

CONSTRUCTION-RENOVATION CRITERIA

The **Construction-Renovation Criteria** outline the physical requirements necessary to achieve compliance with the “Standards for Jail in Ohio”. A wide variety of designs may be capable of satisfying the criteria. The DRC advocates the development of designs which attempt to normalize the jail environment, humanize its image and reduce the potentially negative effects of incarceration. It is emphasized, therefore, that while the **Construction-Renovation Criteria** establish minimum standards which must be met, the DRC encourages planning and design efforts which exceed these criteria. The DRC believes that this type of effort will serve to increase the safety, security and effectiveness of the final product to the benefit of all users, be they Inmates, staff or visitors. To this end, the **Construction-Renovation Criteria** contains design and construction options, identified by *italicized type*. These options are not required for approval, but they are offered for consideration as improvements to the minimum requirements. Options not noted in the Construction-Renovation Criteria that exceed the minimum requirements are also encouraged.

The purpose of the **Construction-Renovation Criteria** is to guide all who are involved in the Planning Approval Process through an objective and comprehensive presentation of design and construction criteria intended to implement the “Standards for Jails in Ohio”. Used in conjunction with the **Construction-Renovation Criteria Checklist**, the **Construction-Renovation Criteria** can aid planners and the DRC staff in making a thorough and objective review of design and construction documents in accordance with Section 5103.18 of the Ohio Revised Code, the “Standards for Jails in Ohio” and established DRC procedures. They are also intended to aid planners, architects and jurisdictions in the development of designs which contribute to the safe, secure and effective operation of a local adult detention facility.

References:

- NIC – National Institute of Corrections**
- AJA – American Jail Association**
- ACA – American Correctional Association**
- CAC – Commission on Accreditation**
- AMA – American Medical Association**
- NFPA – National Fire Protection Association**
- OBC – Ohio Building Code**
- ADAAG – Americans with Disabilities Act Accessibility Guidelines**

Accessibility features need to comply with ADAAG and Chapter 11 of the Ohio Building Code.

PROPOSAL FOR CONSTRUCTION-RENOVATION CRITERIA REVISION

Criteria Number: _____

Classification (circle): Full Service Twelve-Day Twelve-Hour

Proposal is for: _____New Criteria _____Deletion _____Revision

Existing criteria (insert complete criteria as it currently reads):

Proposal (state new/revised criteria as you believe it should appear):

Rationale for revision/deletion/new criteria:

Proposed by: _____ Date: _____
(type or print)

Signature: _____ Title: _____

Agency: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

Forward To: Bureau of Adult Detention
Department of Rehabilitation and Corrections
770 West Broad Street
Columbus, Ohio 43222

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I. SECURITY PERIMETER

There must be a secure boundary which encloses the entire portion of the facility in which Inmates are confined, including any area to which Inmates may have access. Passage through this boundary must be strictly controlled.

- A. Actual contact with the perimeter exterior must be controlled by design or physical barrier in the following manner:
1. The perimeter must be well lighted to permit visual observation and CCTV monitoring of walkways, driveways and other areas permitting access to the building (see XI.A.).
 2. Closed circuit TV must monitor areas of the security perimeter which are accessible (see XI.A.).
 3. Exterior windows which are part of the security perimeter must:
 - a. Have detention framing, minimum 12 gauge securely anchored to the wall with removable stops on the exterior secured with tamper resistant fasteners.
 - b. Have tamper-resistant fasteners for screens, security grillage, etc.
 - c. Allow natural light through a clear glazed area of at least 2.5 square feet (see X.G.).
 - d. Have the glazed area proportionately enlarged to compensate for the clear glazed area being blocked by screening or grillage installed over the window.
 - e. Provide a view that is as normal as possible without jeopardizing security and privacy and without creating view conflicts with the public or other Inmates.
 - f. Have the window sill of ground level windows a minimum of 6'-0" above finished grade if the window is accessible to persons on the outside of the facility(see X.G.2.).
 - g. Be constructed of damage resistant and penetration resistant glazing (see X.F.).
 - h. *Have light tinting to reduce glare.*
 - i. The glazing in a security perimeter shall be 60 minute attack resistant or have a maximum dimension of 5" in one direction.
 4. The exterior walls of the security perimeter must be:

- a. Concrete masonry units (CMUI, grouted and reinforced with steel reinforcing (see X. D.): or
 - b. Reinforced poured concrete (see X. D.): or
 - c. Reinforced precast concrete (see X. D.): or
 - d. Approved pre-engineered steel wall systems that are filled with concrete.
5. When an exterior fence or wall is used for security purposes, it must:
- a. Be securely anchored, mounted and/or installed.
 - b. Be a minimum height of 12'-0" above grade with triple strand barbed wire and minimum of 12" buried.
 - c. Be constructed of materials that are appropriate for the intended function and level of security.
 - d. Be visually monitorable by direct line-of-sight or CCTV (see XI.A.).
 - e. Do not use fence covering, privacy fabric, plastic filler or any other material that will inhibit visual observation or surveillance by staff.
- B. The ingress/egress points of the security perimeter must include:
1. The capability of being controlled and monitored at the central control post both visually and audibly (two-way communication) initialed from either direction in order to prohibit entering or existing the facility by unauthorized personnel.
 2. Temporary weapon locker/depository outside the security perimeter at each entrance to the security perimeter through which staff might pass in the performance of their normal duties.
 3. A security vestibule:
 - a. At each entrance.
 - b. With interlocking doors.
- C. *Approved exceptions are possible for the materials required in I.A. and I.B. for minimum security facilities subject to the mission and programming for the operation of the facility.*

II. CENTRAL CONTROL

There must be a central control post which:

- A. Is equipped to regulate and monitor traffic flow and emergency systems throughout the facility by having:
 - 1. A two-way audio communication capability (intercom) with all Inmate housing, holding, program and service areas. The system must permit either party to initiate contact.
 - 2. A two-way audio communication capability (intercom, radio, telephone, etc.) between all staff posts and traffic areas (e.g., ingress/egress points, corridors, guardwalks, programming and service areas) where a staff person is not within normal conversational hearing distance. The system must permit either party to initiate contact.
 - 3. The capability to monitor facility emergency systems (e.g., alarms, warning systems, suppression systems).
 - 4. The capability of remote unlocking of housing areas, cells and means of egress in emergencies per appropriate applicable codes.
 - 5. The capability to audibly (two-way audio communication) and visually (direct or CCTV) monitor security perimeter points of ingress/egress.
 - 6. The capability of being the sole point of remote control of the security perimeter points of ingress/egress.
- B. Has restrooms in close proximity to and readily accessible by staff. It is recommended that the toilet be within the secured perimeter of Central Control.
- C. Is constructed to prohibit access by unauthorized persons and to protect the safety of assigned staff by having:
 - 1. A secure total perimeter (walls, floor, ceiling) with damage resistant and penetration resistant glazing (see X.A., B., C., D., G., H., I.).
 - 2. A security vestibule if the entrance to the post is from within the security perimeter.
 - 3. Secure ancillary perimeter penetrations such as paper passes and HVAC grills and diffusers.
- D. Include a secure key storage cabinet.
- E. Has a telephone/communications link with outside agencies for emergency use.

