



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #2.500 Facility Staff and Administrative Areas

Page 1 of 4

Authority: Wyoming Statute(s): 25-01-104; 25-01-105. ACA Standard(s): 4-4167; 4-4168; 4-4169; 4-4426-Revised; 2-CO-2B-04- Revised	Effective Date: October 1, 2015 Revision/Review 12/01/14 History: 06/01/14 10/31/13 10/15/12
Cross Reference of Policy:	Summary of Revision/Review: Updates existing policy pursuant to annual review
Supersedes Existing Policy :	
Approved: R.O. Lampert Robert O. Lampert, Director	 9-29-15 Date

REFERENCE

1. ATTACHMENTS– None Noted
2. OTHER – None Noted



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #2.500	Page 2 of 4
		Facility Staff and Administrative Areas

I. PURPOSE

- A. **Requirements for Facility Staff Areas.** The purpose of this policy and procedure is to describe minimum space, furnishing, and other related requirements for various administrative and staff areas of Wyoming Department of Corrections (WDOC) prison facilities.

II. POLICY

- A. **General Policy.** It is the policy of WDOC to ensure that all administrative and staff areas of the institution are functional for their intended purpose, and built and maintained in compliance with applicable standards, particularly those of the American Correctional Association (ACA).

III. DEFINITIONS

- A. **Architectural Barriers Act of 1968:** *(For this policy only.)* The Architectural Barriers Act of 1968 requires that facilities designed, built, altered, or leased with funds supplied by the United States Federal Government be accessible to the public and those with disabilities.
- B. **Facilities Construction and Maintenance Manager:** The staff member assigned to oversee construction and maintenance issues for the Department. Normally, this staff member is assigned to the WDOC Central Office.

IV. PROCEDURE

A. Design and Planning Activity

1. Consistent enforcement of design standards and construction codes shall provide staff with efficient working conditions. Design and planning activity shall focus on incorporating the requirements listed in this policy, and other associated codes, statutes, and standards. Prior to approval of all future projects, the Director, or a designee, shall review relevant plans to certify compliance with this policy.
 - i. The WDOC Safety Managers and the Facilities Constructions and Maintenance Manager shall review proposed construction plans prior to submission to the Director.

B. Administrative Areas



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #2.500	Page 3 of 4
		Facility Staff and Administrative Areas

1. In all WDOC facilities adequate space shall be provided for administrative, security, direct care, professional and clerical staff. This space shall include conference areas, storage room for records, a public lobby, and toilet facilities. (ACA 4-4167, 4-4426- Revised)

C. Staff Areas

1. In all WDOC facilities, staff needs shall be met through providing adequate spaces in locations that are convenient for use. Staff shall be provided with the following (ACA 4-4168):
 - i. An area to change clothes and to shower;
 - ii. An area, room and/or employee lounge that offers privacy from inmates and provides space for meals;
 - a. This area should include vending machines, tables, chairs, microwave ovens, and other items to provide employees with a place to relax while on meals or other breaks.
 - iii. Access to exercise/physical training facilities and equipment, either through a staff training center or through separately scheduled access to inmate recreation facilities;
 - a. The facility may restrict access to staff who have not signed the appropriate facilities use waiver and who are not actively enrolled in the WDOC Wellness Program.
 - iv. Space for training;
 - v. Space for shift-change briefings; and
 - vi. Toilets and washbasins that are not used by inmates.

D. Handicapped Accessibility

1. In all WDOC facilities, reasonable accommodation shall be made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities. (ACA 4-4169; 2-CO-2B-04-R)



WYOMING DEPARTMENT OF CORRECTIONS	Policy and Procedure #2.500	Page 4 of 4
		Facility Staff and Administrative Areas

- i. Public areas of WDOC facilities shall be designed to be consistent with security and safety needs. The design of public areas shall be in compliance with the Architectural Barriers Act of 1968.

E. Safety/Security Considerations

1. All facility design and construction shall consider the safety and security of the type of area being developed. Areas, in which inmates will frequent, shall have windows or security glazing to allow visual observation.
 - i. When designing or acquiring any new facility and in planning any substantial expansion or modification of existing facilities, the agency shall consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect inmates from sexual abuse or other physical harm.
2. Safety consideration shall be given to room layout for egress as well as emergency evacuation in the event of fire, volatile inmate, *etc.*
3. When possible, visual observation including cameras shall be considered during design.
4. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, the agency shall consider how such technology may enhance the agency's ability to protect inmates from sexual abuse or other physical harm.

V. TRAINING POINTS

- A. What should be provided for in administrative areas?
- B. What should be provided for in staff areas?
- C. TRUE/FALSE: Not all public areas of the facility need to be handicapped accessible.