- I. Facility Mission/Vision Statement:
- II. Facility Overview (The overview should include the following):
  - a. When the facility was built;
  - b. Official/Operating capacity;
  - c. The physical layout of the prison/facility (Number of buildings/housing units, located on the property);
  - d. The number of staff members assigned to the facility, broken down by departments (this can be obtained from your facility budget report);
  - e. Specialized programming, OJT, Vocational, Educational; and
  - f. Number of details, to include the number of contract details.
- III. Housing Stratification (Offender Housing):
  - a. Explain the demographics of each housing unit:
    - 1. Is it an open dorm, double bunked, triple bunked, etc.: and
    - 2. What is the capacity of the dorm.
  - b. The type of offenders are assigned to the dorm:
    - 1. General Population;
    - 2. Safe housing (PREA Victims/potential victims);
    - 3. Faith and Character dorm;
    - 4. Lifer's dorm;
    - 5. Veteran's dorm;
    - 6. Admissions and Orientation dorm;
    - 7. Mental Health dorms (level I, II, III, IV);
    - 8. Infirmary;
    - 9. Administrative Segregation/TIER (describe TIER levels I, II, III);
    - 10. Food Service workers (am/pm);
    - 11. Over 40 dorm;
    - 12. Honor dorm; or
    - 13. SMHTU.
- IV. STG Coordinator will maintain current gang list by dorm assignments to ensure proper balancing of Security Threat Groups:
- V. Facility Schematic (Outlining each building on the grounds):

Retention Schedule: This template shall be utilized per the SOP, until such time it is revised or becomes obsolete.