- F. Has any separate computer and/or electronic equipment rooms serving the post constructed to prohibit access by unauthorized persons (See II.C.I.; IX.A.4., 5.).
- G. *Is strategically located to maximize required security measures and the efficient use of staff.*

III. **STAFF POSTS**

- A. There must be a booking/intake/reception post to accommodate staff working in the area which:
 - 1. Has staff restrooms available in close proximity and readily accessible to staff.
 - 2. Has staff seating provisions.
 - 3. Has a booking desk/counter with rounded edges/corners.
 - 4. Is located in close proximity to holding cells and permits a direct view of the interior of special holding/detox cells.
 - 5. Has two-way audio communication capability (intercom) with holding cells, central control and other permanent staff posts when the booking/intake/reception staff person is not within normal conversational hearing distance. The system must permit either party to initiate contact.
 - 6. *Has a means by which the staff person(s) working at various locations within the booking/intake/reception area can maintain communications with central control and Inmate holding areas. (By intercom, radio, etc.)*
- B. There must be a minimum of one (1) security staff post per floor with observation or supervision responsibilities limited to 48 Inmates per staff person per shift. This number could be increased to 60 Inmates per staff person per shift where only minimum and medium classifications exist.
 - 1. Posts may be enclosed, secured rooms or they may be open work areas located in or near housing areas with staff seating.
 - 2. Posts shall be located to provide maximum observation of the areas supervised or observed by the post subject to the chosen surveillance/supervision mode (i.e., intermittent, podular remote, direct).
 - 3. Posts must have two-way audio communication (intercom) capability with all Inmate areas (e.g., cells, dayrooms, program and service areas) that are controlled, supervised or utilized by the staff person, and with central control and other physical staff posts where the staff person is not within normal conversational hearing distance. The system must permit either party to initiate contact.

4. Additional staff posts shall be provided as required by inmate needs, inmate classifications, inmate activities, housing configurations and total capacity on each floor.
- C. Staff restroom facilities shall be located in close proximity to staff posts and be readily accessible to staff.
 - D. Posts must be equipped with necessary emergency and security equipment and with secure storage space for all items to be maintained at the post.
 - E. Open work area staff posts must:
 1. Have a means of securing any controls located at the post (e.g., door controls, alarm systems).
 2. Have egress from the housing area controlled by central control.
 - F. Post must be capable of being continuously staffed.

IV. **RECEPTION/RELEASE**

There must be an area for accepting and releasing inmates which:

- A. Is served by a secure vestibule and/or vehicle sallyport that is used exclusively for inmate and staff entry from the outside and:
 1. Provides visual privacy from the general public.
 2. Provides protection from the weather.
 3. Has a pedestrian security vestibule.
 4. Has a temporary weapons locker.
 5. *Should have a vehicle sallyport. It is recommended that it be a drive-thru.*
- B. Is located with direct access from the security vestibule or sallyport in IV.A.
- C. Has the areas to be used for reception/release functions grouped in a distinct area so that circulation patterns of the general facility do not disturb or compromise the functional integrity of this area.
- D. Is equipped with telephone(s) for local and long-distance calls.
- E. Has area(s) for:
 1. Photographs.

2. Fingerprints.
- F. Has a sufficient number of secure holding cells to separate the classifications of inmates as outlined in Section V.B.
- G. Has a minimum of one (1) secure general temporary holding cell for inmates (12 hours maximum holding; see IV.F.). The cells must:
1. Be single or multiple occupancy with:
 - a. A maximum capacity of six (6) occupants.
 - b. A minimum size of 60 net square feet (for one to three occupants).
 - c. 20 net square feet per each additional occupant up to a maximum of 120 net square feet (six occupants).
 2. Provide, for each inmate, seating that is securely mounted and free from burrs and sharp edges (see XI.H.)
 3. Include a toilet, sink and provisions for drinking water (see XI.E.).
 - a. A securely mounted 42"-48" high screen or wall to provide privacy from other cell occupants and from persons outside the cell while permitting staff observation/surveillance (see X.F.).
 - b. Detention quality fixtures.
 - i. *A combination unit is recommended.*
 4. Provide artificial lighting with (see XI.C.):
 - a. 15-20 footcandles measured 30" AFF finish floor.
 - b. A security fixture.
 5. Have view panels in (see X.G., H.):
 - a. The cell door (20" x 24" minimum).
 - b. The cell front or side to facilitate staff observation of the entire cell when staff are close to the cell.
 - i. A full-vision door must be used when cell design prohibits front or side view panels.
 6. Be located in close proximity to the booking/intake/reception post.

7. Have two-way audio communication (intercom) capability with the booking/intake/reception post and with a permanently staffed post (e.g., central control) when a staff person is not within normal conversational hearing distance.
 8. Have two-way audio communication capability with the adjacent corridor that prevents contraband passage yet allows communication at normal conversational level.
- H. Has a minimum of one (1) secure special purpose/detox holding cell (8 hours maximum holding: see IV.F.). The cell(s) must:
1. Be single occupancy.
 2. Be a minimum of 60 net square feet in area.
 3. Contain a concrete slab with radiused or beveled edges for seating and sleeping, and which is a maximum of 8" above finish floor unless the floor is constructed of resilient, impact absorbing materials (see X.E.).
 4. Include a combination toilet, sink and drinking fountain with (see XI.E.):
 - a. A securely mounted 42"-48" high screen or wall to provide privacy from persons outside the cell while permitting staff observation/surveillance (see X.F.).
 - b. A floor drain outside of the cell.
 - c. *A flush-up floor drain in lieu of combination toilet/sink and floor drain outside of cell.*
 5. Provide artificial lighting with (see XI.C.):
 - a. The capability to provide 15-20 footcandles measured at a height of 30" AFF.
 - b. A security fixture.
 6. Provide view panels in (see X.G., H.):
 - a. The cell door (20" x 24" minimum).
 - b. The cell front or side (480 sq. in. minimum, 12" least dimension) to afford staff a good view of the entire interior of the cell from the booking/intake/reception post.
 - i. A full-vision door must be used when cell design prohibits front or side view panels.

