

 <p><b>CD-163000</b></p>	<p><b>NEW MEXICO CORRECTIONS DEPARTMENT</b></p> <p><i>"We commit to the safety and well-being of the people of New Mexico by doing the right thing, always."</i>  <b>Courage Responsibility Ethics Dedication - CREDibly serving the public safety of New Mexico</b></p>	
	<p><b>ISSUE DATE: 01/12/05</b></p> <p><b>EFFECTIVE DATE: 01/12/05</b></p>	<p><b>REVIEWED: 11/28/16</b></p> <p><b>REVISED: 03/09/15</b></p>
	<p><b>TITLE: Physical Plant Requirements</b></p>	

**AUTHORITY:**

Policy *CD-010100*

**REFERENCE:**

- A. ACA Standard 2-CO-2A-01, 2-CO-2A-02, 2-CO-2B-01, 2-CO-2B-02, 2-CO-2B-03 and 2-CO-2B-04, *Standards for the Administration of Correctional Agencies*, 2<sup>nd</sup> Edition.
- B. ACA Standards 4-4123, 4-4125, 4-4127 thru 4-4130, 4-4132, 4-4134 thru 4-4141, 4-4145 thru 4-4147-1, 4-4149 thru 4-4153, 4-4157, 4-4162, 4-4163, 4-4165, 4-4167 thru 4-4169, 4-4278, and 4-4417 thru 4-4419 *Standards for Adult Correctional Institutions*, 4<sup>th</sup> Edition.
- C. ACA Standards 4-APPFS-3D-12, *Performance Based Standards for Adult Probation and Parole Field Services*, 4<sup>th</sup> Edition.
- D. ACA Standards 1-CTA-2A-01, 1-CTA-2B-01, 1-CTA-2B-02, 1-CTA-2B-03 and 1-CTA-2D-01, *Standards for Correctional Training Academies*, 1993.

**PURPOSE:**

To standardize physical plant requirements for existing facilities and new construction and to provide for adequate space to meet all departmental needs.

**APPLICABILITY:**

All correctional facilities and Probation and Parole field offices under the jurisdiction of the New Mexico Corrections Department and facilities contracted to house inmates for the Department.

**FORMS:**

None

**ATTACHMENTS:**

None

**DEFINITIONS:**

None

**POLICY:**

- A. All agency facilities shall meet and conform to appropriate federal, state, and local fire, sanitation, safety, building and health codes. **[2-CO-2A-01] [4-4123] [1-CTA-2A-01]**
- B. All Department facilities shall be inspected by representatives of appropriate governmental agencies at specified intervals and that each report is reviewed and remedial action taken if indicated. **[2-CO-2A-02]**
- C. The physical plant design shall facilitate personal contact and interaction between staff and inmates (*Renovation, Addition, and New Construction only*). **[2-CO-2B-01] [4-4125]**
- D. New correctional institutions being constructed or existing facilities being expanded shall have a needs evaluation study conducted prior to beginning construction. **[2-CO-2B-02]**
- E. All remodeling or additional construction shall have all applicable permits and approvals prior to construction. The facility Manager must be informed in writing of proposed work.
- F. All new facilities shall be planned with the participation from the community in which they are to be located. **[2-CO-2B-03]**
- G. Reasonable accommodation is made to ensure all parts of the institution that are accessible to the public are also accessible and usable by staff and visitors with disabilities. **[2-CO-2B-04]**
- H. The maximum size of a single management unit is variable and is based on the characteristics of its inmate population. The exact size of each management unit is determined by: **[4-4127]**
- The security classification of the inmate occupants (higher security levels require smaller unit size);
  - The ability of staff to complete regular security checks, maintain visual and auditory contact, maintain personal contact and interaction with inmates, and be aware of unit conditions.
- I. Single-cell living units shall not exceed 80 inmates (*New Construction only*). **[4-4128]**
- J. The number of inmates does not exceed maximum allowable inmate population based on the Standards Compliant Bed Capacity (SCBC) formula (See ACA 2010 Supplement, pg 47). **[4-4129]**
- K. Cells/rooms used for housing inmates shall provide at a minimum, twenty-five (25) square feet of unencumbered space per occupant. Unencumbered space is usable space that is not encumbered by furnishings or fixtures. At least one dimension of the unencumbered 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. All fixtures and equipment must be in operational position and must provide the following minimum per person: **[4-4132]**

