

<p align="center"><b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b></p>	<p align="center">Transmittal # 18-14</p>	<p align="center">Policy #: 7.1</p>
<p>Applicability:  <input type="checkbox"/> All DJJ Staff  <input type="checkbox"/> Administration  <input type="checkbox"/> Community Services  <input checked="" type="checkbox"/> Secure Facilities</p>	<p>Related Standards &amp; References:  Life Safety Code ® Handbook (NFPA, ©2012)  ACA Standards: 3-JDF-2A-01, through 04, 3-JDF-2B-01 through 08, 3-JDF-2C-01 through 12, 3-JDF- 2D-01 through 03, 3-JDF-2E-01, 3-JDF-2E-04 through 10, 3-JDF-2E-13, 3-JDF-2F-01 and 02, 3-JDF-3A-04, 3-JDF-3B-04, 3-JDF-4B-02, 03, 3-JDF-5B-01-1, 3 –JDF-2C-09-1,3-JDF-2C-09-2, 4-JCF-1A-01, 02, 03, 04, 05 through 07, 4-JCF-2A-06, 4-JCF-3A-05, 4-JCF-1B-01, 4-JCF-1B-04, 4-JCF-5B-05, 4-JCF-1C-01, 03,04, 05, 06, 07, 09, 10, 11, 13, 14, 15, 16  DJJ 8.41</p>	
<p>Chapter 7: PHYSICAL PLANT</p>	<p>Effective Date: 7/25/18  Scheduled Review Date: 7/25/19</p>	
<p>Subject: PHYSICAL PLANT REQUIREMENTS</p>	<p>Replaces: 8/1/17  Secure Facilities Division</p>	
<p>Attachments:  None</p>	<p>APPROVED:    <hr/> Avery D. Niles, Commissioner</p>	

**I. POLICY:**

To ensure the health, safety and security of all youth, visitors, and staff, Department of Juvenile Justice secure facilities must comply with all applicable building, health, fire, and safety codes. All interior finishing materials in youth living areas, exit areas, and places of public assembly shall comply with applicable national, state, and local fire safety codes.

**II. DEFINITIONS:**

**Dayroom:** Space for activities that is situated immediately adjacent to the youth sleeping areas and separated from them by a wall.

**Disabled Person:** A person with a mental or physical disability that restricts or alters his/her ability to access facilities in the same manner as the general youth population, visitors, or staff of the facility.

**Environmental Health Standards:** Standards that relate to environmental health, safety, and/or sanitation conditions in a facility or particular area of a facility.

**Interior Finishing Materials:** The exposed interior surfaces of buildings, including fixed or movable walls and partitions, columns, and ceilings, as defined in the National Fire Protection Association’s (NFPA) Life Safety Code® Handbook (NFPA, ©2012).

**Independent Outside Source:** A person qualified by education, training, or experience, with appropriate credentials, who is able to examine a condition or service. This person may not be an employee of the facility being inspected or be in the chain-of-command under any employee at the facility being inspected.

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### III. EXISTING FACILITY REQUIREMENTS:

- A. All buildings operated by the Department must have a Certificate of Occupancy. The facility/office Director must ensure that a copy is maintained on site and posted in clear view.
- B. Any DJJ facility located on the grounds of any other type of correctional facility will be a separate and self-contained facility.
- C. DJJ secure facilities must develop a fire prevention plan that provides for fire alarm systems, fire safety guidelines, drills, testing of equipment, and coordination with the local fire department. (See DJJ 8.41, Fire Safety Program)
- D. Separate and adequate space will be provided for mechanical and electrical equipment.
- E. Any changes to the physical plant (e.g., reversing the swing of a door, changing lock functions, moving/adding walls, etc.) made after the original Certificate of Occupancy was issued will require approval from the State Fire Marshal's Office or his/her designee, such as the DJJ Office of Planning & Preparedness. Documentation of the approval must be maintained at the facility.
- F. A fence must enclose each secure facility and the fence construction will be in such a way that youth remain within the perimeter and staff control access to secure areas.
- G. Sleeping rooms will provide, at a minimum:
  - 1. Single Occupancy;
  - 2. Some degree of privacy with at least 35 unencumbered square feet per occupant;
  - 3. If confinement exceeds 10 hours per day, there are at least 80 square feet per occupant;
  - 4. Sanitation facilities, including access to a toilet, that are available without staff assistance 24 hours a day. Facilities that do not have toilets in individual sleeping rooms will develop an operating procedure to assure that youth can have immediate release from their rooms to use the lavatory facilities;
  - 5. A wash basin with hot and cold running water;
  - 6. 1 Bed in each sleeping room;
  - 7. Natural light; and
  - 8. Temperatures appropriate to weather seasons.
- H. All housing areas will provide, at a minimum:

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1. Lighting of at least 20 foot-candles at desk level and in personal grooming areas;
2. Natural light available from an opening or window that has a view to the outside or from a source within 20 feet of the room;
3. Other lighting which is appropriate to the activities or tasks to be performed in the area;
4. Measurements of lighting will be documented by a qualified source at least once per accreditation cycle (the three-year cycle between audits);
5. One shower with temperature controlled (100°F-120°F) hot and cold running water for every 8 youth;
6. One wash basin with hot and cold running water for every 12 youth;
7. One toilet for every 8 female youth and one toilet for every 12 male youth;
8. Access to a drinking fountain;
9. Heating, ventilation, acoustical, and cooling systems to ensure healthful and comfortable living and working conditions for youth and staff with temperatures appropriate to the weather;
  - a) Circulation is at least 15 cubic feet of outside or recirculated filtered air per minute, per occupant for rooms, housing areas, staff stations, and dining areas;
  - b) Noise levels that do not exceed 70 dBA in daytime and 45 dBA at night; and
  - c) Ventilation systems must be available in the event of a power failure. Temperatures in indoor living and work areas must be appropriate to the weather.
10. Sleeping rooms will have a bunk/ bed bolted to the floor and wall. No loose furniture will be allowed in youth sleeping rooms. The youth will have access to desks, stools, chairs, and storage space for youth clothing and personal belongings in the dayroom and/or program areas in close proximity to sleeping rooms. All youth furniture is detention grade and securely anchored to floors or walls.
11. Building exits that are properly positioned, clearly, distinctly, and permanently marked in order to ensure the timely evacuation of youth and staff in the event of a fire or other emergency;

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12. Two exits in housing areas and places of assembly for 50 or more persons, in accordance with fire codes; and
13. All furniture, including any furniture in sleeping rooms, must meet security requirements, National Fire Protection Association codes, and Life Safety codes.
  - I. Dayrooms should be adjacent to sleeping areas but separated by a floor to ceiling wall. In addition, dayrooms will require:
    1. A minimum of 35 square feet per juvenile for the maximum number of youths who use the dayroom at one time, no dayroom encompasses less than 100 square feet of space (excluding lavatories, showers, and toilets);
    2. Furnishing consistent with the custody level of the juveniles assigned; and
    3. Sufficient seating and writing surfaces.
  - J. Meeting space will be available in or near the living units to allow Community Case Managers and Social Workers to meet with their assigned youth.
  - K. Male and female youth will not occupy the same sleeping room.
  - L. In facilities that house males and females (RYDC), space will be provided for co-educational activities.
  - M. Reasonable accommodations will be made to ensure that all parts of the facility that are accessible to the public, are accessible to and usable by handicapped staff and visitors.
  - N. Disabled youth will be provided with the following:
    1. Housing in a manner that provides for the youth's safety and security;
    2. Rooms or housing units designed for their use to provide integration with other youth;
    3. Programs and services that are modified and/or specifically accessible to them;
    4. Staff members who are appropriately trained to assist youth who cannot otherwise perform basic life functions; and
    5. Education, equipment, and facilities and support necessary to perform self-care and personal hygiene in reasonably private environment.

