

## CHAPTER 30

### REGULATIONS FOR APPROVING JUVENILE RESIDENTIAL FACILITIES AND FOR STATE REIMBURSEMENT OF LOCAL JUVENILE RESIDENTIAL FACILITY COSTS

REVISIONS AS OF September 6, 2002

#### Research and Practice References

60 Am Jur 2d, Penal and Correctional Institutions §§152, 185 (segregation of youthful offenders), 188, 193, 211 (foster care of minors), 216, 219 (cost of incarceration of minors), 230 (reformatories, generally),

#### Part I

##### General Information

6VAC35-30-10. Introduction.

The state Board of ~~Youth and Family Services~~ Juvenile Justice is charged by Code of Virginia § 16.1-309.5 with the responsibility for approving all requests from localities for financial assistance relative to the ~~development and operation of new programs and services; for purchase of property; and for~~ construction, enlargement, ~~or~~ renovation, purchase or rental of detention homes, group homes or other residential care facilities for children; whether publicly or privately constructed.

The Department of ~~Youth and Family Services~~ exercises oversight responsibility in the establishment and maintenance of programs, services and residential care facilities for children, as provided in Code of Virginia §§ 16.1-309.9(C) and 16.1-322.1.1.

The Office of Capital Outlay Management within the Department of ~~Youth and Family Services~~ is responsible for architectural and engineering review of residential care facilities which are constructed, enlarged or renovated, ~~and reimbursed with state funds~~ with the intention of housing juveniles in accordance with Code of Virginia §§ 16.1-249, 16.1-309.3 or 66-13.

Code of Virginia § 16.1-309.5.C. requires that the Governor approve the plans and specifications of construction projects governed by this regulation. ~~Approval of projects for which state funding is requested is vested by the Governor in the Office of the Secretary of Public Safety.~~ Such projects are best accomplished as a cooperative venture between a locality and the Department of ~~Youth and Family Services~~. Using standards promulgated by the Board of Youth and Family Services (BYFS) approved and those published by the American Correctional Association (ACA) standards and working together as partners from project planning to project implementation, the locality and the department ensure that an optimum number of children are provided high quality services at a minimum cost to the locality and to the Commonwealth.

As a basis for this regulation:

1. The Virginia Public Procurement Act applies generally to every public body in the Commonwealth which §11-37 of the Code of Virginia defines to include any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee,

institution, board or political subdivision created by law to exercise some sovereign power or to perform some governmental duty. Therefore, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, current edition, will apply when construction of juvenile facilities is reimbursed by state funds.

2. The Agency Procurement and Surplus Property manual incorporates the Commonwealth of Virginia ~~Capital Outlay manual~~ Construction and Professional Services Manual for Agencies for ~~policy and guidelines for guidance in managing~~ Capital Outlay Projects. Generally, construction or renovation of juvenile facilities would constitute Capital Outlay. The Department of ~~Youth and Family Services~~ shall therefore apply the Commonwealth of Virginia ~~Capital Outlay manual~~ Construction and Professional Services Manual for Agencies, current edition, whenever reimbursement with state funds is requested. Special emphasis on Chapters V, VIII, and X shall be considered whenever reimbursement is requested.

3. The Department of ~~Youth and Family Services~~ does not intend to replace or relieve responsibilities of the architectural and engineering firms and applicable regulatory authorities (i.e., Building Official, State Fire Marshal, etc.).

Consistent with state law and the authority delegated by the Governor, the Department of Juvenile Justice will review local facility construction projects and make ~~For the purposes of this chapter and reimbursement recommendations to the Secretary and the Governor, the Department of Youth and Family Services (DYFS) or its designee shall be the reviewing authority.~~

## Part II

### Definitions and Legal Basis

6VAC35-30-20. Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:

~~"ACA" means American Correctional Association.~~ [The term will be spelled out completely whenever used in this regulation.]

"Architectural/Engineering (A/E) services" means an individual or firm that is licensed by the Virginia Department of Commerce to provide professional services appropriate for the specific project, and is hired by the owner to provide those specific services for the project.

"Area allowance per bed" means the gross square footage of the facility divided by the facility's design capacity. [NOTE: THIS REPLACES THE DEFINITION OF 'OPERATING CAPACITY.']

"Board" means the Virginia Board of ~~Youth and Family Services~~ Juvenile Justice.

"Board ~~approved~~ standards" means standards ~~approved~~ promulgated by the Board of ~~Youth and Family Services~~ Juvenile Justice. These standards include:

1. Chapter ~~50 of Title 6 (6VAC35-50-10 et seq.)~~ 10 of Title 22 (22 VAC 42-10-10 et seq.), Standards for Interdepartmental Regulation of Residential Facilities for Children; and

~~2. Chapter 100 of Title 6 (6VAC35-100-10 et seq.), Standards for Secure Detention; and 140 of Title 6 (6 vac 35-140-10 et seq.), Standards for Juvenile Residential Facilities.~~

~~3. Chapter 40 of Title 6 (6VAC35-40-10 et seq.), Standards for Predispositional and Post-Dispositional Group Homes.~~

~~"Department of DYFS"~~ means the Department of ~~Youth and Family Services~~ Juvenile Justice.

"Enlargement" or "Expansion" means to expand an existing local facility by constructing additional areas.

"Furnishings and equipment" means built-in equipment or fixtures normally included in a structure at the time of construction.

"Local facility" means a juvenile residential facility intended to house primarily juveniles who are before intake on complaints or before the court on petitions alleging that the juvenile is a child in need of services, child in need of supervision, or delinquent, and which is owned, maintained, or operated by any political subdivision or combination of political subdivisions of the Commonwealth, or a privately owned or operated juvenile residential facility which has contracted with any political subdivision or combination of political subdivisions of the Commonwealth.

~~"Locality's Sponsor's~~ representative" means an individual who is licensed by the Virginia Department of Commerce as an architect or engineer.

"Needs assessment" means an evaluation of trends and factors at the local or regional level which may affect current and future local facility needs, and the assessment of local facilities and nonresidential programs available to meet such needs.

"New construction" means to erect a new local facility or replace an outdated existing local facility.

~~"Operating capacity" means operating capacity as established by the Department of Youth and Family Services, based on "per bed area allowances." 6VAC35-30-60 C 2. [The term is not used in the regulation; SEE NEW DEFINITION FOR 'AREA ALLOWANCE PER BED.']~~

"Planning study" means an overall description of a proposed project consisting of new construction, renovation of existing facilities, or both, including projected building and operating costs.

~~"Procedures" means the Department of Youth and Family Services Juvenile Justice Step-By-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation Reimbursement for Local Facility Construction, Enlargement, Renovation, and Operating Funds, and for the Development and Operation of New Programs.~~

"Project" means any proposed or actual new construction, renovation, enlargement or expansion of a juvenile residential facility that is or will be subject to approval by the Department or regulation by the Board, whether or not the sponsor is seeking reimbursement from the Commonwealth.

"Renovation" means altering or otherwise modifying an existing local facility or piece of stationary equipment for the purpose of modernizing or changing its use or capability, including security upgrades. Renovation does not include routine maintenance. Renovation renders the facility, item or area superior to the original.

"Replacement" means constructing a local facility in place of a like local facility or purchasing equipment to replace stationary equipment which cannot be economically renovated or repaired.

~~"Reviewing authority" means the department, division or agency to which the Governor has delegated authority to act in his behalf in reviewing local facility construction projects for reimbursement approval.~~ [This definition is replaced by the rewritten final paragraph of 6 VAC 35-30-10.]

"Routine maintenance" means the normal and usual type of repair or replacement necessary as the result of periodic maintenance inspections or normal wear and tear of a local facility or equipment.

"Sponsor" means a county, city, commission or any combination thereof, or any private entity under contract or arrangement with any county, city, commission or any combination thereof, that is building, renovating, expanding or operating a locality, or proposing to do so.

"Substantive change" means user generated design changes affecting operational and functional performance of the facility.

6VAC35-30-30. Legal basis.