7. Have two-way audio communication (intercom) capability with the booking/intake/reception post and with a permanently staffed post (e.g., central control) when a staff person is not within normal conversational hearing distance.
 8. Have two-way audio communication capability with the adjacent corridor that permits communication at normal conversational levels.
 9. Have any resilient, impact absorbing interior cell surfaces approved by fire safety officials, if such surfaces are used.
 10. *Include a food pass in the door to provide the capability to feed inmates or pass items to them without having to open the door.*
- I. *Has a minimum security, open waiting area that is designed for inmates posing minimal behavioral problems. One supervised area may be used for both sexes at the same time.*

If such an area is created, it must:

1. Be located to provide staff supervision but not interfere with booking/intake/reception functions.
 2. Provide a minimum of 15 or 20 net square feet of space per inmate.
 3. Provide seating for each inmate (see XI.H.).
 4. Have a toilet, sink and provisions for drinking water in close proximity (see XI.E.).
 5. *Be located in close proximity to telephones.*
 6. *Have provisions for television viewing.*
- J. Have a shower, toilet and lavatory which is (see XI.E.):
1. Conveniently located within the booking/intake/reception area.
 2. *Is combined with the strip-search and clothing exchange areas (see IV.K.).*
- K. Has private strip-search and clothing exchange area(s).
1. Provide a shower, toilet and lavatory unless the area is combined with or is adjacent to IV.J (see XI.E.).
 2. *Provide seating (see XI.H.).*

3. *Provide storage for jail issued clothing (see XI.G.).*
- L. Has storage areas for (see XI.G.):
1. The secure storage of personal clothing separate from jail issued clothing. Such storage shall have:
 - a. Air circulation to prevent mildew and odors.
 - b. Space for coats and other large items (backpacks, suitcases, boots, etc.).
 2. The secure storage of personal valuables (money, jewelry, etc.).
 3. Records convenient to intake.
 4. Jail property issued to inmates at reception (e.g., mattresses, bedding, hygiene articles, and clothing).
- M. Has non-jail areas and functions located so as to maintain the integrity of the security perimeter.
- N. *Includes the following:*
1. *Housing assignment display board within the booking/intake/reception area*
 2. *Work station for arresting officers.*
 3. *Interview room(s) in area.*
 4. *Breathalyzer area.*
 5. *Photographic processing area.*

V. INMATE CLASSIFICATION

- A. The jail must be designed to provide a sufficient number of acoustically and visually distinct housing units to provide adequate classification and separation.
- B. The classification shall reflect, at a minimum, the separation of the following categories, listed by priority:
 1. Sex (male/female) by sight, touch and out of the range of normal conversation.
 2. Juveniles by sight, touch and out of range of normal conversation unless tried and convicted in an adult court. (See V.B.1)

3. Behavior [i.e., security risk (maximum, medium, minimum)]; special problems (e.g., violent/dangerous, passive, physical/mental handicaps, administrative segregation) by a minimum of touch.
 4. The separation of the following categories should be addressed when design and classification permit:
 - a. Age and prior criminal behavior.
 - b. *Legal status (i.e., pre-arraignment, pre-trial, post-trial).*
 - c. *Felons from misdemeanants.*
- C. *If inmate workers are a designation, provide a separate housing area.*
- D. *If work release inmates are housed in the jail, provide housing separate by touch from the general inmate population.*
- E. *Provide a separate ingress/egress which minimized the possibility of contact between work releasees and other inmates.*
- F. *Housing areas should be designed and arranged to allow for some flexibility in the classification designation of each area to accommodate shifts in the make-up of the inmate population.*
1. *Disciplinary detainees.*
 2. *Inmates with mental health issues.*
 3. *Should consider “swing” units that can be assigned to different population types and needs, i.e., Administrative Segregation, Special Needs Segregation.*

VI. **HOUSING AREA**

- A. Individual housing units must have a capacity of no more than 48 inmates.

Individual housing units of a higher capacity may be considered if direct supervision management is utilized.

1. A security vestibule is required at the entrance to each maximum security unit.
 - a. *A security vestibule should be provided at the entrance to medium and minimum security units.*
 - b. *These security vestibules may be shared by multiple housing units if the design permits.*

2. There must be sufficient means of egress from each unit in order to permit the prompt evacuation of inmates and staff under emergency conditions. Such means must be in accordance with state and local codes (see XII.A.,B., D.).
3. Fire safety equipment must be selected and located in accordance with state and/or local codes and approved by state and/or local fire officials (see IX.C.; XI.F.; XII.A.).
4. There must be lockable storage areas for cleaning supplies and equipment located in close proximity to housing units (see XII.J.).
 - a. These areas shall be used only for storage of nonflammable materials.
 - b. *A Janitor's Closet with a utility sink and a floor drain should be located in close proximity to housing areas.*
5. The staff post shall provide the most maximum view of the day space as possible. It is highly recommended that the staff have direct view of the entire day space.
6. There must be lockable storage areas for any jail-issued items that are stored in close proximity to housing units (see XI.G.).
7. The HVAC system must (see IX.D.):
 - a. Be designed to prevent the transfer of sound between male and female inmates and between adult and juvenile inmates.
 - b. Be designed to maintain air quality to current code requirements (see IX.D.I., 8., 9.).
 - c. Be designed to maintain air temperatures between 68-85 degrees Fahrenheit (20-29.5 degrees Celsius).
 - d. Include a mechanical ventilation system in areas not having natural ventilation.
 - e. Be designed to prevent the spread of airborne contagious disease.
 - f. Be designed to prevent the spread of smoke during a fire.
 - g. Provide proper ventilation of the shower areas.

