

GEORGIA DEPARTMENT OF CORRECTIONS



Standard Operating Procedures

Policy Name: Facility Design and Space Planning

Policy Number: 410.04

Effective Date: 8/30/2022

Page Number: 1 of 15

Authority:
Commissioner

Originating Division:
Executive Division
(Engineering & Construction
Services)

Access Listing:
Level I: All Access

I. Introduction and Summary:

This policy provides guidance for space planning for new construction, renovations, or additions for detention facilities, administrative offices and training academies planned or administered by the Engineering and Construction Services section of the Georgia Department of Corrections (GDC). Engineering and Construction Services endeavors to meet the highest performance standards for supporting operations of the Georgia Department of Corrections. This policy is specifically targeted to meet the guidelines promulgated by the American Corrections Association.

II. Authority:

- A. GDC Board Rules: 125-2-2.01, 125-2-2.02, 125-2-2.03, 125-2-3-.04, and 125-2-3-.05.
- B. GDC SOPs: 410.05 Capital Planning and 410.06 Mechanical, Electrical, and Plumbing Design Standards.
- C. Georgia Accessibility Code 1997, 2010 US Department of Justice Standards for Accessible Design.
- D. State Properties Commission Policy Letter SPC 04 - Space Management: Assignment of Space, revised December 15, 2016; and
- E. ACA Standards: 2CO-2A-01, 2-CO-2B-01, 2-CO-2B-04, 1-CTA-2A-01, 1-CTA-2B-01, 1-CTA-2B-02, 1-CTA-2B-03, 1-CTA-2C-01, 1-CTA-2D-01, 1-CTA-2D-02, 1-CTA-2D-03, 1-CTA-3E-02, 5-ACI-2A-01, 5-ACI-2A-02, 5-ACI-3A-03, 5-ACI-4A-02, 5-ACI-4A-03, 5-ACI-2B-01, 5-ACI-2B-02, 5-ACI-2B-03, 5-ACI-3B-06, 5-ACI-4B-04, 5-ACI-4B-05, 5-ACI-4B-06, 5-ACI-2C-01, 5-ACI-2C-02, 5-ACI-2C-03, 5-ACI-2C-04, 5-ACI-2C-05, 5-ACI-2C-06, 5-ACI-2C-07, 5-ACI-2C-09, 5-ACI-2C-11, 5-ACI-1D-08, 5-ACI-2D-01, 5-ACI-2D-02, 5-ACI-2D-03, 5-ACI-2D-04, 5-ACI-2D-05, 5-ACI-2D-06, 5-ACI-2D-07, 5-ACI-5D-02, 5-ACI-5D-13, 5-ACI-2E-01, 5-ACI-2E-02, 5-ACI-2E-03, 5-ACI-2E-04, 5-ACI-2E-05, 5-ACI-2E-06, 5-ACI-2E-07, 5-

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ACI-2E-08, 5-ACI-2E-09, 5-ACI-2E-10, 5-ACI-2E-11, 5-ACI-2E-12, 5-ACI-6E-04, 5-ACI-2F-01, 5-ACI-2F-02, 5-ACI-2F-03, 5-ACI-2G-02, and 5-ACI-2G-03.

III. Definitions:

- A. **New Construction** - Facilities or structures which have been modified or completed after January 1, 1990.
- B. **Accreditation Cycle** - Three-year recurrence interval in which facilities are audited for compliance with American Corrections Association guidelines.
- C. **Engineering and Construction Services (ECS)** - Section of the Georgia Department of Corrections that is responsible for Facility design, construction, and maintenance.
- D. **Unencumbered Space** - Usable space that is not encumbered by furnishing or fixtures.
- E. **Single-Occupancy Cell/Room** - Housing space designed for an individual offender. A pregnant offender and her unborn child(ren) may be housed in a Single-Occupancy Cell/Room.

IV. Statement of Policy and Applicable Procedures:

- A. Engineering and Construction Services will use licensed design professionals to ensure all buildings are designed and built to meet the standards listed in this policy and ensure buildings conform to applicable federal, state, and/or local building codes. The review of construction or renovation plans shall include an examination of issues of safety, code compliance, energy efficiency, security, efficiency of operations and compliance to ACA standards.
- B. Facilities will be designed to facilitate personal contact and interaction between staff and offenders/juveniles/residents (renovation, addition, new construction)

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only). Engineering and Construction Services, design professionals and Facilities Division will review plans to ensure design facilitates personal contact and interaction between staff and offenders.