A. This chapter has been promulgated by the board to carry out the provisions of §§16.1-313 16.1-309.5, 16.1-309.9 and 16.1-322.5 through 16.1-322.7 of the Code of Virginia. This chapter:

1. Serves as a guideline in evaluating requests for reimbursement of local facility construction costs;
2. Includes criteria to assess need and establish priorities;
3. Ensures the fair and equitable distribution of state funds provided for reimbursing local facility construction costs; and
4. Provides criteria for private construction of detention or other residential facilities.

B. The board is authorized to promulgate regulations pursuant to §66-10 of the Code of Virginia.

C. This chapter provides a basis for the Department's approval, pursuant to Code of Virginia Section 16.1-249 A (3) and (4), of facilities in which juveniles may be detained pending a court hearing.

## Reimbursement Request Procedures

### 6 VAC 35-30-35. Procedures for project approval.

The Department shall publish guidelines governing the sponsors' submission of projects for review by the Department, the Department's procedures for evaluating project proposals, the process for resolving differences between the sponsor and the Department, and the procedure for submitting the project proposal to the Board, along with any issues that could not be resolved between the Department and the sponsor.

### 6 VAC 35-30-40. Reimbursement request.

~~A.~~ Requests for reimbursement shall be submitted as follows:

1. ~~Requests for reimbursement shall be approved by the board by June 1 of each year for inclusion in the department's budget request to the Governor and consideration during the next General Assembly session.~~ Annually, the Department shall publish a schedule detailing the dates by which sponsors must submit materials required in connection with requests for reimbursement, and the dates by which the Board must approve requests in order to meet deadlines required by the applicable authorities. ~~Unless the Director approves an exemption, incomplete submissions, or submissions not received by the department prior to or on April 1 the published deadlines, will not be submitted to the board for inclusion in the department's budget request or other applicable authority during the current review cycle.~~

2. The first submission by the locality sponsor shall be a needs assessment developed in accordance with Department procedures. If the Board approves the needs assessment, the matter shall be referred to the Governor or his designee Secretary of Public Safety for approval. With the approval of the Board and the Secretary ~~When the project is approved,~~ the sponsor will be authorized to proceed to the planning study stage for the project. ~~direct a letter to the department requesting the board to recommend to the Governor reimbursement for construction, enlargement or renovation. The letter shall be accompanied by the information required by subsection B.~~

3. The next submission to the Board shall be the completed planning study, including architectural and engineering drawings at the 15% complete stage and an estimate of the total cost of the project including operating costs, and the amount of reimbursement requested. Requests for regional facilities shall also include a copy of the agreement between the participating localities including the allocation of financial and operational responsibilities. In reviewing the request, the Board will apply the criteria outlined in 6VAC35-30-60. If the Board approves the planning study, it shall recommend the amount of state reimbursement for the project and refer the matter to the Secretary of Public Safety-Governor or his designee- for approval.

~~3. The department shall submit the completed request for reimbursement to the board for review and approval by the second board meeting or within 60 days following submission by the locality.~~

~~B. Requests for reimbursement of local facility construction, enlargement or renovation costs shall be accompanied by:~~

- ~~1. A needs assessment as specified in the procedures;~~
- ~~2. A resolution from the locality or localities requesting reimbursement;~~
- ~~3. An estimate of the reimbursement amount being requested;~~
- ~~4. A planning study as specified in the procedures; and~~
5. Requests for regional facilities shall also include a copy of the agreement between the participating localities including the allocation of financial and operational responsibilities.

6VAC35-30-50. Preliminary review of needs assessment.

~~Localities wishing~~ Sponsors may request a review of their needs assessment prior to formally submitting a reimbursement request ~~may submit only the needs assessment as specified in 6VAC35-30-40 B~~. Upon review of the needs assessment, the board will notify the ~~locality or localities~~ sponsor as to whether it appears to the board that they are ready to proceed with the formal reimbursement request.

6VAC35-30-60. Criteria for board funding recommendation.

A. Demonstrated need. The board will evaluate the need for the project as demonstrated by the information provided in the Needs Assessment and Planning Study.

B. Operational cost efficiency. The board shall take into consideration the operational cost efficiency of the interior design of the facility with special concern for the number of staff required, functional layout, material selection and energy efficiency, with special emphasis on meeting the needs of youth and the mission of the facility. Design of the program facility shall meet the standards of the board and ~~ACA~~ shall take into account the standards published by the American Correctional Association and the Department's Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities.

C. Construction cost. Construction economy shall be reviewed in relation to the adjusted median cost of local facilities. The adjusted median cost of local facilities will be calculated by the department as a per bed cost using the following procedure:

1. A cost per square foot base figure will be the national median square-foot cost for jails (location factor applied), published in the latest edition of "Means Facilities Cost Data" published by R. S. Means Company, Inc. The "Means Facilities Cost Data" takes into consideration the "location factor" which is the materials and labor cost differential specific to a geographical location;
2. The adjusted square-foot costs will be converted to per-bed costs using per-bed area allowances based on the average gross square footage of actual and proposed local facilities in Virginia; the area allowances must be in accordance with all applicable codes and standards, and shall take into account the Department's Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, according to the following formula:

National cost per square foot (Means)

X Location Factor (Means)

X Area allowance per bed (maximum ~~900~~ 600 sq. ft. per bed)

= Adjusted median construction cost of local facility;

3. The total project cost will include:

a. Construction (subdivision C 2 above);

b. Site and utilities (Means);

c. Architectural and engineering (Virginia ~~Capital Outlay Manual~~ Construction and Professional Services Manual for Agencies);

~~d. Furnishings and equipment (as itemized);~~

~~e. d.~~ d. Project inspection (Virginia ~~Capital Outlay Manual~~ Construction and Professional Services Manual for Agencies );

~~f. e.~~ e. Contingency (3.0% of the cost of construction and site utilities);

~~g. f.~~ f. Property purchased specifically for this facility; and

~~h. Other.~~ g. Furnishings and equipment as provided for in the Board's "funding formula."

D. Phased reimbursement of projects. When ~~localities wish a sponsor formally requests~~, at the time the planning study is submitted, to meet the requirements outlined in the needs assessment receive portions of the total project reimbursement based upon completion of the project in phases, the board may approve reimbursement based on the total estimated cost of the project as if it were to be completed as a single endeavor; however, reimbursement will be in amounts proportional to the phases of construction and payment will be made only as each approved phase is completed and that portion of the building is placed in service.

6VAC35-30-70. Funding priorities.

A. The following criteria, as determined by the needs assessment shall serve as a guide for determining the level of priority given to requests for reimbursement:

1. New construction or renovation is needed because the existing facility is closed by the court, the Board of ~~Youth and Family Services~~ Juvenile Justice or the local governing authority due to its failure to meet state or local operating standards or to adequately satisfy the physical plant considerations as detailed in the Department's Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities;

2. An unsafe physical plant which fails to meet life, health, safety standards, or a court-ordered renovation, expansion, or new construction;

3. Replacement or renovation of bedspace lost due to fire, earthquake or other disaster;

4. An existing local facility is experiencing overcrowding which is expected to continue based on

population forecasts;

5. A locality with no existing local facility;

6. An addition to or renovation of support facilities;

7. Phased projects; and

8. Cost overruns.

B. Regional projects. The board will ordinarily give preference to requests for reimbursement for regionalized local facilities. Regionalized local facilities shall normally serve three or more localities as determined by the needs assessment.

6VAC35-30-80. Board recommendations to the Governor.

A. The department will ~~direct a letter to the locality notifying the governing body~~ notify the sponsor by letter of the board's decision to recommend or not to recommend a project for reimbursement, and the rationale for the decision.

B. The board shall submit to the Governor, or his designee (i) its recommendations with respect to reimbursement requests and the rationale therefor; and (ii) such information as the Governor may require with respect to a request for approval of reimbursements.

C. Final appropriations are subject to the Governor's approval and legislative enactment. Sections ~~16.1-313~~ 16.1-309.5 and 16.1-322.7 of the Code of Virginia authorize the board to establish, *within statutory limits*, the rate of reimbursement to localities for construction, enlargement or renovation.

## Part IV

### Project Development

6VAC35-30-90. Preliminary design.