- Bed.
  - Plumbing fixtures (if inside the cell/room),
  - Desk,
  - Locker,
  - Chair or stool.
- L. Each inmate confined to a cell/room for ten (10) or more hours daily is provided a sleeping area with the following: a sleeping surface and mattress at least twelve (12) inches off of the floor; a writing surface and proximate area to sit; storage for personal items; and adequate storage space for clothes and personal belongings. **[4-4134]**
- M. Each inmate confined to a cell/room for less than ten (10) hours daily is provided a sleeping area with the following: a sleeping surface and mattress at least twelve (12) inches off of the floor; storage for personal items; and adequate storage space for clothes and personal belongings. **[4-4134]**
- N. Dayrooms with space for varied inmate activities are situated immediately adjacent to the inmate sleeping areas. Dayrooms provide a minimum of thirty-five (35) square feet of space per inmate (exclusive of lavatories, showers, and toilets) for the maximum number of inmates who use the dayroom at one time, and no dayroom encompasses less than 100 square feet of space (exclusive of lavatories, showers, and toilets). **[4-4135]**
- O. Dayrooms shall provide sufficient seating and writing surfaces. Dayroom furnishings shall be consistent with the custody level of the inmates assigned. **[4-4136]**
- P. Inmates have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in their cells/sleeping areas. **[4-4137]**
- Q. Toilets are provided at a minimum ratio of one (1) for every twelve (12) inmates in male facilities and one (1) for every eight (8) inmates in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with three (3) or more inmates have a minimum of two (2) toilets. These ratios apply unless national or state building or health codes specify a different ratio. **[4-4137]**
- R. Inmates have access to operable wash basins with hot and cold running water in the housing units at a minimum ratio of one (1) basin for every twelve (12) occupants, unless national or state building or health codes specify a different ratio. **[4-4138]**
- S. Adequate space is provided for janitorial closets accessible to the living and activity areas. The closets are equipped with a sink and cleaning implements. **[4-4162]**
- T. Space is provided in the institution to store and issue clothing, bedding, cleaning supplies, and other items required for daily operation. **[4-4163]**

- U. Inmates have access to operable showers with temperature-controlled hot and cold running water, at a minimum ratio of one shower for every eight inmates, unless national or state building codes specify a different ratio. Water for showers is thermostatically controlled to temperatures ranging from 100° degrees Fahrenheit to 120° Fahrenheit to ensure the safety of inmates and to promote hygienic practices. **[4-4139]**
- V. Segregation housing units provide living conditions that approximate those of the general inmate population; all exceptions are clearly documented. Segregation cells/rooms permit the inmates assigned to them to converse with and be observed by staff members. **[4-4140]**
- W. All cells/rooms in segregation provide a minimum of 80 square feet, of which 35 square feet is unencumbered space. **[4-4141]**
- X. Lighting throughout the facility is determined by the tasks to be performed, interior surface finishes and colors, type and spacing of light sources, outside lighting, and shadows and glare. **[4-4145] [1-CTA-2B-01] [1-CTA-2B-03]**
- Y. Lighting in inmate rooms/cells is at least 20 foot candles at desk level and in personal grooming areas, as documented by an independent, qualified source and is checked at least once per accreditation cycle. **[4-4146]**
- Z. All inmate rooms/cells provide access to natural light. (Existing only.) **[4-4147]**
- AA. All inmate rooms/cells shall provide inmates with access to natural light by means of at least three square feet of transparent glazing, plus two additional square feet of transparent glazing per inmate in rooms/cells with three or more inmates. (Renovation, Addition only) **[4-4147-1]**
- BB. Each dayroom provides inmates 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 glazing per inmate whose room/cell is dependant on access to natural light through the dayroom. (*New Construction Only*) **[4-4149]**
- CC. Noise levels in inmate housing units do not exceed 70dBA (A Scale) in daytime and 45dBA (A Scale) at night. **[4-4150] [1-CTA-2B-03]**
- DD. Noise levels in housing areas (in other words, dayrooms with adjacent cells or dorms) shall not exceed the following (*New Construction Only*) **[4-4150-1]**:
- Unoccupied – 45 dba (A Scale), building service systems shall be on and in normal operating conditions. Mid-frequency average reverberation time (T 60) must be less than one second.
  - Occupied – 70 dba (A Scale), for a minimum of 15 seconds of continuous average measurement in normal operating conditions.