- C. All new facilities will be designed so that public areas shall be accessible and usable by staff and visitors with disabilities. For all existing facilities and facility renovations, reasonable accommodations are made to ensure that all parts of the facility that are accessible to the public shall be accessible and usable by staff and visitors with disabilities.
- 1. Training Academy lighting design plan will be established at minimum to meet Occupational Safety and Health Administration (OSHA) regulation 1926.56, while matching lights with tasks to be performed. Other factors that shall also be considered in determining lighting requirements are interior surface finishes and colors, type and spacing of light sources, outside lighting, and shadows and glare. Lighting minimums for specific areas of the facility unless such would jeopardize the security and/or safety of the area are as follows (measurements are at face level and measured in Foot candles):
 - a. Kitchen: 45.
 - b. Dining Halls: 10-20.
 - c. Conference rooms: 27-40.
 - d. Corridors/stairways: 10-18.
 - e. Classrooms (General): 40-100.
 - f. Classrooms (Lecture): 100-200.
 - g. Training rooms: 45.

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- h. Libraries: 20-50.
- i. Lobbies, Lounge, reception areas: 15-20.
- j. Washrooms: 20.
- k. Storage rooms: 10.
- l. Offices: 50.
- m. Maintenance shops: 10-20; and
- n. Mechanical rooms: 18.

- D. Training Academy mechanical systems controlling indoor air temperatures and comfort levels for work areas and dorms shall be designed to at a minimum meet Occupational Safety and Health Administration (OSHA) 1910.1000. Thermostats in areas with HVAC systems will be set between 68–78-degree Fahrenheit. Air Circulation levels shall be established by OSHA Technical Manual Section III: Chapter 2, V.A.1., 2., 3. and 4., Engineering Recommendations for ventilation.
- E. Training Academies shall be designed, and equipment purchased to at a minimum meet Occupational Safety and Health Administration (OSHA) regulations for noise levels as listed in 1910.95. In cases that standards cannot be met personal protective equipment shall be provided to staff.
- F. All Central Training Academy facilities shall be designed to provide adequate space for administrative, professional, and clerical staff: this space includes offices, conference rooms, storage, and toilet facilities. For new construction, adequate spaces will be planned by building codes and by using space assignment guidelines provided by the State Properties Commission. For existing construction, to the greatest extent possible, space usage will conform to the latest

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guidance for Space Assignment provided by the State Property Commission. Toilet Facilities shall be designed to at a minimum meet OSHA 1910.141 (c) (1) (i).

- G. The institution's potable water source and supply, whether owned and operated by the public water department or the institution, shall be certified by an independent, outside source to be in compliance with jurisdictional laws and regulations. ECS and design professionals shall ensure that water supply and wastewater systems have the capabilities of meeting current and near future needs of the size facility to support all areas of the facility to include drinking water, laundry, food service, bathing, restrooms, firefighting and planned Correctional Industries plants.

All Adult Correctional Facilities will be designed and built to meet the following guidelines:

1. ECS and design professionals will work with Facilities Division to determine the number of cells needed by security level, Facility cells shall be designed to match the security classification of the offender population and to allow staff to complete regular security checks, maintain visual and auditory contact and be aware of unit conditions.
2. Cells/rooms used for housing offenders shall provide at a minimum, 25 square feet of unencumbered space per occupant. At least one dimension of the unencumbered space is no less than seven feet. In determining unencumbered space in the cell or room, the total square footage is obtained, and the square footage of fixtures and equipment is subtracted. Design measurements to meet this standard are obtained by showing a sample cell drawing of each type of cell with all fixtures and equipment in operational position.
3. ECS and design professionals will work with Facilities Division to ensure design of adequate number of Single-Occupancy Cell/Rooms to meet the needs for the following:

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- a. Offenders with severe medical disabilities.
 - b. Offenders suffering from serious mental illness.
 - c. Sexual predators.
 - d. Offenders likely to be exploited or victimized by others; and
 - e. Offenders who have other special needs for single housing.
4. All cells/rooms in which offender is confined for ten or more hours daily shall have the following furnishings at a minimum:
- a. Sleeping surface and mattress a minimum of 12 inches off floor.
 - b. Writing surface and proximate area to sit.
 - c. Adequate storage for clothing and personal items.
5. Each offender confined to a cell/room for less than ten hours daily shall have the following furnishings at a minimum:
- a. Sleeping surface and mattress at least 12 inches off floor.
 - b. Adequate storage for clothes and personal belongings.
6. Segregation housing units shall be designed to provide living conditions that approximate those of the general offender population of the facility. Segregation cells/rooms permit the offenders assigned to them to converse with and be observed by staff members.
7. All cells/rooms in segregation shall provide a minimum of 80 square feet, of

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which 35 square feet is unencumbered space.