**IV. NEW FACILITIES, ADDITIONS, AND RENOVATIONS:**

- A. Administrative Planning:

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1. The Department will determine, through a needs evaluation process, if more secure-bed capacity is needed prior to building a new facility or expanding an existing facility.
  2. The site location for a new facility will be determined with participation from the community in which it is to be located.
  3. Secure facilities will be located to facilitate access to community-based services and continued contact between juveniles and their families.
- B. New facilities, additions, and renovations will meet the following requirements:
1. Operate with living units of no more than 16 juveniles each. The facility will not exceed a bed capacity of 150 juveniles.
  2. The physical plant design allows for direct supervision staff office locations to be adjacent to juvenile living units to facilitate personal contact and interaction between staff and juveniles, observe, hear, and respond promptly.
  3. Facilities will be designed and constructed so that youth can be grouped according to a classification plan.
  4. The number of juveniles in a facility will not exceed the facility bed capacity.
  5. Facility design will provide a sufficient number of rooms or living units in an appropriate configuration so that various categories of juveniles can be housed separately.
  6. New facility conformance to applicable federal, state, and/or local fire safety codes shall be documented by the authority having jurisdiction.
  7. Outdoor and indoor recreation areas provide at least 15 square feet of unencumbered space per juvenile for the number of juveniles who may use the space at one time and meet the following criteria:
    - a) Outdoor:
      - Facilities where 100 or more juveniles utilize one recreation area have no less than 1,500 square feet of unencumbered space.
      - Facilities where less than 100 juveniles utilize one recreation area have no less than 750 square feet of unencumbered space.
    - b) Indoor:

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- Facilities where 100 or more juveniles utilize one recreation area have no less than 1,000 square feet of unencumbered space and the maximum ceiling height that can be achieved in the design.
  - Facilities where less than 100 juveniles utilize one recreation area have no less than 500 square feet of unencumbered space and the maximum ceiling height that can be achieved in the design.
8. The total indoor activity area, which includes the gymnasium, multipurpose room, library, arts and crafts room, and all other leisure areas outside the living unit, provides space equivalent to a minimum of 100 square feet per juvenile.
  9. Food Service Space: There should be at least 15 square feet of floor space per person using the dining room or dining area; space is provided for group dining except where security or safety considerations justify otherwise.
  10. Food service areas including kitchen and dining areas meet the following design requirements:
    - a) Toilet and sink facilities are available to food service personnel and juveniles in the vicinity of the food preparation area.
    - b) There should be at least 15 square feet of floor space per youth using the dining area. Space is provided for group dining except where security or safety considerations justify otherwise;
    - c) Adequate space is provided for food preparation based on the population size, type of food preparation, and methods of meal service; and
    - d) There should be provisions for adequate storage and loading areas and garbage disposal.
  11. Security Rooms, except padded safety rooms are equipped with toilet, sink, and security furniture.
  12. Sufficient space will be provided for janitorial closets accessible to the living areas and activity areas. The closets are equipped with a sink, cleaning implements, and a system of ventilation.
  13. Sufficient space should be provided for administrative, security, professional, and clerical staff. This space includes conference rooms, a break room, a storage room for records, a public lobby, and toilet facilities.
  14. School classrooms shall be designed in conformity with local or state educational requirements.

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- C. Potable Water Supply: The potable water supply of each facility and residential program will be tested and approved by an independent source for determination that the water supply complies with jurisdictional laws and regulations.
- D. Construction requirements: Secure facility plans will avoid the presence of architectural barriers to physically disabled persons. Facilities shall be accessible to and usable by disabled residents, staff, and visitors.

**V. LOCAL OPERATING PROCEDURES REQUIRED: YES**

- Facility Director will ensure Maintenance provides weekly documentation of the following:
  - a. Room temperatures to be consistent with ACA requirement of appropriate temperatures to weather conditions.
  - b. Temperature range from the water tank.
  - c. Living unit showers - water temperature to be within 100 and 120 degrees. Temperature to be collected at the point of exit of the shower head.
  - d. Measurement of water temperature in youth rooms (combo unit sinks).