A. To facilitate the Department's approval of detention homes and group homes as required by Code of Virginia § 16.1-249.A (3) and other places that may be designated by the court pursuant to Code of Virginia § 16.1-249.A (4) for detention or shelter care, [t]he locality sponsor of any such facility shall submit preliminary design documents to the department, as specified in the procedures and the Virginia ~~Capital Outlay manual~~ Construction and Professional Services Manual for Agencies, whether or not the locality or combination of localities will seek reimbursement from the Commonwealth for the project. The ~~locality sponsor~~ may also be required to submit preliminary design documents to other regulatory agencies.

B. Preliminary design documents shall be approved by the Office of Capital Outlay Management and other designated department personnel based on compliance with the Standards for the Interdepartmental Regulation of Residential Facilities for Children and in consideration of the Department's Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities

1. If the department requires changes to the preliminary design documents, all such required



changes will be communicated in writing to the locality sponsor.

2. The locality's sponsor's representative, or its A/E, shall respond in writing to the department to all comments in the preliminary design review. Necessary revisions to the project documents may be incorporated in the submission of the construction documents; however, all issues in question between the locality's sponsor's representative, or A/E, and the department shall be resolved before the construction document phase is begun.

6VAC35-30-100. Construction documents required whether or not reimbursement is sought.

A. Localities Sponsors shall submit construction documents to the department as specified in ~~the Department procedures and the Virginia Capital Outlay manual~~ " whether or not reimbursement will be sought for the project. The locality sponsor may also be required to submit construction documents to other regulatory agencies. The fire official of the local authority having jurisdiction over the proposed facility shall ~~conduct a review the plans review~~ and approve the construction.

B. The department will review construction documents for compliance with board standards; and Code requirements, and in consideration of the Department's Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, and incorporation of all changes required by the department at the preliminary document review stage. This review in no way releases the A/E from his responsibilities and requirements.

1. If the department requires changes to the construction documents, all such required changes will be communicated in writing to the locality sponsor.

2. The locality's sponsor's representative, or its A/E, shall respond in writing to the department to all comments in the construction document review. All issues in question between the architect, the locality sponsor and the department shall be resolved before the project is bid.

C. Upon satisfactory resolution of all review comments, the department shall approve construction documents and advise the locality sponsor in writing ~~within 10 working days~~.

6VAC35-30-110. Changes during project development when reimbursement is sought.

If, during the project development stage, any substantive change in the scope of the project, any increase in the estimated cost of construction, or any change in the operational staff requirements occurs, the review process will be suspended until the project is resubmitted to the board for further review and possible change in the status of reimbursement recommendation.

## Part V

### Project Construction

6VAC35-30-120. Bids for projects for which reimbursement is sought.

After bids for construction have been received and opened, and the locality sponsor has determined to proceed with the project, the locality sponsor shall require its A/E to submit to the department a bid tabulation, analysis and recommendation as to the award of the contract. Any comments by the department shall be forwarded to the locality sponsor ~~within 10 working days of receipt~~ and the sponsor shall respond to the comments in writing.

6VAC35-30-130. Construction.

A. During construction of all projects, whether or not reimbursement is sought, the locality sponsor shall require its architect to submit monthly inspection or progress reports to the department. The department must respond in writing within 10 working days after receipt if there are any problems. The Department's Failure to do so serves as acceptance of the inspection and progress report. If reimbursement is sought for the project, the architect's failure to submit timely monthly inspection or progress reports may jeopardize reimbursement.

B. ~~Any~~ If reimbursement is sought for the project, any substantive changes, single change orders of \$10,000 or more, and accumulative change orders exceeding the Board-approved project contingency budget during the construction phase shall be submitted in writing to the department for review and approval before they are executed. Only those changes that are approved through this procedure shall be eligible for reimbursement.

C. For all projects, whether or not reimbursement is sought, A representative of the department may visit the project site during the construction period to observe the work in progress. Any observed deviations from approved documents having the effect of voiding or reducing compliance with board standards or Code requirements, or any reduction in the quality of material or workmanship, shall be reported in writing to the locality sponsor within 10 working days and shall be corrected.

6VAC35-30-140. Final inspection.

A. Upon construction completion of all projects, whether or not reimbursement is sought, the locality's sponsor's representative, or the A/E, shall establish a schedule for final inspection of the project as follows:

1. The locality sponsor shall notify the department and all regulatory agencies which reviewed preliminary design or construction documents of the schedule for final inspection. The fire official of the authority having jurisdiction shall conduct a plan review and approve the construction;

2. The locality sponsor shall request personnel or agencies involved in the final inspection to submit comments or recommendations in writing to the ~~locality~~ sponsor and forward copies to the department.

3. The locality sponsor shall require its architect to take necessary corrective action on all deficiencies noted in the comments and submit a report of completed actions to the appropriate reviewing agencies and forward a copy of the report to the department.

B. For all projects, whether or not reimbursement is sought, Upon completion of the final inspection and corrective actions as required, the locality sponsor shall provide to the department copies of all regulatory agency letters verifying approval of the completed project. The A/E shall certify to the department the completion of the project.

6VAC35-30-150. Record documents.

The locality sponsor shall require its architect to modify original drawings and specifications to

reflect the condition of the project as actually constructed and such documents shall be marked "Record." The record documents shall be prepared in accordance with procedures.

## Part VI

### Private Construction of Juvenile Facilities

6VAC35-30-160. Legal basis for private construction of juvenile facilities.

Section 16.1-322.5 of the Code of Virginia provides for the Board of ~~Youth and Family Services~~ Juvenile Justice to authorize a county or city or any combination of counties, cities or towns established pursuant to §16.1-315 of the Code of Virginia to contract with a private entity for the financing, site selection, acquisition or construction of a local or regional detention home or other secure facility. Localities authorized to contract for private construction of a juvenile detention facility shall receive state reimbursement authorized by §~~16.1-313~~, 16.1-309.5 of the Code of Virginia, in accordance with Parts I through VI of this chapter.

6VAC35-30-170. Contract authorization requirements.

Prior to receiving the Board of ~~Youth and Family Services~~ Juvenile Justice authorization to enter into a contract for private construction, localities shall certify and submit documentation demonstrating that all requirements mandated by §16.1-322.5 of the Code of Virginia have been met by both the locality and the contractor.

6VAC35-30-180. Request for final reimbursement of all projects.

A. Upon completion of the project, the ~~locality~~ sponsor shall submit the documentation specified by the procedures to the department.

B. If the final amount of reimbursement requested is no more than the reimbursement amount initially recommended, including the contingency, the department will authorize reimbursement within 90 days of receiving a complete reimbursement request. The reimbursement request shall be in the form specified by the department.

C. If the final amount of reimbursement requested is more than the reimbursement amount initially recommended, the cost increase shall be justified by the ~~locality~~ sponsor and resubmitted to the board and the Governor, or his designee, for approval.

6VAC35-30-190. Compliance.

Failure to comply with these regulations will delay the review process and recommendation for disbursement of funds, ~~and~~ may result in the denial of reimbursement, and may result in failure to obtain Board certification or Department approval to house juveniles in the facility.

## Part VII

### 6VAC35-30-200. Goals for facility construction.

This regulation is intended to help localities and other sponsors develop facilities whose size, layout, security features and staffing patterns are appropriate to the locality's identified needs and intended programs and services, and to accommodate a range of correctional philosophies and correctional management practices, but always with the following goals:

1. To provide a safe and humane environment for staff and residents that is consistent with public safety.
2. to reduce suicide and self-mutilation risks
3. To provide adequate space for all activities involving residents, staff or visitors
4. To meet the daily demands of juveniles and staff by providing for essential operational, custodial and administrative and support functions.
5. To reduce the cost of construction for localities and the Commonwealth.
6. To reduce the size of facilities consistent with good programming.
7. To encourage interaction between residents and staff
8. To provide a facility that is, to the greatest extent possible, non-institutional in appearance,
9. To provide structural features that restrict unauthorized movement of residents and deter unwanted activity while providing an environment that facilitates treatment.
10. To ensure that all assemblies, installations and construction features will withstand excessive use and abuse consistent with the area to be served, the level of security and safety required, and the type of surveillance used.