8. Offenders with disabilities shall be housed in a manner that provides for their safety and security, providing support necessary for offenders with disabilities to perform self-care and personal hygiene in a reasonably private environment. Housing used by offenders with disabilities shall be designed for their use and provides for integration with other offenders. Programs and services shall be accessible to offenders with disabilities who reside in the facility.
9. Dayrooms with space for varied offender activities shall be situated immediately adjacent to the offender sleeping areas. Dayrooms shall provide sufficient seating and writing surfaces and all furnishings shall be consistent with the custody level of the offenders assigned. Dayrooms shall provide a minimum of 35-square feet of space per offender (exclusive of lavatories, showers, and toilets) for the maximum number of offenders who use the dayroom at one time, and no dayroom shall encompass less than 100 square feet of space (exclusive of lavatories, showers, and toilets).
10. ECS design professionals shall design facilities to ensure offenders shall have access to toilets and hand-washing facilities 24 hours per day and shall be able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas. Toilets shall be provided at a minimum ratio of one (1) for every 12 offenders in male facilities and one (1) for every eight (8) offenders in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with 3 or more offenders shall have a minimum of two (2) toilets. These ratios apply unless national or state building or health codes specify a different ratio.
11. ECS and design professionals shall design facilities to ensure offenders shall have access to operable washbasins with hot and cold running water in the housing units at a minimum ratio of one (1) basin for every 12 occupants, unless national or state building or health codes specify a different ratio.

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12. ECS and design professionals shall design facilities to ensure offenders shall have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every eight offenders, unless national or state building or health codes specify a different ratio. Water for showers shall be thermostatically controlled to temperatures ranging from 100 degrees Fahrenheit to 120 degrees Fahrenheit to ensure the safety of offenders and to promote hygienic practices.
13. Facility lighting design plan will be established at minimum to meet Occupational Safety and Health Administration (OSHA) regulation 1926.56, while matching lights with tasks to be performed. Other factors that shall also be considered in determining lighting requirements are interior surface finishes and colors, type and spacing of light sources, outside lighting, and shadows and glare. Lighting minimums for specific areas of the facility unless such would jeopardize the security and/or safety of the area are:
- a. Offender rooms/cells- 20 Foot candles at desk level.
 - b. All the following measurements are at face level and in measured in Foot candles:
 - 1) Offender grooming area: 20.
 - 2) Kitchen: 45.
 - 3) Dining Halls: 10-20.
 - 4) Conference rooms: 27-40.
 - 5) Corridors/stairways: 10-18.

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- 6) Classrooms (General):40-100.
- 7) Classrooms (Lecture):100-200.
- 8) Training rooms: 45.
- 9) Libraries: 20-50.
- 10) Lobbies, Lounge, reception areas: 15-20.
- 11) Washrooms: 20.
- 12) Storage rooms: 10.
- 13) Office: 50.
- 14) Maintenance shops: 10-20.
- 15) Mechanical rooms: 18.
- 16) Laundry Washing: 20-50; and
- 17) Laundry Press: 50-100.

14. Facilities shall be designed to provide the following natural lighting:

- a. All existing facilities prior to June 1, 2008, must provide all offender rooms/cells access to natural light.
- b. All facilities renovated/or new construction after June 1, 2008, shall provide all offender rooms/cells with access to natural light by means of at least three-square feet of transparent glazing, plus two additional square

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feet of transparent glazing per offender in rooms/cells with three or more offenders.

- c. All facilities renovated/or new construction after June 1, 2014, each dormitory shall provide offenders with access to natural light by means of at least 12 square feet, plus two additional square feet of transparent glazing per offender in the dormitory.
 - d. All new construction after January 1, 1990, all dayrooms shall be designed to provide offenders with access to natural light by means of at least 12 square feet of transparent glazing in the dayroom, plus two additional square feet of transparent glazing per offender whose room/cell is dependent on access to natural light through the dayroom.
15. Offender housing units shall be designed so that noise levels do not exceed 70dba (A scale) during daytime hours and 45dba (A scale) during nighttime hours. Testing must be done annually, with at least one measurement being conducted during daytime and nighttime hours.
16. Both outdoor and covered/enclosed exercise areas for general population offenders shall be provided in sufficient number to ensure that each offender is offered at least one hour of access daily. Use of outdoor areas is preferred but covered/enclosed areas must be available for use in inclement weather. Covered/enclosed exercise areas can be designed for multiple uses as long as the design and furnishings do not interfere with scheduled exercise activities.
- a. The minimum space requirements for exercise areas are as follows:
 - 1) Outdoor exercise areas in facilities where 100 or more offenders utilize one recreation area: 15 square feet per offender for the maximum number offenders expected to use the space at one time, but not less than 1,500 square feet of unencumbered space.