8. Each housing unit must have a shower (see XI.E.) and that shower must:
 - a. Be designed to prevent water from draining outside of the shower.
 - b. Have an entrance that is observable by staff.
 - c. Provide a minimum of one (1) shower head for every 12 inmates or to meet Local or State building code requirements, whichever is more restrictive.
 - d. Be located in the dayroom or be a part of the housing unit.
 - e. Have the water temperature regulated to prevent scalding.
 - f. *Have safety or break-away clothing/towel hooks (see XI. K.).*
 - g. Include a small drying area outside the shower.
 - h. Both the shower and the drying area should have a view of inmates head and the feet.

- B. There must be a minimum of one (1) dayroom for each housing unit which:
 1. Provides a minimum of 35 net square feet per inmate excluding shower/toilet area(s) and the circulation space in front of the cells. The circulation space shall be defined by the width of the cell doors.
 2. Has a minimum size of 105 net square feet excluding shower/toilet area(s) and the circulation space in front of the cells. The circulation space shall be defined by the width of the cell doors.
 3. Is designed to allow a variety of activities to take place (e.g., reading, TV viewing, table games), indoor exercises (sit-ups, push-ups, etc.) if no indoor recreation room is provided.
 4. Has sufficient seating and tables for the capacity of the housing unit (see XI.H.).
 5. Has seating and tables appropriate for dining if separate dining facilities are not provided (see XI.H.).
 6. Includes television with seating conducive to viewing (see XI.H.).
 7. Has artificial lighting that (see XI.C.):
 - a. Provides 20 footcandles of light at table top height (30" AFF) and in established inmate reading areas.

- b. Includes emergency and exit lighting in accordance with state and/or local codes and as approved by state and/or local building officials (see XII.A.).
 - 8. Provides natural light by the use of exterior windows and/or skylights unless natural light is provided in each individual cell (see **X.G., H.**).
 - 9. Has a toilet, sink (hot and cold water) and drinking fountain which (see **XI.F.**):
 - a. Are sufficiently separated from any dining areas.
 - b. Has the toilet screened by securely mounted privacy wall or screen (see **X.E.**).
 - c. Permits unimpeded access for inmates in the housing unit.
 - d. *Are located in a separate room.*
 - 10. Permits staff to readily observe dayroom from its entrance.

Such observation shall include:

 - a. Areas surrounding the actual entrance to assure safe entry.
 - b. The inmate activity, seating and sleeping areas.
 - 11. Has two-way audio communication (intercom) capability with the staff post supervising the area when a staff person is not stationed within normal conversational hearing distance. A similar two-way audio communication capability shall exist with a permanently staffed post (e.g., central control). The system must permit either party to initiate contact.
 - 12. Has two-way audio communication capability with the adjacent corridor that permits communication at normal conversational levels.
 - 13. Has telephone provisions located to provide reasonable privacy for inmate personal telephone conversations. Video visitation should also be considered.
 - 14. *Has controlled telephone and/or video visitation access.*
 - 15. *Provides natural lighting by the use of exterior windows and/or skylights in Dayroom if not provided in cells. (see **X.G., H.**).*
- C. Single occupancy cells are required for maximum and medium security classifications (see VI.E., Dormitories). These cells must have:

1. A minimum size of 70 net square feet.
2. A minimum ceiling height of 8'-0".
3. Fixtures and furnishings that are appropriate for the security level of inmate housed and include a:
 - a. Toilet (located to provide a reasonable degree of privacy while not compromising security/surveillance), sink with hot and cold water, and provisions for drinking water (see XI.E.).
[5120:1-8-04(F)]
 - b. Securely mounted bed frame (see XI.J.).
 - c. Securely mounted detention mirror.
 - d. *Securely mounted writing desk/seat (see XI.J.).*
 - e. *Securely mounted storage shelves (see XI. G.).*
 - f. *Safety clothing/towel hooks (see XI.K.).*
4. Artificial lighting that includes (see XI.C.):
 - a. Fixtures that are appropriate for the security level housed.
 - b. Twenty (20) footcandles measured at a height of 30" AFF.
 - c. The capability to be reduced during sleeping hours.
5. Natural lighting provided in accordance with I.A.3., unless natural light is provided in dayrooms (see X.G., H.):
6. Doors and frames that (see XI.B., D.):
 - a. Are outswinging or sliding.
 - b. Have all components of a compatible security level (see XI. B., D.)
 - c. Have frames securely anchored or fastened to wall construction.
 - d. Have a view panel in the door with glazing of an appropriate security level (See X.G., H.).
 - e. Have remotely controlled emergency release by central control per Life Safety Code (NFPA 101).

7. A two-way audio communication capability (intercom) with the staff post supervising the cell when a staff person is not stationed within normal conversational hearing distance and a similar capability with a permanently staffed post (e.g., central control). The system must permit either party to initiate contact.
 8. Provisions for a handicapped inmate in at least one (1) male cell and one (1) female cell in accordance with the, Americans with Disabilities Act Accessibility Guidelines (see XII.A., M.).
 9. *Segregation cell specifications for flexibility in the use of the cell (see VI.D.).*
- D. Single occupancy administrative segregation and disciplinary isolation cells are required.

They must:

1. Be designed either as separate housing units, as cells within regular housing units or placed in supervisable locations in the facility.
2. Comprise at least 5% of the total number of housing cells.
3. Have a minimum size of 70 net square feet.
4. Have a minimum ceiling height of 8'-0".
5. Have fixtures and furnishings that are appropriate for the security level of the inmate housed and include:
 - a. Toilet (located to provide reasonable privacy), sink with hot and cold water and provisions for drinking water (see XII. E.).
 - b. Securely mounted bed frame (see XI.J.).
 - c. Securely mounted detention mirror.
 - d. Securely mounted desk (see XI.H.).
 - e. Securely mounted seat (see XI.H.).
 - f. *Safety clothing/towel hooks (see XI.K.).*
6. Have artificial lighting that includes (see XI.C.):
 - a. Fixtures that are appropriate for the security level housed.
 - b. Twenty (20) footcandles measured 30" AFF.