### 6VAC35-30-210. Applying the Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities

A. The Department's Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, set out in 6 VAC 35-30-220, identifies acceptable means for achieving the goals set out in this regulation. It is the intention of the Board that, to the greatest extent possible consistent with the encouragement of local initiative and responsibility, the construction, renovation and expansion of juvenile residential facilities shall be consistent with, or substantially equivalent to, the requirements set out in the Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities. However, when the goals stated in 6VAC35-30-200 can be achieved through an alternative construction feature, or through staffing or programming provisions, variances from the guidelines may be granted in accordance with paragraph B, below.

B. Subject to final review and approval by the Board, the Department is authorized to determine (i) whether the construction, renovation or expansion is consistent with or substantially equivalent to the requirements set out in the Guidelines for Minimum Standards in Design and

Construction of Juvenile Facilities, or (ii) whether by alternate means the project achieves the stated goals of this regulation or the stated intent of the requirements as described in the Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities. In exercising this delegated authority the Department shall publish and follow a review process that at a minimum includes the following:

1. An opportunity for the sponsor to request a meeting with designated Department personnel to discuss any technical review comments or other design issues;
2. The opportunity to appeal to the Director or the Director's designee any issue regarding design that cannot be resolved between the sponsor and the designated Department personnel;
3. A written response to any appeal within thirty days.
4. The opportunity to appeal to the Board any issue that is not resolved to the sponsor's satisfaction.

## 6VAC35-30-220. GUIDELINES FOR MINIMUM STANDARDS IN DESIGN AND CONSTRUCTION OF JUVENILE FACILITIES

### *INTENT*

*These Guidelines are intended to accomplish three (3) important goals:*

- *To provide for program safety and security that is consistent with public safety.*
- *To reduce the cost of construction for localities and the Commonwealth.*
- *To reduce the size of facilities consistent with good programming.*

*The rise of direct supervision (pod type) facilities has greatly enhanced the programming and classification potential of our juvenile detention facilities. As we plan and construct these facilities it must be with an eye towards creating an atmosphere that encourages direct child/staff contact. Environments that accomplish this allow for detained young people to interact with and learn from our staff as they cope with the adjustment to confinement. This role modeling is essential to the developmental needs of the one time as well as the serial detainee. The design of the facility and the materials and furnishings used send strong messages to detainees. We must design facilities that do not just prevent negative behavior but also promote positive change. It is critical, within the limitations of the detention home role, that we do all we can to promote the concept that the facility exists in part to facilitate their ability to make sound decisions about their lives.*

## PREFACE

These Guidelines for Minimum Standards in Design and Construction of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facilities (Guide Specs) are the minimum permitted in Virginia for new facilities and shall be incorporated into the expansion and renovation programs. They completed existing criteria published in the Virginia Uniform Statewide Building Code (VSUBC), State Health Department Regulations and American with Disabilities Act (ADA) and specific Board and/or Departmental standards for programming and operations of facilities.

Suicidal behavior shall be considered when designing and equipping each facility. Design requirements to reduce suicide and self-mutilation risks are presented throughout this document.

To meet the daily demands of the offender population and staff, facility design must provide for a number of essential operational, custodial and administrative and support functions. Operational space is needed for security posts, control station, visiting, intake, holding, processing, examining, clothing storage, laundry, food service, dining, waiting and reception areas for the public, and exercise (both indoor and outdoor). Administrative and support space is needed for general housing, isolation classification, counseling, support of volunteer programs, educational, library, medical supply receiving, mechanical equipment, storage areas, staff lounge, restrooms and administrative offices.

## PART I

### GENERAL PROVISIONS

#### § 1.1 Definitions.

The following words and terms, when used in these standards, shall have the following meaning, unless the context clearly indicates otherwise:

“ACA” means the American Correctional Association.

"ADA" means the Americans with Disabilities Act, 1990 and subsequent final federal rules, regulations, and guidelines.

"Administrative area" means an area of the facility dedicated to maintaining the operation of the juvenile facility.

"Approved" means an item as approved by the Department of Juvenile Justice.

"ASHRAE" means the American Society of Heating, Refrigeration and Air-Conditioning Engineers' Standards.

"A.S.T.M." means the American Society for Testing and Materials.

"BOCA" means Building Officials and Code Administrators International, Inc.

"Capacity (Design Capacity)" means the maximum number of persons the facility has been designed to house.

"Central control" means a secured space that maintains the safety and security of the entire facility through electronic equipment for surveillance, communication, fire and smoke detection, emergency functions and regulation of ingress and egress to bedrooms, day rooms, corridors and other space within the facility.

"C.M.U." means a concrete masonry unit.

"Classification" means a room or area for short term holding for purposes of classification prior to being assigned to general population or other housing.

"Classroom" means an area facilitating educational program(s) in accordance with applicable requirements of the Virginia Department of Education.

"Day room" means a secure area adjacent to a ward living area, with controlled access from the occupant living area, to which occupants may be admitted for daytime activities such as dining, bathing and selected recreation or exercise.

"Enlargement/Expansion" means to expand the current juvenile detention facility by the construction of additional area(s) as may be determined by need or as required by law or regulation.

"Facility" means a secure juvenile detention center (as defined in Part II) or a Pre & Post Dispositional Juvenile Facility (as defined in Part III), including buildings and site.

"Interior security walls" means security wall assemblies that subdivide or separate building areas or spaces within the security perimeter providing a deterrent against access to restricted areas and/or limiting occupants ability to move between secure building areas.

"Life safety operations" mean the function of certain electrical, mechanical and other building equipment provided for ensuring the safety of building occupants in a fire or similar emergency.

"MATV" means media access television.

"Natural lighting" means lighting available either by room windows to exterior or from a source within 20 feet, and visible from the room.

"New construction" means to build a facility to replace an outdated facility or to establish a facility as may be determined by need or required by law or regulation.

"Occupant" means any person admitted as a resident to the facility for supervision, care, training or treatment.

"Occupant housing area" means a single person room, multi-occupancy room,

dormitory or group of such rooms (pod) which provide accommodations for sleeping, approved personal effects, and personal hygiene. (This definition is not meant to have the same use as in VSUBC to determine occupancy levels)

"Renovation" means the alteration or other modification of an existing facility or piece of equipment for the purpose of modernizing or changing the use or capability of such facility or equipment as may be determined by need or required by law or regulation. Renovation does not include work on or replacement of a facility or equipment that may be generally associated with normal wear and tear and included in routine maintenance. Renovation renders the facility, item or area superior to the original.

"Repair" means the correction of deficiencies in a facility or equipment which have either been damaged or worn by use, but which can be economically returned to service without replacement.

"Replacement" means the construction of a facility in place of a like facility or the purchasing of equipment to replace equipment which has been so damaged or outlived its useful life that it cannot be economically renovated or repaired.

"Routine maintenance" means the normal and usual type or repair or replacement necessary as the result of periodic maintenance inspections or normal wear and tear of a facility or equipment.

"Sally port" means a safety vestibule as a defined defensible space that promotes security by the use of two or more interlocking doors or gates. Sally ports shall be used in all passages through the building's secure perimeters.

"Secure area" means all spaces accessible by juveniles within the facility, including but not limited to sleeping rooms, secure pods, day rooms, dining, corridors, education and academic activity areas, admissions areas, multipurpose recreation areas, intake areas, medical areas, counseling/treatment areas, and interior courtyards. The secure area is defined by a secure perimeter.

Secure Juvenile Detention Centers - are community-based, physically restricting, residential programs which provide temporary care for children held in lawful custody pending court disposition or placement.

"Security perimeter" mean the limits of the areas within the facility where walls, floors and roofs/ceilings are used to prevent egress by occupants or ingress by unauthorized persons or contraband.

Note: Any area an occupant has routine access to shall be considered within the facility's secure perimeter.

"Sleeping room" means any occupant cell, furnished with a bunk and stainless steel toilet fixtures. Also refers to intake or holding cells. See Section 2.76.

"Supervision" means the act or process of performing watchful and responsible care over occupants in one's charge.