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- 2) Outdoor exercise areas in facilities where less than 100 offenders have unlimited access to an individual recreation area: 15 square feet per offender for the maximum number of offenders expected to use the space at one time, but not less than 750 square feet of unencumbered space.
 - 3) Covered/enclosed exercise areas in facilities where 100 or more offenders utilize one recreation area should have 15 square feet per offender for the maximum number of offenders expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 1,000 square feet of unencumbered space.
 - 4) Covered/enclosed exercise areas in facilities where less than 100 offenders utilize one recreation area should have 15 square feet per offender for the maximum number of offenders expected to use the space at one time, with a minimum ceiling height of 18 feet, but not less than 500 square feet of unencumbered space.
17. Segregation units shall have either outdoor uncovered or outdoor covered exercise areas. The minimum space requirements for outdoor exercise areas for segregation units are as follows:
- a. Group yard modules: 330-square feet of unencumbered space can accommodate two offenders. For each additional 150-square feet of unencumbered space, an additional offender may use the exercise area simultaneously. (Formula: for each 150-square feet of unencumbered space exceeding the base requirement of 180-square feet for the first offender, equals the maximum number of offenders who may use the recreation area space simultaneously). No more than five offenders are to use a group module at one time.
 - b. Individual yard modules: 180-square feet of unencumbered space. In cases where cover is not provided to mitigate the inclement weather, appropriate

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weather-related equipment and attire should be available to the offenders who desire to take advantage of their authorized exercise time.

18. ECS shall consult with Facilities Division on time and security constraints on visitation space and it will be designed to allow enough space to support the normal visitation expectations for the size and security classification of the facility planned. Space and access will be provided for the proper screening and searching of offenders and visitors. Space shall be provided for storage of personal items not allowed in visitation.
19. For renovations and new construction only after January 1, 1990, space for academic and vocational training programs, classrooms shall be designed with consultation with Technical College System of Georgia or educational partner associated with the area to be designed and constructed.
20. Dining halls shall be designed to allow each offender the opportunity to have at least 20 minutes of dining time for each meal. Dining halls shall have tables assigned to meet the requirements of accessibility for offenders with disabilities.
21. There shall be sanitary, temperature-controlled facilities for the storage of all foods. The food preparation area shall include a space for food preparation based on population size, type of food preparation, and methods of meal service.
22. Toilet and wash basin facilities shall be available to food service personnel and offenders near the food preparation area.
23. Adequate space shall be provided for janitorial closets accessible to the living and activity areas. The closets shall be equipped with a sink and cleaning implements.

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24. Space shall be provided in the institution to store and issue clothing, bedding, cleaning supplies, and other items required for daily operations.
25. Space is provided for storing the personal property of offenders safely and securely.
26. Separate and adequate space shall be provided for mechanical and electrical equipment.
27. Space is provided for an offender commissary or canteen.
28. Adequate space shall be provided for administrative, security, professional, and clerical staff; this space includes conference rooms, storage room for records, public lobby, and toilet facilities. For new construction, adequate spaces will be planned by building codes and by using space assignment guidelines provided by the State Properties Commission. For existing construction, to the greatest extent possible, space usage will conform to the latest guidance for Space Assignment provided by the State Property Commission.
29. Training Academy and Detention facilities will be designed to ensure staff needs are met through providing adequate spaces in locations that are convenient for use. Staff will be provided with the following:
 - a. An assigned work area or office space (training academy).
 - b. An area to change clothes and to shower.
 - c. An area, room, and/or employee lounge that offers privacy from offenders and provides space for meals.
 - d. Access to exercise/physical training facilities and equipment.

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- e. Space for training.
 - f. Space for shift change briefings (detention facilities only); and
 - g. Toilets and wash basins that are not used by offenders and meet the requirements of OSHA 1910.141 (c) (1) (i).
30. Facility perimeter fencing, lighting and sally ports will be designed to match the facilities security level. All areas adjacent to the perimeter must have adequate lighting and clearance to be visible at all times.
31. Perimeter security features shall be designed to control pedestrian and vehicle entry into the perimeter only at security-controlled points and sally ports.
32. Facility shall be designed with secure but readily accessible depository outside of offender housing and activity areas for the storage of firearms, chemical agents, and related security items.
33. ECS and design professionals will work with GDC Fire Services staff to ensure fire protection systems and all life safety regulations are designed and place into operation to meet all applicable Federal, State and Local codes. ECS will work with Facilities to get all paperwork and inspections completed to receive the certificate of occupancy for all facilities. GDC Fire Services staff have been designated by the State Fire Marshall authority to inspect and grant certificate of occupancies for all GDC detention facilities. GDC Fire Services staff must approve any variances, exceptions, or equivalencies to Life Safety Standards.
34. ECS will work with Facilities Division to obtain a listing of emergency equipment required for the planned facility during the design phase and determine what must be supported by emergency generators or other sources to ensure continuation of critical operations and offender/staff safety during emergencies.

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V. **Attachments:** None.

VI. **Record Retention of Forms Relevant to this Policy:** None.