- c. The capability of being reduced during sleeping hours.
 - 7. Have natural lighting provided in cell and/or dayroom.
 - a. Use damage and penetration resistant glazing.
 - 8. Have doors and frames that (see XI.B., D.):
 - a. Are outswinging or sliding.
 - b. Have all components of a compatible security level.
 - c. Have frames securely anchored or fastened to the wall construction.
 - d. Have a view panel in the door with glazing of an appropriate security level (see X.G., H.).
 - e. Have remotely controlled emergency release at central control per Life Safety Code (NFPA 101).
 - f. Have a closeable and lockable food pass.
 - 9. Have two-way audio communication capability (intercom) with the staff post supervising the cell when a staff person is not stationed within normal hearing distance and a similar capability with a permanently staffed post (e.g., central control). The system must permit either party to initiate contact.
 - 10. Be located to maintain the integrity of the classification system.
 - 11. Be located in line of sight of a staff post and/or at a point frequently passed by staff.
 - 12. *Have a view panel in the cell front to afford a good view of the interior of the cell when staff are close to the cell door (see X.G., H.).*
- E. Dormitories may only be used for screened, minimum security inmates (e.g., sentenced misdemeanants, weekenders, work/program release, inmate workers). These housing areas must have:*
- 1. A maximum capacity of 48 inmates.
 - a. *Larger units may be considered with a direct supervision management philosophy.*
 - 2. A minimum of 85 net square feet total living space per inmate (excluding the hygiene area) with:

- a. A minimum of 35 net square feet per inmate for day space as part of the 85 net square feet of total living space.
 - b. Dedicated sleeping areas of 50 net square feet per inmate as part of the 85 net square feet of total living space.
 - c. *Private sleeping areas of 50 net square feet per inmate as part of the 85 net square feet of total living space.*
 - i. Locking mechanism must provide lock-down capability by staff.
 - ii. *Inmates may partially control access to the room if desired.*
3. Fixtures and furnishings that include:
- a. A bed for each inmate (see **XI. J.**).
 - b. Sufficient tables and seats for the capacity of the dorm, appropriate for dining if a separate dining area is not provided (see XI.H.).
 - c. A toilet for every twelve (12) inmates which is (see X.E.) or as required by Local and State building codes, which ever is greater:
 - i. Separate from the dining area.
 - ii. Screened by a privacy wall (see X.E.).
 - iii. *Located in a separate room but must permit unimpeded access for inmates in the dormitory.*
 - d. A minimum of one (1) shower and lavatory for every twelve (12) inmates (see IX.B.4.) or as required by Local and State building codes, which ever is more restrictive.
 - e. Television with seating conducive to viewing (see XI.H.).
 - f. Has telephone provisions located to provide reasonable privacy for inmate personal telephone conversations. Video visitation should also be considered.
 - g. *Additional showers and lavatories in work release and trusty areas to accommodate peak usage (see IX.B.4.).*
 - h. *Has controlled telephone and/or video visitation access.*

4. A minimum of 170 net square feet of floor space with the least dimension being 12'-0" for three (3) single bunks and a maximum occupancy of three (3) inmates.
 5. A minimum of 180 net square feet of floor space with the least dimension being 9'-0" for two (2) stacked bunks and a maximum occupancy of four (4) inmates.
 6. A minimum of 215 net square feet of floor space with the least dimension being 12'-0" for four (4) single bunks and a maximum occupancy of four (4) inmates.
- G. *The facility should have sufficient single occupancy cells in order to accommodate maximum security, segregation and separation needs.*

VII. **PROGRAMMING AREAS**

- A. A visitation area must be included in the facility.
1. There must be non-contact visitation space. *This can also include video visitation.*

This space must:

- a. Have the entry located to permit direct observation and control by staff (e.g., near central control or other permanent staff post).
- b. Keep visitors outside of the security perimeter at all times while keeping the inmate within the security perimeter.
- c. Be designed to prohibit the passage of contraband into the security perimeter.
- d. Have individual visiting stations with spatial definition between the stations.
- e. Have a sufficient number of visitation stations to accommodate minimum visitation needs [i.e., one (1) weekly visit per inmate of at least 30 minutes in length].
- f. Have secure seating for the inmate (see XI.H.).
- g. Have a large security glazed vision panel (minimum 24" x 24") between the inmate and the visitor which enables visual contact during conversation (see X.G.,H.).

- h. Have a telephone communication system or other audio communication system that prevents contraband passage while permitting communication at a normal conversational level.
- i. Be designed with acoustics to permit privacy and normal conversation (see XI.I.).
- j. Enable visits to be visually observed but not heard by staff.
- k. Include artificial lighting that measures a minimum of 20 footcandles at a height of 30" AFF(see XI.C.).
 - 1. Have walls separating the inmate side of visitation from the visitor side of visitation completely extended to a security ceiling or to the roof/floor structure above. Any openings in this wall above a non-security ceiling shall be sealed in a manner which preserves security and prevents penetration (see X.A., B., C.).
- m. Include at least one (1) station that is handicapped accessible according to the requirements of the ADAAG and Ohio ADA (see XII.N.).
- n. *Be adjacent to the public entrance to the facility.*
- o. *Be provided with secured visitor seating (see XI.H.).*
- 2. *If a contact visitation area is provided, it must:*
 - a. Have the entry located to permit direct observation and control by staff (e.g., near central control or other permanent staff post).
 - b. Have seating for both visitor and inmate (see XI.H.).
 - c. Permit staff to visually observe but not hear the visit.
 - d. Have facilities for conducting inmate security searches located in close proximity to the area.
 - e. Have artificial lighting that measures a minimum of 20 footcandles at a height of 30" AFF (see XI.C.).
 - f. Have provisions for visitors and inmates to contact staff.
 - g. *Be located in close proximity to the entrance to the facility.*
 - h. *Have visitors enter the area from outside of the security perimeter.*

