WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure #2.300

Environmental Conditions

Authority: Wyoming Statute(s): 25-1-104; 25-1-105; ACA Standard(s): 4-4145; 4-4146-Revised; 4-4147-Revised; 4-4147-1-R; 4-4147-2 4-4149-Revised; 4-4150-Revised; 4-4151-Revised; 4-4152-Revised; 4-4153-Revised.	**Effective Date:** April 15, 2016 **Revision/Review History:** 04/15/15 04/01/14 04/19/13 12/05/12 **Summary of Revision/Review:** Updates existing policy pursuant to annual review.
Cross Reference of Policy: P&P #3.210, *Comprehensive Safety and Health Program for Correctional Facilities*	**Supersedes Existing Policy :**
Approved: R.O. Lampert — 4-13-16 Robert O. Lampert, Director — Date	

APPROVED FOR INMATE DISTRIBUTION

REFERENCE

1. **ATTACHMENTS– None Noted**

2. **OTHER – None Noted**

I. PURPOSE

A. Requirements for Environmental Conditions. The purpose of this policy and procedure is to describe minimum requirements for environmental conditions, such as lighting, air quality, temperature, and noise levels in Wyoming Department of Corrections (WDOC) facilities, to preserve the health and well-being of inmates and staff members and to promote institutional order and security.

II. POLICY

A. General Policy. It is the policy of the WDOC to ensure that all areas of the institution are operated in an environment that complies with applicable national standards, particularly those of the American Correctional Association (ACA).

III. DEFINITIONS

A. A-Scale: A standardized scale for monitoring noise levels in a particular area.

B. Accreditation Cycle: (*For this policy only*.) The words "Accreditation cycle" are interpreted as within the past three (3) years.

C. Air Flow Quality: (*For this policy only*.) A measure of air flow, either filtered mechanical air or outside air, or a mixture of outside and re-circulated air, provided in cells/rooms, officer stations, and dining areas.

D. Decibel (dba): A unit used to measure the volume/intensity of sound. A zero-decibel reference is stipulated to be the lowest level audible to the human ear; the speaking voice of most people ranges from forty-five (45) to seventy-five (75) decibels; and the average pain level is one hundred thirty (130) decibels.

E. Footcandle: A unit of measurement of light equal to the amount of direct light thrown by one international candle on a surface one foot away.

F. Lighting Levels: The level of light as measured by means of a portable, calibrated light meter (in footcandles).

G. Glazing: (*For this policy only*.) Panes or sheets of see through materials, (*e.g.*, glass, Lexan, Plexiglas, *etc*.) set in frames, as in windows, doors, or mirrors.

H. **Noise Levels:** The total energy of sound, both in background ambient sound levels, and single event noise levels, measured during a ten (10) second test.

I. **Qualified Source:** (*For this policy only.*) A person whose training, education, and/or experience specifically qualifies him or her to do the job indicated in the standard.

J. **WDOC Safety Manager:** Qualified staff member/s assigned to conduct safety inspections throughout the Department.

IV. PROCEDURE

A. **Enforcement of Design.** WDOC shall adhere to design standards and constructions codes with regard to environmental conditions as such significantly influence the overall effectiveness of institutional operations.

1. Consistent enforcement of design standards and construction codes provides inmates and staff with a proper environment in which to live and work.

B. **Design Considerations.** General design considerations for all WDOC facilities will include the following areas:

1. **Lighting**

i. Lighting throughout the facility shall be determined by the tasks to be performed, interior surface finishes and colors, type and spacing of light sources, outside lighting, and shadows and glare. (ACA 4-4145).

a. The establishment and maintenance of these levels shall be documented in required annual inspections, and a record of the inspections shall be maintained by the WDOC Safety Managers. Testing shall be conducted by a qualified source.

b. Each facility shall be inspected in accordance with WDOC Policy and Procedure #3.210, *Comprehensive Safety and Health Program for Correctional Facilities*.

ii. In all existing facilities, inmate rooms/cells shall provide access to natural light. (ACA 4-4147 - Revised)

iii. In all new construction, renovations, and additions (after June 1, 2008), inmate rooms/cells shall provide inmates with access to natural light by means of at least three (3) square feet of transparent glazing, plus two (2) additional square feet of transparent glazing per inmate in rooms/cells with three (3) or more inmates. (ACA 4-4147-1-R)

iv. In all new constructions or renovations (after June 1, 2008), each dormitory provides inmates with access to natural light by means of at least twelve (12) square feet, plus two (2) additional square feet of transparent glazing per inmate in the dormitory. (ACA 4-4147-2)

v. Lighting in inmate rooms/cells shall be at least twenty (20) footcandles at desk level and in personal grooming areas, as documented by a qualified source, and shall be checked at least once per accreditation cycle. (ACA 4-4146-Revised)

a. Measurement at desk level shall be performed by placing the light meter directly on the desktop and documenting the meter reading.