"Temporary holding room/area" means a room used to hold one or more persons temporarily while awaiting processing, booking, court appearance, or discharge, or a room used temporarily to hold one or more persons until they can be moved to housing areas.

"Vehicular sally port" means a drive-in or drive-through made secure preferably by remotely controlled electrically operated interlocking doors or gates for entrance and exit. It is normally located in close proximity to the facility intake area.

## **PART II**

### **CONSTRUCTION AND DESIGN REQUIREMENTS**

#### **FOR BUILDING MATERIALS, EQUIPMENT AND SYSTEMS**

#### **FOR SECURE JUVENILE DETENTION CENTERS**

##### Article 1

##### General

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Intent: The intent of Article 1 is to provide the user of this document with an overview of what constitutes a secure facility, built in accordance with all applicable laws and regulations.

##### § 2.1. Building Systems Secure Construction.

In accordance with these documents, the strength, safety and durability characteristics of the building materials, equipment, and systems shall support close custody operation. The various components, which make up a security barrier or system, shall be comparable and compatible. The security perimeter of a juvenile detention facility is composed of a complete security envelope consisting of walls, roofs, floors, ceilings, doors, door locks (and other hardware), windows, and glazing.

##### § 2.2. Conformity with laws and regulations.

All construction shall conform to the current Virginia Uniform Statewide Building Code (VSUBC), Americans with Disabilities Act (ADA) and other applicable laws, rules and regulations, and all operational standards set forth by the Virginia Board of Juvenile Justice. All work shall be in accordance with acceptable design and construction practices, and material shall be installed in accordance with manufacturers' recommendations.

Where two standards conflict, the higher level standard shall prevail.

##### Article 2

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## Structural systems - walls, floors, roofs, ceilings

Intent: The intent of Article 2 is to provide structural requirements which restrict the unauthorized movement of residents; and discourage and prevent unwanted activity.

The intent is to provide guidelines for creating a secure perimeter to act as a barrier for unauthorized behavior while balancing the need for an environment that is conducive to treatment/services.

Once a secure perimeter has been established, the interior wall and ceiling construction should be of durable materials that are easily repaired or inexpensively replaced. The purpose of walls, as barriers, is to retard unauthorized movement until staff can respond or to define specific use space such as classrooms, dining room, corridors, gymnasium, and other supporting service areas. Materials, surfaces and colors that reduce an institutional appearance are encouraged.

### § 2.3. Walls systems - general.

Walls encompassing areas occupied by occupants without constant supervision shall provide a secure barrier to prevent unauthorized access. Wall construction shall provide a deterrent against penetration through the building's exterior or interior walls. Arrangement of walls should maximize sight lines to the greatest extent possible.

### § 2.4. Walls Construction.

Exterior and interior walls shall be masonry, concrete, or other approved fire-resistive building material of equal strength and durability.

### § 2.5. Concrete.

Concrete for exterior and interior walls may be cast in place or precast reinforced high strength concrete, minimum of 4,000 p.s.i. compressive strength (28-day strength). Minimum thickness shall be four inches.

### § 2.6. Masonry Mortar specifications.

All masonry mortar shall be type "M" 2,500 p.s.i. mortar.

### § 2.7. Masonry - perimeter security

Exterior and interior walls or partitions that serve as perimeter security, shall be, at minimum, light weight C.M.U. and be a minimum of eight inches nominal thickness with horizontal metal wall reinforcing, spaced not more than 16 inches on center starting eight inches above finish floor and with minimum vertical wall reinforcing of No. 4 reinforcing steel bars not more than eight inches on center the entire height of the wall. Hollow masonry block cell cores shall be filled solid with concrete or coarse grout in accordance with A.S.T.M. C476. Walls that surround secure interior courtyards are exempt from this requirement and from Section 2.3, entitled "Wall systems - general". \* see section 2.134 fencing.

§ 2.8. Doweled masonry blocks in perimeter security walls.

When security walls do not rest on a concrete footing located below the level of the finished concrete floor slabs, the first row of masonry block wall construction shall be doweled into the concrete floor slabs using minimum of No. 4 reinforcing bars spaced a maximum of eight inches on center. Dowels shall extend a minimum of three inches into concrete slab and shall be 12 inches in length. Cores of block shall be filled solidly with mortar, grout or concrete. Where top course of masonry block is not doweled into upper roof/ceiling, secure partition with steel angles located on both sides. Typically, the air space between secure walls systems and exterior finishes (brick or other approved systems) shall be insulated to meet BOCA Thermal Resistance Standards.

§ 2.9. Interior security walls.

Interior security walls separating secure building areas shall be extended up to the underside of roof or floor construction. Exceptions: Interior security walls need not continue to the underside of the roof or floor if an area is under constant supervision by a control station or CCTV, has a secure ceiling, and is not one of the following:

- 1) A wall separating housing units, area or pod
- 2) A wall enclosing a control room
- 3) A wall enclosing a sleeping room, holding cell, or a special purpose room (i.e., holding, intake)

§ 2.10. Interior exposed walls and partitions.

1. All interior exposed walls and partitions in security areas shall have a smooth hard finish, properly sealed and painted with a washable type paint or other approved durable finish with a flame spread rating of 25 or less (A.S.T.M. E-84).
2. All vertical and horizontal outside, corner, intersections of floor-wall, or wall-wall located within seven feet of floor, shall be provided with a bullnose radius (3/4 inch or greater) as a secure, integral part of the construction.
3. Acoustic controls shall also be installed, where feasible. Sound wave absorption and diffusion capabilities shall be incorporated into the interior design of areas where groups of people congregate (i.e., education, recreation, multipurpose, dining, day rooms).

§ 2.11. Masonry walls in sleeping rooms and central.

Sleeping rooms, the central control station, or any other occupant area that is not under constant supervision, shall comply with the requirements of section '2.7 of this document except that reinforcing bars shall be spaced not more than 16 inches on center; however, reinforcing bars may be eliminated altogether if block cores are filled solid with 5,000 p.s.i. concrete or grout. Common walls between occupant housing rooms may utilize 6-inch block. However, six inch block will require reinforcing bars.

§ 2.12. Doweled masonry in interior security walls.

Masonry, which is doweled or tied into floor and roof/ceiling surfaces, shall comply with the requirements of subdivision ' 2.8. of this section except that dowels shall be spaced not more than 16 inches on center.

§ 2.13. Floor systems.

All floors shall be concrete including supported slabs and slabs on grade. Slab on grade floors shall be five inches minimum thickness.

§ 2.14. Floor surfaces.

All floor surfaces shall be of a durable, low maintenance and/or, non-absorptive materials. Floor surfaces, if concrete, shall be finished with a sealer and hardener. Carpeting may be utilized anywhere throughout the facility, with the exception of sleeping rooms. However, if carpeting is used in housing units or pods, a plan must be submitted and approved which adequately addresses prevention of water damage. Additionally, vinyl base molding is not recommended.

§ 2.15. Roof and ceiling systems.

The roof and ceiling assemblies above secure areas shall provide a secure barrier to prevent access to the area above the ceilings and shall provide a roof construction, which will provide a deterrent against the penetration of the structure from both the interior and exterior of the building. The space above the ceiling should be subdivided to prevent movement from one area of the facility to another within this space.

§ 2.16. Roof and ceiling slab construction.

Standing seam metal roofs, with a pitch or slope equal to or greater than 4" rise per 12" horizontal, is preferred. (This design provides a less institutional appearance and the attic space created by the pitched frame, provides space for mechanical equipment). Other standard roofing systems (4-ply built-up, and single ply membrane systems) may be approved by the office of Capital Outlay Management, Department of Juvenile Justice where attached to existing buildings and other design issues must be considered. System assembly, for security purposes is to be approved by the Department of Juvenile Justice.

§ 2.17. Suspended Grid system ceilings.

Suspended ceiling systems, including acoustical type, when approved by DJJ, may be used in areas when ceiling height is not less than ten feet. Where suspended ceilings are approved for use, ceiling hold down clips shall be used in all occupant accessible areas. Occupants must be under constant and direct supervision in any area where ten-foot suspended ceilings are in place.

