide the capability of at least twenty (20) foot candles of light measured three feet above the floor. Artificial lighting in all work or study areas apart from inmate living areas shall provide the capability of at least fifty (50) foot candles measured three feet above the floor. Night lighting shall be provided which permits adequate visibility for supervision, but does not hinder restful sleep.

006.03 Natural Light. All inmate living areas shall provide visual access to natural light.

006.04 New Construction, Dormitories. There shall be windows in dormitories with a capacity of ten or less which provide visual access to at least ten (10) square feet of clear glazed area to the exterior. In dormitories with a capacity of more than ten, the amount of clear glazed area required shall be increased by at least five (5) square feet for every ten (10) additional beds or fraction thereof.

006.04A A combination of windows and skylights may be utilized to meet the quantitative requirements for windows in living areas.

006.05 Renovation. In all renovated facilities, all living areas shall provide visual access to natural light. If windows are replaced as part of the renovation project, natural light requirements for new construction shall be applied.

006.06 Acoustics. Sustained noise levels within inmate occupied areas shall not average higher than seventy (70) decibels. Long, hard and non-textured surfaces should be avoided to reduce reverberation of sound.

006.07 Heating and Cooling Systems. Heating and cooling systems shall provide a comfortable and healthful living and working environment with temperatures maintained between sixty-five (65) and eighty (80) degrees Fahrenheit.

006.08 Ventilation Systems. Ventilation systems shall insure circulation of fresh or purified air sufficient to draw off foul air or odors. A minimum of fifteen (15) cubic feet per minute interchange rate for each

inmate is required for the facility's rated capacity.

006.09 Parking. Sufficient parking for visitors and official vehicles shall be provided on the site or through the availability of city street parking or public access parking lots located in the vicinity of the site.

006.10 Public Accommodations. A public lobby or waiting area shall be provided which includes sufficient seating, toilets and drinking fountains.

006.010A Public access to security and administrative work areas shall be restricted.

006.010B All public areas of the facility shall be accessible to persons with disabilities.

006.11 Administrative Areas. Sufficient space shall be provided for administrative and clerical personnel.

006.11A Locker space, toilets, showers, and dressing areas should be provided for facility employees.

006.11B An area should be provided for conference space and staff training.

006.12 Reception and Discharge Area. All facilities that directly admit and release inmates shall provide an area, adequate in size and properly equipped, to ensure the orderly and secure reception and discharge of inmates. It shall be located within the security perimeter away from the public, but apart from living and activity areas. It shall include the following components:

006.12A Weapons lockers located at the outside entrances to the security perimeter of the facility. Weapons lockers shall be equipped with individual compartments, each with an individual lock and key;

006.12B Shower/strip search areas. A private room shall be located in the reception area designated for showers, searches and clothing exchange.

006.12C Secure vault or storage space for inmate

valuables. A storage space sufficient to accommodate large items of inmates' personal property separately and securely shall be provided;

006.12D Space for storage and issue of clothing and sundries such as linens, blankets, soaps, toilet paper, towels, toiletries, shoes and mattresses;

006.012E Telephone facilities;

006.13 Medical Service. All facilities shall provide space for routine medical examinations, emergency first-aid, emergency equipment storage, secure medicine storage and dispensing, and sharps storage and disposal.

006.14 Confidential Interview. All facilities shall provide a sufficient number of interview areas, but no less than one (1), to accommodate the projected demand of visits by attorneys, counselors, ministers, or probation and parole officers. Interview areas shall be sufficient in size to accommodate four (4) persons and be acoustically private to satisfy the needs of confidential interviews.

006.15 Food Service. In facilities where in-house food service is provided, the kitchen shall have adequate space available for food preparation, disposal, and clean-up to serve the facility at its rated capacity. It shall be properly equipped and have adequate storage space for the quantity of food prepared and served. Provisions shall be made for the secure storage of kitchen knives and other utensils.