3. There must be a confidential/attorney visitation area which:
 - a. Has the entry located to permit direct observation and control by staff.
 - b. Permits inmate and visitor to exchange papers and/or documents.
 - c. Has seating with a table or desk for writing provided for the visitor and inmate (see XI.H.).
 - d. Has artificial lighting that measures a minimum of 20 footcandles at 30" AFF (see XI.C.).
 - e. Enables visits to be visually observed but not heard by staff.
 - f. Has provisions for visitors and inmates to contact staff.
 - g. Is handicapped accessible according to the requirements of the ADAAG and Ohio OBC. (see XII.N.).
 - h. *Is adjacent to the public entrance to the facility.*
 - i. *Permits contact visitation.*
 4. The staff post for visitation areas must be:
 - a. Located to permit direct observation and control of the area.
 - b. Designed to facilitate efficient use of staff (e.g., near a permanent staff post).
 - c. *Designed to allow controlled package passage to staff.*
 5. There must be a public waiting area with:
 - a. Adjacent toilet facilities.
 - b. Drinking fountain and pay telephones.
 - c. Adjacent secure storage for visitor coats, packages, etc.
 - d. Provisions for handicapped accessibility according to the requirements of the ADAAG and OBC (see XII.N.).
- B. There must be a medical area which prohibits access to the area by unauthorized persons but is convenient to inmate housing area(s). The medical area should be subdivided as necessary and must have:

1. Locked storage for:
 - a. Medical equipment.
 - b. Medical supplies.
 - c. Medications, including a refrigeration unit.
 - d. Medical records.
2. Equipment as approved by the jail physician.
3. Restroom facilities that are handicapped accessible in accordance with the ADAAG (see XI.E.; XII.M.).
4. A private exam area.
5. A nurse/physician work station.
6. A telephone to contact medical providers, pharmacies, suppliers and outside agencies.
7. Two-way audio communication capability (intercom) with central control which permits either party to initiate contact.
8. Communication capability with other facility areas as necessary (e.g., staff housing posts).
9. *A shower (see XI. E.; XII. M.)*
10. *A medical/psychological housing unit that:*
 - a. Is readily accessible to medical staff.
 - b. Conforms to the criteria for segregation cells (see VI. D.).
 - c. Has the HVAC system designed to inhibit the spread of contagious disease (see IX.D.).
 - d. Conforms to the criteria for housing units (see VI.).
11. *An inmate waiting area observable by staff (see XI .H.).*
12. *A dental area with facilities and equipment as approved by the Health Authority should be considered.*

- C. There must be a food service area which provides:
1. Adequate space for meal set-up.
 2. Floor drains as required by code and equipment needs.
 3. Locked storage cabinet(s) for knives and other potentially dangerous utensils.
 4. If facility has an in-house food service operation, it must additionally:
 - a. Prohibit access by unauthorized persons.
 - b. Provide adequate fresh, dry, refrigerated and frozen food storage areas.
 - c. Provide adequate space and equipment for meal preparation.
 - d. Provide secure storage for knives and other potentially dangerous utensils.
 - e. Have fire safety equipment (e.g., exhaust hood, fire suppression) as approved by local or state fire officials (see IX.C.; XI.F.).
 - f. Have a work station for food service manager.
 - g. Have record storage.
 - h. Have an exterior delivery/dock service entrance with a security vestibule or vehicle sallyport.
 - i. Have restroom facilities.
 - j. Have washable finishes for walls and floors.
 - k. Have floor drains in required drainage areas.
 - l. Have an audio communication capability with central control.
 - m. Have a telephone to contact food suppliers and other outside agencies.
 1. *Have audio communication capability with other selected areas of the facility.*
- D. There must be a laundry area which provides:
1. Storage for clean and soiled linen.

2. If the facility has an in-house laundry service, it must additionally:
 - a. Limit access by unauthorized persons.
 - b. Have equipment with the capacity for frequent use and for laundering blankets and other bedding, and resident clothing as specified by the Minimum Standards for Jails in Ohio.
 - c. Be well ventilated (see IX.D.).
 - d. Have floor drain(s).
 - e. Have secure storage for laundry supplies and equipment.
 - f. Be located near the service delivery area.
 - g. Have audio communication capability with central control.
 - h. Have view panels in doors and walls to enable staff to observe inmate workers working in the area (see X.G., H.).
 - i. Be designed to minimize noise levels (see XI.I.).
 - j. Have audio communication capabilities with other selected areas of the facility.*
 - k. Have a space for folding clothes.*
 - l. Consider having separate areas for women and/or work release laundry functions.*

- E. Other programming areas (e.g., classrooms, hearing rooms, counseling areas, barber's facilities, library, social services, and religious services) as required by the Minimum Standards and functional programming must:
 1. Have artificial lighting measuring a minimum of 30 footcandles measured at 30" AFF(see XI.C.).
 2. Be located to facilitate access by unauthorized public while maintaining the integrity of the security perimeter.
 3. Be suitable to accommodate inmate numbers and programming requirements when multi-purpose areas are used.
 4. Provide storage areas.
 5. Be designed to control noise levels (see XI.I.).

6. Have view panels in doors and walls to enable staff observation of area(s) (see X.G., H.I.)
7. Have access controlled by staff by doors and locking mechanisms (see XI.B., D.).
8. Have audio communication capability with central control.
9. Be handicapped accessible in accordance with the ADAAG (see XII.M.).
10. *Have audio communication capability with other selected areas of the facility.*

VIII. JAIL ADMINISTRATION AREAS

The facility must have:

- A. Space for administrative offices which are accessible to the public but located to maintain the integrity of the security perimeter. This space shall include:
 1. Office space for the Jail Administrator.
 2. Offices for program staff (e.g., training officer, recreation officer, counselors) as necessitated by staffing requirements and/or the Minimum Standards.
 3. *Office space for the Jail Administrator located within the security perimeter.*
 4. *Office space for the Chief Jailer and/or the Shift Commander located within the security perimeter.*
 5. *Offices for program staff located within the security perimeter.*
- B. Secretarial support area(s).
- C. Record storage space.
- D. Shower and locker room for staff that is located outside of the security perimeter.
- E. Space for staff assembly and training.
 1. *A staff/inmate multi-purpose area may serve these functions provided the security of the facility is not compromised.*

- F. An arsenal located outside of the security perimeter.
- G. Law enforcement functions and spaces located outside the security perimeter.
- H. Miscellaneous storage space.