§ 2.18. Ceilings in other than security areas.

Ceilings in spaces other than security areas, which are not accessible to occupants,

shall be permitted to be of the suspended and acoustical type (suspended below the bottom of structural members).

§ 2.19. Space above ceiling.

All access to the space above the ceiling surface, in occupant rooms, shall be protected by metal access panels equipped with mogul cylinder keyed locks.

§ 2.20. When exposed roof requires ceiling.

A ceiling shall be provided when roof construction other than concrete is less than 15 feet above finished floor level of an occupant occupied area. Exposed roof structure may be approved by the Department of Juvenile Justice when located more than 15 feet above floor level and not accessible to occupants.

§ 2.21. Alternate ceiling construction assemblies. (If not opting for § 2.17.)

The following are alternate acceptable ceiling construction assemblies that may be used in detention facility areas with the exception of secure *sleeping* rooms, control stations, sally ports, and medical housing. Examples of previously approved alternates are as follows:

Three inch concrete on 16 gauge steel form or decking on concrete or steel supporting members; and

Three inch concrete with 6" x 6" x 10 gauge wire fabric on a 22-gauge steel form or decking on concrete or steel supporting members.

Sheetrock sandwiching security mesh or acoustical security ceiling tiles / panels.

18 gauge expanded metal attached to framing and then covered with 2 layers of sheetrock.

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Article 3

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Doors and frames - security and non-security type

Intent: The intent of Article 3 is to provide guidelines for doors and frames that will withstand excessive use and abuse consistent with the area to be served.

§ 2.22. Security doors

Security doors (i.e. sally ports, control stations, housing units, stairwells, sleeping rooms doors, security perimeter, and emergency exit doors) shall be detention-type security hollow metal doors that are, at minimum, two inches thick with minimum 14 gauge steel face sheets and internal metal stiffeners. Security hollow metal doors shall

meet the static load and rack (twist) test requirements of NAAMM (National Association of Architectural Metal Manufacturers) Standard. Sliding doors are discouraged except where required by code.

§ 2.23. Sleeping room doors.

Sleeping room doors and security doors, serving as smoke and fire compartment separations, shall be equipped with vision panels (5" wide, maximum width, and a minimum area of 80 square inches) that are equal to or greater than the security and safety level of the adjacent locations. One sleeping room doors per housing unit (to include intake/holding/receiving area) shall be equipped with voice portals and lockable food passes.

§ 2.24. Security Door frames.

Doorframes associated with security doors shall be 14-gauge steel minimum.

§ 2.25. Non-security doors.

Non-security doors shall be durable considering the constant use or abuse they will receive in a detention environment. They shall be steel commercial type 1-3/4 inches thick minimum hollow metal doors with 16 gauge face sheets, frames shall be 16 gauge hollow metal or equal. Solid core, fire treated wood doors are an acceptable alternative as a non-security door.

§ 2.26 Miscellaneous door design features.

Glazed view panels shall be provided in all doors where required for security purposes.

Where doors, frames and hardware are required by the building code to be fire rated construction, such construction shall not reduce or compromise the security requirements.

§ 2.27. Sally ports.

Sally ports shall be provided at all passages through the building's secure perimeter.

§ 2.28. Sally port remote control.

Sally port locking and unlocking shall be remotely controlled from a secure control station and shall be equipped with manual override.

§ 2.29. Emergency evacuation doors.

Exterior security doors used solely to meet emergency evacuation requirements are not required to be sally ported; however, securing the area to be used for evacuation is

required.

§ 2.30. Doorframe anchors.

Doorframes shall be anchored securely to construction in which they are installed in order to withstand the extreme use and abuse to which doors will be subjected.

§ 2.31. Security frames.

Security frames shall be completely filled with type "M" mortar.

§ 2.32. Door hardware.

All door hardware (hinges, closer, locks, glazing frames, etc.) shall be of adequate strength and service quality consistent with the applicable occupant use. All sleeping room doors shall open inward.

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Article 4

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Locks and Locking Systems

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Intent: The intent of Article 4 is to provide guidelines for locks and locking systems that will withstand excessive use and abuse consistent within the area to be served.

§ 2.33. General

Locks and locking systems shall provide a level of performance consistent with the level of security, control, safety, and durability required, and the type of surveillance utilized. The security and durability of the locks and locking systems shall be comparable and compatible with that of the doors, frames or gates in which they are installed. All electrically remote operated doors discussed herein shall be equipped with a manual override feature.

§ 2.34. Manual operation.

Juvenile housing locking systems shall be manually operated devices in which a door is initially unlocked or released by remote action (electrical or pneumatic) but which further opening or closing of the door is done manually.

§ 2.35. Vehicle sally port gates.

Vehicle sally port gates shall be capable of being operated and locked from a remote location, with provisions for manual operation and locking when power is off.

§ 2.36. Key operated locks.

Lock operation and size of lock bolt shall be compatible with the frequency of operation, the construction of the door and frame, the level of security required, and

the type of surveillance utilized.

§ 2.37. Mechanical locks.

Mechanical locks mounted on swinging doors shall provide for deadlocking or slam locking with automatic deadlocking.

§ 2.38. Electro-mechanical or Pneumatic Air locks.

Electro-mechanical or pneumatic door locks shall be mounted on the doorjamb and shall provide for slam locking and remote, electric unlocking.

§ 2.39. Holding and segregation room lock design.

In holding rooms and segregation rooms, locking devices shall provide a high degree of security equal to or greater than #120 Type Locking Device.

§ 2.40. In all other "Secure" areas other than holding and segregation rooms.

Lever tumbler or mogul cylinder locks shall be used. Such locks may be used as electric locks with manual override.

§ 2.41. In "Non-Secure" areas of the facility *inside the security perimeter*.

Normal commercial grade cylinder locks or security type mortise locks may be used depending on security level or frequency of operation anticipated.

§ 2.42. Controls required.

Controls shall be provided to operate the locks and locking devices in the required modes.

§ 2.43. Compatibility with locks and locking devices.

The switches, relays and other devices shall make up a control system compatible with the locks and locking devices and shall be capable of providing the switching necessary to satisfy all desired operational modes.

§ 2.44. Control Station.

The central control station shall be designed to the highest security level of facility. The station shall maximize sight lines and observation of controlled areas. The station shall be equipped with "pass throughs" to permit items to surrounding areas and voice portals to permit communication without opening doors. The station shall provide access to a toilet and hand sink without exiting the station. A means of secure egress must be provided in a vertical or horizontal manner approved by the Agency. Individual unit control rooms are exempt from this section.

§ 2.45. Control panel.

A control console or panel shall be designed to display all switches to the operator.



Installed in a secure area (i.e. control station), the console shall be equipped with a switch for each door, a group switch for each wing of the building, and switches for the corridor and sally port gates which control access to those wings. All secure area lighting shall be master controlled from the control station (See secure sleeping room night lighting). There shall also be a switch to deactivate the console whenever the staff must leave their station.

§ 2.46. Status indication.

Status indicator shall indicate the closed and locked position of gates/doors.

Sliding gates/doors shall have indicated the deadlocked position of the gate/door and the locked position of the front or rear locking bar.

Swing gates/doors with jamb mounted electric release locks shall have indicated the closed position of the gate/door, the projected position of the lock bolt and the depressed position of the dead lock roller bolt. Note: The security Control Console Panels will actuate switching functions and annunciate secure and unsecure status conditions of the security devices. The exact types of control panel switches and annunciation indicators shall be compatible with the type of control panel technology being used. An appropriate reference for control panel technologies is the ASTM-F 33.06b: Standard Guide for Selection of Security Control Systems

§ 2.47. Fail-secure in power failure.

In the event of a power failure the locking system shall be fail-secure. A fail secure system is held mechanically locked and only releases with electric, pneumatic, or mechanical assistance.

§ 2.48. Emergency release provisions.

Emergency release provisions shall be made for unlocking or gang-release of sleeping room doors in case of fire or other emergencies.

§ 2.49. Emergency electric release.