006.16 Janitor's closet. All newly constructed facilities will provide at least one secure janitor's closet, a mop sink and sufficient space for secure storage of cleaning equipment. This area shall be located within the secure perimeter of the facility. A secure janitor's closet must be provided that is conveniently located.

006.17 Laundry. In all facilities where in-house laundry service is provided, there shall be sufficient

space available for heavy-duty or commercial type washer(s), dryer(s), soiled clothing storage, clean laundry storage and laundry supply storage.

006.18 Staff Posts. In all facilities, there shall be one or more staff posts located in close proximity of inmate housing areas in order to respond promptly to emergencies.

006.18A At least one (1) staff post shall be provided on each floor of inmate housing.

006.18B Control Center. In all newly constructed facilities, one (1) staff post shall be a control center. The control center shall be designed to be secure from unauthorized access. Entrances to the security perimeter shall be controlled from the control center. The control center should be equipped with release switches to open all dormitory doors in the event of an emergency.

006.19 Electronic Surveillance and Communication Systems. The security area of all facilities should be equipped with an audio electronic surveillance and communication system designed to allow monitoring of activities and to allow inmates to communicate emergency needs to facility employees. Closed circuit television should primarily be used to verify identity of persons where direct vision is not possible. Closed circuit television shall not be used to monitor the interior of cell space and is not recommended for monitoring of dayroom or program space.

006.20 Emergency Power. All newly constructed or renovated facilities shall provide an emergency source of power to supply electricity for entrance lighting, exit signs, circulation corridors, fire alarm, electrically operated locks and emergency ventilation equipment.

006.21 Shower Facilities. Each housing unit shall provide access to at least one (1) shower for each twelve (12) inmates or fraction thereof. Showers shall provide hot and cold or tempered running water.

006.22 Inmate Privacy. Inmates' rights to privacy from unauthorized or degrading observation shall be protected without compromising the security and control

of the facility. Privacy screening for all toilet and shower areas which still allows adequate supervision of inmates in those areas should be incorporated into the design.

006.23 Paint. Light, soft-toned washable paint shall be predominantly used for untiled walls and metalwork in the facility. Bright or dark toned accent walls or features are encouraged.

006.24 Hardware. All locks and security hardware shall have the proper security value for the areas in which they are used. The use of padlocks in the place of a security lock on any door or window is prohibited.

007 Community Residential Facilities. In addition to the general conditions, all newly constructed or renovated community residential facilities shall conform to the following requirements:

007.01 Dormitories Dormitory units shall provide a minimum of seventy (70) square feet of floor space per inmate including both sleeping and dayroom areas and shall be equipped with at least one (1) toilet and one (1) wash basin with hot and cold running water for each eight (8) inmates or fraction thereof, one (1) shower, drinking fountain, and mirror for each twelve (12) inmates or fraction thereof, and one (1) bunk for each inmate at rated capacity, and sufficient tables and seating for all inmates at rated capacity.

007.01A Dormitory units shall be designed to hold no more than forty-eight (48) inmates.

007.01B Dormitory units should provide individual partitioned sleeping areas for inmates utilizing partial height screen walls or similar means to accommodate a moderate amount of privacy.

007.02 Program and Indoor Exercise Areas. Adequate space shall be provided for programs, exercise, and recreation for inmates in all community residential facilities. At least one (1) multiple purpose room located near the inmate's housing unit is required. The space available shall be sufficient to accommodate the projected facility capacity, exercise and program offerings, the maximum number of users at any one time, and the requirements of Chapter 7.

007.03 Visitation Areas. Adequate visiting space shall

be provided to accommodate the demand created by the projected number of visitors, visiting schedule, and the requirements of Chapter 8-003.02 These areas may provide for contact visitation.

007.04 Outdoor Exercise Areas. Sufficient outdoor exercise space shall be provided to accommodate the projected facility capacity, the exercise functions for which the space will be utilized, the maximum number of users at any one time and the requirement of Chapter 7, paragraph 003. At least one exercise area of not less than 600 sq. ft. shall be provided.

EFFECTIVE DATE: April 2, 2012