IX. SYSTEMS

- A. The electrical system must:
 - 1. Comply with the National Electric Code, the National Electrical and Safety Code, the National Fire Protection Association Code and all applicable local, state and federal requirements.
 - 2. Consist of equipment and materials which are new and Underwriter Laboratory labeled.
 - 3. Have an emergency electrical generating system capable of sustaining the facility's security, communication and emergency systems.
 - a. The generator must have automatic switch-over capability.
 - 4. Be protected by security doors and locks for all closets and rooms within the security perimeter which contain system equipment (i.e., panelboards, controllers, switchgear, etc.).
 - 5. Have master controls which are inaccessible to inmates.
 - 6. *Have master cutoff control for each cell and/or other security unit having such service.*
- B. The plumbing system must:
 - 1. Comply with the National Fire Protection Association code, the ANSI Welding Code, the Occupational Safety and Health Administration requirements and all applicable local, state and federal requirements.
 - 2. Have master controls which are inaccessible to inmates.
 - 3. Use a manifold system wherever pipes exceeding 10" in diameter cross under or through the security perimeter.
 - a. No pipe in the system shall exceed 10" in diameter.
 - 4. Have the hot water supply for inmate lavatory/sink and shower facilities regulated to prevent scalding.

5. *Have master water cutoff control for each cell and/or other security unit having such service.*

C. The fire protection system must:

1. Comply with the National Fire Protection Association code and all applicable local, state and federal requirements.
2. Consist of materials and components which are Underwriters' Laboratory listed/Factory Mutual approved as required.
3. Have sprinkler heads, heat and smoke detectors designed, mounted and secured in a manner appropriate for the level of security in the area in which they are located and in a manner to deter inmate tampering.
4. Have extinguishers and remote system components (i.e., manual stations, horns, sensors, panels, monitors, etc.) designed, mounted and secured in a manner appropriate for the level of security in the area in which they are located and in a manner to deter inmate tampering.

D. The HVAC system must:

1. Comply with all applicable local, state and federal codes and regulations as well as National Fire Protection Association and Occupation Safety and Health Administration requirements.
2. Have master controls which are inaccessible to the inmates.
3. Be designed to prevent the transfer of sound between classification areas.
4. Be designed to control the spread of smoke during a fire.
5. Be designed to maintain temperatures in inmate quarters between 68 degrees Fahrenheit and 85 degrees Fahrenheit (20 degrees Celsius to 29.5 degrees Celsius) during daytime hours and not below 60 degrees Fahrenheit (15.5 degrees Celsius) at night.
6. Have security steel bar grilles or security mesh installed inside air ducts whenever the ducts penetrate a security barrier in such a manner that no clear opening exceeds ~~50~~ **80** square inches.
7. Grilles, louvers, vents and screens designed/fabricated in such a manner as to prevent the passage of contraband, inhibit their use during an attempt at suicide and be securely anchored/mounted with tamper-resistant fasteners.
8. Be designed to prevent the spread of airborne contagious diseases.

9. Be designed to maintain air quality within current engineering criteria as defined by all applicable local, state and federal codes and requirements.

X. BUILDING ELEMENTS

- A. Pertain to those areas within the security perimeter to which inmates would have direct access and from which access to the exterior may be gained. Traditional building materials may be used where facility security and safety will not be jeopardized.
- B. Ceilings
 1. Concrete
 2. Reinforced metal lathe.
 - a. Securely anchored to walls.
 - b. Finished with cement plaster.
 - c. Permissible for use in minimum security and other selected areas where appropriate (minimum security, high supervision, direct supervision, etc.).
 3. Metal
 - a. Sound absorbing security aluminum /steel panel or plank, heavy duty steel or aluminum suspension system and tamper resistant concealed and exposed fasteners.
 4. Acoustic tile.
 - a. Non-removable or secured with impact clips in program or other selected areas where appropriate (minimum security, high supervision, direct supervision, etc.).
 5. Height
 - a. Minimum of 8'-0" for hardened ceilings, 10'-0" minimum for acoustical.
- C. Floors
 1. Concrete (sealed, painted or integral color).
 2. Terrazzo
 3. Resilient tile.

4. Carpeted with fire resistant materials in program or other areas where appropriate.
 5. Padded/rubberized (see X.E.).
- D. Security walls
1. Concrete block.
 - a. 8" thick.
 - b. ½" round steel bars reinforcing at 8" on center vertically and horizontally 1st floor only - minimum 8" vertically and ladder-type reinforcing 16" c/c vertically above 1st floor.
 - c. Overlap reinforcing bars a minimum of 18".
 - d. End bars to be adequately anchored at adjoining walls, floors and ceilings.
 - e. Each block cell to be filled solid with 3000 psi grout.
 - f. Extend and anchor to secure ceiling or roof structure.
 2. Reinforced cast-in place concrete.
 - a. Extend and anchor to secure ceiling or roof structure.
 3. Reinforced precast concrete.
 - a. Extend and anchor to secure ceiling or roof structure.
 4. Steel
 - a. Extend and anchor to secure ceiling or roof structure.
- E. Padded/rubberized materials.
1. Waterproof, repairable, durable.
 2. Sufficiently resilient to minimize the possibility of injury.
 3. Meets applicable fire safety requirements.
 4. Approved by appropriate fire safety officials.
- F. Privacy wall.

1. Securely mounted to wall and floor.
2. Height sufficient to permit staff observation while providing minimal inmate privacy (40"-48").
3. Top, edges and corners radiused or beveled to minimize possibility of injury.
4. Materials selected to be compatible with the security level of the area.
5. *Higher partitions in minimum security and other appropriate areas.*

G. Glazing

1. Damage and penetration resistant.
2. Glass clad polycarbonate.
 - a. Polycarbonate laminated between two layers of tempered glass.
 - b. Required for security perimeter and high security internal locations.
3. Polycarbonate
 - a. Single sheet or laminated.
 - b. Use only in closely observed areas where inmate use is intermittent and controlled and where vandalism is of low potential.
4. Glass laminate.
 - a. Use only in selective applications where escape risk is low, vandalism potential is low and staff observation and control is high.
5. *Mar resistant.*

H. Windows

1. Exterior windows of sufficient quantity and size to permit the admittance of natural light.
 - a. At least one dimension of the unreinforced opening shall not exceed 5" unless the appropriate level of attack resistant glazing is used.

2. Exterior window sills to be a minimum of 6'-0" above finish grade if the facility perimeter is accessible to persons outside the facility.
3. Detention framing (12 gauge) and screens, when used, to be secured with tamper resistant fasteners.
4. Framing securely anchored to adjacent walls.
5. Stops to be secured with tamper resistant fasteners.
6. Removable window and view panel stops should not be on inmate side.
7. View panels in door and cells to be of sufficient size to permit staff observation of the entire area.
 - a. View panels located in corridor doors and doors into programming areas where appropriate.
 - b. In cells, maximum security holding areas and other high security/risk area, panels to be a minimum of 180 square inches.
 - c. Panels designed and located in a manner which does not compromise the strength of the door.