Automatic emergency power from a backup generator (internal combustion engine) shall be required for door systems equipped with electronic release in case of power failure.

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Article 5

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Windows

Intent: The Intent of Article 5 is to provide guidelines for windows that are non-institutional in appearance, limit both unauthorized ingress and egress, and provide high levels of natural light and visibility.

§ 2.50. General.

Performance requirements and criteria for the selection and intended use of windows shall include the following considerations: security, natural lighting, ventilation, and weather protection.

§ 2.51. Security type windows.

Windows which are to be installed in the building perimeter security (exterior and interior walls and skylight assemblies) shall be security type windows of one or more of the following types: fixed windows, awning windows, and protected air vent windows.

§ 2.52. Fixed windows.

Fixed windows shall have a steel frame to retain the glazing. Security is obtained through the use of security glazing and limitations on the size of openings. Frames fabricated from steel angles or manufactured heavy gauge security hollow metal frames, or stainless steel frames are acceptable.

§ 2.53. Awning windows.

Awning windows shall have horizontal, tool resisting steel bars spaced maximum of 6 inches on centers concealed within the head of the frame sill. These bars shall extend from jamb to jamb and connect into vertical tool resisting bars concealed in the side frames thereby forming a security grille.

§ 2.54. Protected air vent windows.

Protected air vent windows provide a large fixed glazed area and shall incorporate a hinged air vent, which is protected by an integral slotted interior grille or security screen. The air vent is operated in a continuous opening and closing cycle by rotating a cone or operating handle in either direction.

§ 2.55. Non-security windows.

Non-security windows may be used in an exterior security wall to provide a non-institutional appearance. When such windows are used, however, the window opening shall be protected by steel bar grillage, security frame, and glazing assembly comparable to the security assemblies described herein.

§ 2.56. Natural light.

Architectural design for high levels of natural light shall be provided. South facing clear story design with double paned non-openable security glazing located more than 14 feet above access structure is recommended. However, skylights and individual

sleeping room windows, all of which are in compliance with Section 2.59, are acceptable.

§ 2.57. Security features for all openings.

All openings (such as windows, louvers, duct and pipe penetrations, and skylights) greater than five inches one way penetrating the security perimeter walls, floors or roof must be able to resist such abuse as tested for in A.S.T.M. F1233. Duct, pipe and louver penetrations of interior security partitions shall be protected as required for openings in security perimeter walls.

§ 2.58. Removable glazing stops.

Removable glazing stops shall be applied wherever possible on the side opposite the occupant occupied area to avoid tampering. Where stops must be placed in an occupant area, they should be secured with an ample number of strong, properly installed, tamper-proof fasteners of design approved by the Department of Juvenile Justice. Junctions of horizontal and vertical glazing stops must be welded to prevent removal of portions of stop members.

§ 2.59. Stainless steel wire in exterior windows.

All exterior windows in security areas, which are capable of being opened, must have additional protection of stainless steel security screen with openings no larger than 1/8 inches. Windows capable of being opened are not allowed in areas where occupants are not under full time supervision.

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Article 6

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Glazing

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Intent: The intent of Article 6 is to provide guidelines for glazing not a part of the secure perimeter, sleeping rooms, or the control room, that may be of a non-secure nature but must be safety glass, tempered glass, or annealed glass. Interior glass openings are encouraged to improve security through enhanced visibility.

§ 2.60. General.

Glazing materials and assemblies selected for applications within detention facilities shall exhibit the following performance characteristics: resistance to ballistic attack, resistance to physical attack, durability, fire-safety, and installation.

§ 2.61. Performance to meet security, energy efficiency and use needs.

Glazing and glazing assemblies should provide a level of performance against ballistic and physical attacks, which are consistent with the level of security and safety, required and the type of surveillance utilized. The level of glazing resistances selected shall be consistent with the resistances of the surrounding walls, louvers, and other building components. Additionally, the thermal and emissivity characteristics must comply with ASHRAE 90.1. Glazing in interior doors and walls shall be optimal to enhance visual observation and supervision.

§ 2.62. Security design considerations

Key considerations where glazing is used, such as windows and doors in housing units, day rooms, corridors, control rooms and stations, sally ports, visitation areas, are:

Whether or not penetration of that glazing will compromise security and allow passage of contraband;

Degree of staff supervision or surveillance and

Anticipated amount of vandalism.

§ 2.63. Glazing in control areas.

As penetration of glazing in control rooms and stations will jeopardize security, glazing in these areas shall be able to withstand such abuse as tested for in A.S.T.M. F1233. Where control room windows are adjacent to uncontrolled public space(s) or the exterior of the building, glazing shall be rated for ballistic attack resistance as required by the nature and location of the facility.

§ 2.64. Glazing in "secure" areas of the facility.

In the "secure" areas of the facility, glazing shall have adequate physical attack resistance to prevent penetration for a time sufficient to allow staff to respond to riots or other emergencies. The assembly shall be able to withstand such abuse as tested for in A.S.T.M. If a glazed opening is less than five inches in one direction or the opening is protected by concealed steel bars or rods (bar grille), physical attack glass is not required, but vandalism and subsequent maintenance shall be important considerations for the selection of glazing and glazing assembly (i.e., safety glass, tempered glass, annealed glass).

§ 2.65. Voice communication through glazing.

Where voice communications through the glazing is required, a system utilizing

vandal resistant individual speakers, and microphones, intercom, or telephone shall be specified.

§ 2.66. Glazing in areas subject to abrasion and scratching.

Where glazing is used in areas subject to abrasion and scratching, glass, glass-clad, or mar-resistant material shall be used.

§ 2.67. Fire resistance.

Fire resistance, and flame spread of glazing materials, and the size of openings and area of glazing materials and assemblies must be in accordance with applicable codes and standards.

§ 2.68. Ratings of glass.

Ballistic and physical attack testing rating of glass shall be based on testing from a certifiable testing laboratory as approved by the Department of Juvenile Justice.

§ 2.69. Excluded forms of glass.

Plate glass, float glass, and other conventional glass other than wire glass shall not be used in any openings located in the secure perimeter or in any walls, partitions, door, or other openings within the area enclosed by the secure perimeter.

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Article 7

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Secure housing units

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Intent: The intent of Article 7 is to provide space, lighting, and architectural features and/or requirements that promote a safe and humane environment for staff and residents.

§ 2.70. Separation of males and females.

Secure housing shall be arranged and constructed to ensure the physical separation by normal sight and sound of male and female occupants.

§ 2.71. Groupings of sleeping rooms.

"Secure" housing shall be designed as groupings of single or double (see § 2.75) rooms with common day rooms to afford protection for juveniles requiring close supervision. The number of occupants depends upon the degree of surveillance and security provided. Housing units shall be design to maximize staffing efficiency.

§ 2.72. Space requirement for sleeping rooms

All individual rooms shall be constructed to contain no less than 80 square feet of living space and have a ceiling height no less than ten feet. Double occupancy rooms

shall have 120 feet per room. Ten percent of sleeping rooms may be constructed for double occupancy. However, rated capacity of facility may not exceed Board-approved capacity. Sleeping rooms shall be configured to incorporate a day room or activity space which contains no less than 30 square feet of space for each occupant served, not including sally ports, showers, or toilets.

§ 2.73. Sleeping Room requirements.

All rooms shall be provided with artificial light, correctional type security toilet and lavatory fixtures with recessed push button controls (no curved waterspouts,) hot and cold running water, a stationary / concrete-slab type bed (with 1 inch radius edges), adequate ventilation, and other items as may be required by codes and/or standards.

Where provided in sleeping and in isolation rooms, tables and benches shall be secured.

All sleeping rooms shall have an intercom for two-way communication.

§ 2.74. Facilities accessible to dayroom.

Each day room shall be accessible to a shower, toilet, lavatory with hot and cold water, drinking fountain, or lavatory equipped with bubbler, tables, benches. Tables and seats shall be loose or stationary as per the security level of the dayroom areas or as directed by the facility.

§ 2.75. Lighting

Natural light is required in all new dayroom areas. Facilities shall be designed to provide an average of 20-foot candles throughout. The actual measurable natural light levels vary depending on climate conditions, position of the sun, and positioning of the facility. These design considerations shall also apply to renovation projects that provide new housing.