b. Light readings shall be recorded only after turning on all properly functioning, permanently hard-wired lighting in that particular cell or room. At facilities that issue additional desk lamps to all offenders arriving at the facility, the lamps may also be turned to the "on" position before recording the light reading. At facilities that do not issue desk lamps to all offenders, these optional, auxiliary desk lamps in a cell or room, shall not be turned on during the light level reading.

vi. In newly constructed facilities (only after January 1, 1990), each dayroom area shall provide inmates with access to natural light by the means of at least twelve (12) square feet of transparent glazing in the dayroom, plus two (2) additional square feet of transparent glazing per inmate whose room/cell is dependent on access to natural light through the dayroom. (ACA 4-4149-Revised)

2. Noise Levels

i. Noise levels in WDOC inmate housing units shall not exceed seventy (70) decibels (A Scale). Measurements shall be conducted annually by a qualified source with at least one measurement

taking place during night time and one measurement taking place during day time. (ACA 4-4150-Revised)

a. When an offender is physically located inside his/her housing unit, he/she may generally seek the comfort and solitude of his/her assigned cell or room at regular intervals or at will. For this reason, measuring of noise levels within the housing units may be done in offender cells/rooms.

(1) It is generally recognized that all allowable offender appliances may be turned to the "off" position at will by the offender; therefore, during the noise level measuring within offender cells/rooms, levels of measuring shall be conducted by turning off all offender appliances within the cell/room.

(2) Night time noise level readings shall be done starting at 10:30 p.m., or after the last evening count clears.

(3) Noise levels will be taken at random times at least annually to ensure an accurate reflection of noise levels.

3. Air Circulation/Temperatures

i. In new construction, additions, and renovations (only after January 1, 1990), there shall be circulation of at least fifteen (15) cubic feet of outside or re-circulated filtered air per minute per occupant for cells/rooms, officer stations, and dining areas, as documented by a qualified source and shall be checked no less than once per accreditation cycle. (ACA 4-4151- Revised)

a. Mechanical ventilation may provide for recirculation of outside air except where prohibited by codes. The outside air requirements may be reduced to a minimum of thirty-three percent (33%) of the specified ventilated air quality if adequate temperature control is provided in addition to filtering equipment so that the maximum concentration of particles entering the space is reduced to acceptable limits. In no case should the outdoor air quantity be less than five (5) cubic feet per minute per person.

ii. In existing facilities, there shall be circulation of at least ten (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 shall be checked not less than once per accreditation cycle. (ACA 4-4152 - Revised)

a. Those WDOC facilities or portions of facilities whose original design do not meet the above standard, including those facilities or portions of facilities that lack circulated air systems, are exempted from the above stated requirement. Consideration shall be given to improving air quality to meet this standard when any renovation to the facility is made, provided funding is available and appropriated for such renovation.

iii. Air circulations tests shall be conducted at least annually using a hood air flow meter or other appropriate equipment.

a. WDOC Safety Managers shall maintain the documentation for a period no less than the current accreditation cycle.

iv. Emergency backup systems for ventilation may be used in the event of a power failure.

v. Temperatures in indoor living and work areas shall be maintained at levels that are appropriate to summer and winter comfort zones. (ACA 4-4153 - Revised)

a. Temperatures shall be tested within the housing areas at least annually by a qualified source.

b. WDOC Safety Managers shall maintain the documentation of this testing for a period no less than the current accreditation cycle.

vi. Negative pressure cells shall be checked annually to ensure proper operation.

a. WDOC Safety Managers shall maintain the documentation for a period no less than the current accreditation cycle.

C. Records of Compliance

1. All facility environmental features, and all renovation and construction that affects such features, shall conform to applicable federal, state, and local building codes. In those areas where a license or permit is not issued for specific construction or renovation, letters or certificates of compliance

with applicable codes shall be obtained and kept on file by the applicable WDOC Facilities Manager.

V. TRAINING POINTS

A. How long is an accreditation cycle?

B. TRUE OR FALSE: Lighting factors will not be taken into account when constructing the interior design or a facility.

C. TRUE OR FALSE: All inmate rooms/cells will provide inmates with access to natural light.

D. What is the acceptable noise level in WDOC inmate housing units?

E. Where does noise monitoring take place?

F. How often will air circulation occur in both existing and new/renovated facilities?