I. Finishes

1. Non-flammable (i.e., in accordance with applicable fire safety codes).
2. Non-toxic.
3. Washable
4. Durable
5. Predominantly light-colored.
6. Chosen to control noise levels.

XI. HARDWARE AND ACCESSORIES

A. CCTV

1. Securely mounted.
2. Permitted primarily to monitor perimeter, points of egress, hallways stairwells, sallyports and common areas (e.g., booking areas).

3. Located in a manner which preserves the dignity of the inmates by not permitting the monitoring of shower/toilet areas and clothes changing areas.
4. Located to enable the maximum utilization of each camera.
5. Monitors located so as to prevent viewing by unauthorized persons.

B. Doors/hinges

1. All components (lock, frame, hinges, handles, fasteners, closers, door) to be constructed of materials which are compatible with one another and designed to inhibit their use during an act of suicide.
2. In security areas, must be constructed of materials that are adequate to serve the function for which the door is intended and to maintain the level of security in the area where they are located.
 - a. Secure doors to be minimum 14-gauge steel with 12-gauge concrete-filled steel frames.
3. Doors in inmate occupied areas to be sliding or swing outward.
4. Designed to prevent the operation of one door from interfering with that of another.
5. Fire doors to conform to applicable fire code specifications.

C. Lighting

1. Fixtures must provide the levels of lighting required by the Minimum Standard for Jails in Ohio.
2. Fixtures to be selected for resistance to vandalism, for durability and for conformance to the level of security of the area in which they are used.
3. Lighting levels to be:
 - a. A minimum of 15-20 footcandles in all areas in order to provide for effective security.
 - c. A minimum of 20 footcandles in areas used for reading (e.g., over desks and tables, attorney visitation areas, work stations).

D. Locking devices.

1. Adequate to withstand tampering and forceful entry/exit.
2. Securely mounted to both door and frame.

3. All electronic locking devices to have manual (key) override.
 4. Keying system to augment the security perimeter.
 - a. Designed to minimize the possibility of keys carried in one security zone being used to penetrate other security zones.
 - b. System to be as simple as possible, subject to security requirements, in order to minimize confusion during emergencies.
- E. Plumbing fixtures.
1. Securely mounted and constructed of materials sufficiently durable to meet the requirements of the level of security in the area in which they are being used.
 2. Stainless steel in maximum security areas for ease of maintenance and resistance to vandalism/destruction.
- F. Safety equipment (e.g., intercoms, fire extinguishers, smoke detectors, sprinkler heads, breathing apparatus, first aid kits).
1. Approved by the appropriate organization (e.g., Underwriter Laboratory, Factory Mutual, local and/or state code).
 2. Located to provide for maximum utilization.
 3. Designed, mounted and secured to inhibit inmate tampering.
- G. Storage shelves.
1. Securely anchored with tamper resistant fasteners or mounting systems.
 2. Materials selected for their durability and resistance to vandalism or destruction.
- H. Tables/seats
1. Constructed of materials sufficiently durable to meet the requirements of the level of security for the area in which they are to be used.
 2. Securely anchored with tamper resistant fasteners and anchoring systems.
 3. *Seating height of 18".*

I. Acoustics

1. Materials, hardware and accessories selected to promote the maintenance of acceptable noise levels throughout the facility.
2. Noise levels in inmate housing units shall not exceed 65 dBA.
 - a. Noise levels shall not exceed 45 dBA during sleeping hours.

J. Beds/bunks

1. Designed to accommodate standard mattress dimensions.
2. *Capable of accommodating larger mattresses (e.g., 36"x80").*
3. *Height of 18" above finish floor.*
4. Securely anchored with tamper resistant fasteners and anchoring system.

K. Clothing/towel hooks

1. Designed, constructed and mounted in such a manner as to inhibit removal.
2. Designed, constructed and mounted in such a manner as to inhibit use for attempted suicide.

XII. GENERAL

- A. Plans must conform to and be approved by all building, health and fire safety codes.
 1. Department of Rehabilitation and Corrections criteria which exceed code requirements shall take precedence.
- B. There must be sufficient, secure, inmate retention areas outside of points of emergency egress, or a scheme of internal zoning to provide temporary protection during emergencies, including a final evacuation route.
- C. Access for emergency equipment (e.g., fire hose, stretcher) provided at appropriate entrances.
- D. There must be sufficient means of egress, as required and approved by governing codes, to permit the prompt evacuation of inmates and staff from all areas of the facility during emergency conditions.
- E. Access to security elevators must be controlled by staff.

- F. The facility traffic circulation pattern must facilitate the separation of appropriate inmate classifications.
- G. Primary inmate circulation corridors shall be a minimum width of 5'-0" (8'-0" wide is recommended, if possible).
- H. The arsenal must be located outside of the security perimeter.
- I. Evidence storage must be located outside of the security perimeter.
- J. Storage areas for housekeeping and maintenance equipment and supplies must be of sufficient size and number as to be readily accessible to appropriate areas.
 - 1. Such areas shall be secure and free from potential safety hazards.
- K. Vehicle parking must be located to deter unauthorized persons from entering the security perimeter. If possible, staff parking should be located to prevent direct sight lines from areas where inmates have access.
- L. Loose furnishing (e.g., mattresses, tables, chairs, desks, file cabinets, etc.) must be selected for durability, fire safety performance and the security requirements for the areas where they are used.
- M. Finishes in cells, confinement and holding areas must be non-flammable, non-toxic, washable and predominantly light in color.
- N. Access for the handicapped must be provided throughout the entire facility in accordance with the Americans with Disabilities Act Accessibility Guidelines.
- O. *Cells to have emergency multiple-release capability.*
- P. *When a facility is in close proximity to other criminal justice facilities (e.g., courts) a secure access route to those facilities that is separate from that used by the public, jurors, witnesses, etc. should be considered.*
- Q. *When a facility is remotely located from courts a type of in-house arraignment facility in order to minimize the transportation of inmates should be considered.*