All monitoring shall be conducted in close proximity to the correctional officer's post. If a correctional officer's post is not identified, then monitoring shall be conducted at a location

considered best to monitor housing noise levels. Measurements shall be conducted a minimum of once per accreditation cycle by a qualified source.

- EE. Circulation is at least 15 cubic feet of outside or recirculated filtered air per minute per occupant for cells/rooms, officer stations, and dining areas, as documented by a qualified technician and should be checked not less than once per accreditation cycle. (Accreditation cycle is interpreted as within the past three years.) (*Renovation, Addition, New Construction Only*) **[4-4151]**
- FF. Circulation shall be at least 10 cubic feet of fresh or re-circulated filtered air per minute per occupant for inmate rooms/cells, officer stations, and dining areas, as documented by a qualified technician and should be checked not less than once per accreditation cycle. (Accreditation cycle is interpreted as within the past three years.) (*Existing*) **[4-4152]** **[1-CTA-2B-03]**
- GG. Temperatures in indoor living and work areas shall be appropriate to the summer and winter comfort zone. **[4-4153]** **[1-CTA-2B-02]**
- HH. In institutions offering academic and vocational training programs, classrooms are designed in consultation with school authorities. (*Renovation, Addition, New Construction Only*) **[4-4157]**
- II. Separate and adequate space is provided for mechanical and electrical equipment. **[4-4165]**
- JJ. Adequate space is provided for administrative, security, professional, and clerical staff; this space includes conference rooms, storage room for records, public lobby, and toilet facilities. **[4-4167]** **[1-CTA-2D-01]**
- KK. Staff shall be provided adequate spaces in locations that are convenient for use including; **[4-4168]**
- An area to change clothes and to shower,
  - An area, room, and/or employee lounge that offers privacy from inmates and provides space for meals,
  - Access to exercise/physical training facilities and equipment,
  - Space for training,
  - Space for shift change briefings,
  - Toilets and wash basins that are not used by inmates.
- LL. Reasonable accommodation is made to ensure that all parts of the facility are accessible to the public are accessible and usable by staff and visitors with disabilities. **[4-4169]**
- MM. When male and female inmates are housed in the same facility, separate sleeping quarters but equal access to all available services and programs shall be provided. Neither sex shall be denied opportunities solely on the basis of their smaller number in the population. **[4-4278]**
- NN. Infirmary (LTCU)

1. There are sufficient bathing facilities in the medical housing unit or infirmary area to allow offenders housed there to bathe daily. [4-4417]
2. Offenders have access to operable washbasins with hot and cold running water in the medical housing unit or infirmary area at a minimum ration of one basin for every 12 occupants, unless state or local building or health codes specify a different ratio. [4-4418]
3. Offenders have access to toilets and hand-washing facilities 24 hours per day and are able to use toilet facilities without staff assistance when they are confined in the medical housing unit or in the infirmary area. Toilets are provided at a minimum ratio of 1 for every 12 offenders in male facilities and 1 for every 8 offenders in female facilities. Urinals may be substituted for up to one-half of the toilets in male facilities. All housing units with three or more offenders have a minimum of 2 toilets. These ratios apply unless state or local building or health codes specify a different ration. [4-4419]

OO. Probation and Parole

4. The agency provides adequate facilities for all agency operations. Facility needs are reviewed at least annually. [4-APPFS-3D-12]



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David Jablonski, Acting Secretary of Corrections  
New Mexico Corrections Department

11/28/16

Date