Artificial light is required in all sleeping rooms to be a minimum of 30-foot candles (at desktop height). All light fixtures shall be of the secure type/suicide preventive in design, and shall be mounted on the ceiling; or wall-mounted where the ceiling and wall intersect. All wiring shall be concealed.

§ 2.76. Indoor activity area (s)

Total indoor activity area requirements, which include the gymnasium, multi-purpose room(s), library, arts and crafts room(s) and all other leisure areas, except those in the living unit, shall be of a minimum aggregate size of 100 S.F./occupant. Sizes of multi-purpose areas shall be sufficient in size to allow for the program served.

§ 2.77. Architectural design.

Protrusion-free architectural design equipment (to prevent self-destructive acts or accidental injuries), and furnishings selection, and special management units or rooms shall be incorporated into secure housing unit design.

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## Article 8

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### Administrative, Medical examination, Reception and Release areas

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Intent: It is the intent of this Article to promote visibility and proximity to detainees to encourage interaction and provide for staff and resident safety and security. Special purpose areas whether for staff, detainees, or visitors should be designed and located in such a manner that they are visible from other parts of the facility to the extent possible.

§ 2.78. Intake, holding, and processing.

The reception and release area shall be located within the secure perimeter of the facility but outside the occupant housing area. Reception and release shall be separated from the housing area by an interior security wall.

§ 2.79. Reception and release area requirements.

The reception and release area shall be constructed to provide for the following: control station, temporary holding area(s), classification holding area(s), booking area, records area, property storage, and clothing storage.

§ 2.80. Reception and booking space requirements.

Reception and booking shall provide space for search and shower, clothing storage and issue, photograph and fingerprint, medical exam, classification, orientation, interview, and telephone calls.

§ 2.81. Medical examination area.

The medical examination area shall have adequate lockable cabinets and storage; sinks with motion-operated/lever-operated/foot operated controls, privacy screens, and a toilet and urinal. Toilets shall be correctional type secure units. The exam area shall include a desk and administrative space for medical professionals. The medical examination area, waiting area, and all holding areas shall be equipped with negative pressure exhausting ventilation systems to minimize infectious disease exposure within the intake processing area.

§ 2.82. Number of holding areas.

There shall be one holding area provided for each ten design capacity beds with a minimum of two holding rooms for each facility. These rooms, or areas, shall be capable of full time CCTV camera monitoring and/or constant direct line-of-sight observation from a staff/nurse control station. There shall be no exception for any blind spots.

§ 2.83. Holding area requirements.

Each holding area shall:

Be constructed to contain a minimum of 15 square feet per occupant; however, no

single area shall contain less than 35 square feet;

Be sufficiently open, using security glazing and surveillance cameras, to permit observation of all areas;

Contain a concrete slab type bench or bunk.

Correctional type security plumbing fixture(s) with sanitary bubbler, push-button concealed controls, hot and cold domestic water supply shall be accessible to the holding areas. Provisions for privacy shall be provided.

Receive lighting from a maximum security/suicide preventive fixture of sufficient intensity to permit sight supervision;

Be heated and ventilated in accordance with Building Code requirements, with detention and suicide prevention style air distribution grilles located as inaccessible to residents as possible.

§ 2.84. Control of reception and release area.

The reception and release area shall be controlled from a secure control station where monitoring equipment will be located to control functions of this area.

§ 2.85. Interview room.

Classification should include an interview room with space for an officer and counselor. The interview room shall be large enough to seat three persons.

§ 2.86. Storage of personal property.

Storage of occupant personal property shall be provided, at 9 cu. ft. per occupant.

§ 2.87. Adjacent areas.

Areas located adjacent to the reception and release area, but outside the security perimeter, include the vehicular sally port, *visitor* waiting room, and personnel sally port. The vehicular sally port and personnel sally port shall be provided with weapons' lockers equipped with individually locked compartments.

§ 2.88. Security design.

The facility design shall facilitate the maintenance of physical plant, operational, and staff security.

§ 2.89. Administration space outside resident occupied areas.

The facility shall provide space consistent with the size of the facility for



administrative, program, and clerical personnel. Additional administrative areas must be specifically approved by the Department of Juvenile Justice. Adequate space for equipment, records, and supplies shall be provided to meet established and projected needs. These spaces shall be located outside the secure areas of the facility. Administrative space shall also include a staff lounge with toilet and showers. It is essential that this area be adjacent to the secure area to encourage contact between administrative/treatment staff and residents. Secure perimeter glazing is encouraged for ongoing visual contact between administrative staff and residents.

§ 2.90. Office space within the security perimeter.

Space shall be provided within the security perimeter for the counselor's office, teacher's office, and other offices as the program for the facility requires.

§ 2.91. Floor area required.

The floor area provided for administration space shall comply generally with the "Guidelines for the Utilization of Office Space" published by the Virginia Department of General Services.

§ 2.92. Public areas.

Public areas of the facility shall be located outside the security perimeter. Public access to the building shall be through a main entrance. The public shall not have uncontrolled access to enter the security perimeter.

§ 2.93. Waiting area.

A waiting area with appropriate information signs and provisions for handicapped visitors shall be provided for the public and shall be so situated that it does not interfere with general office routine. The public waiting area shall include sufficient seating, drinking fountains, restrooms and lavatories. Restrooms provided with floor drain and hose bib are recommended. Provision of public telephones is suggested.

§ 2.94. Facility visiting area(s)

Visitor accommodations shall be designed to provide flexibility in the degree of physical security and supervision commensurate with security requirements of variously classified occupants, including:

Space for contact visits between families and youth who have not demonstrated behavior which would jeopardize reasonable security;

Provisions for handicapped visitors;

Provisions shall be made for non-contact visitation that allows for physical but not visual or auditory separation. A minimum of one is required;

A secure private area for contact visits from law enforcement officers, attorneys, clergy, and probation and parole officers;

Lockers in the lobby, or other convenient area for storage of handbags or other articles which cannot be taken into the visiting area.

Shake down areas for entering visitors and occupants before re-entering other security areas.

Installed walk-through metal detector, generally located in the personnel entrance (lobby) for use by visitors and staff.

§ 2.95 Exterior areas.

All exterior areas shall be adequately. All lighting accessible to residents must be secured.

§ 2.96. Storage.

In addition to storage required for specific areas, the following shall be provided based upon facility capacity:

Secure storage for occupant and staff's personal property;

Storage for occupant clothing, linens, towels, etc;

Storage for recreation and related equipment, located near indoor and outdoor recreation areas;

Secure storage for medical supplies, including safe storage of hazardous and/or medical waste shall be provided outside the living area;

Storage for extra occupant mattresses and bunks;

Secure storage for janitorial supplies in janitor's closets located conveniently to areas services;

Secure storage space for security equipment, restraining devices, chemical agents, etc. All storage areas shall be inaccessible to occupants and/or strictly controlled by staff.

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Article 9

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Food Service and Laundry

Intent: The intent of this article is to provide for health and safety standards in compliance with health and building codes. In addition, the intent is to provide adequate barriers between residents and areas of the building they are unauthorized to enter

§ 2.97. Kitchen

If a kitchen is provided, it shall be equipped to meet the standards of the Department of Health and shall:

1. Be designed to serve the facility's maximum population capacity, including consideration for projected future expansion;
2. Have a floor area of 10 square feet per facility occupant to be served, but not less than 200 square feet.
3. Be located with consideration to ease the serving of occupant population and where supplies can readily be received without breaching security.

§ 2.98. Food pass.

If a food pass is provided between the kitchen and housing area, it shall be protected with grille and a steel door with a secure detention lock.

§ 2.99. Accessible toilet facilities.

Toilet facilities with wash basin shall be located within easy access for food service staff.

§ 2.100. Janitor's closet.

A janitor's closet and mop sink for exclusive use in the kitchen shall be located within the kitchen area.

§ 2.101. No wooden surfaces in kitchen.

Equipment such as counters, worktables, or shelving with wooden surfaces shall not be allowed in kitchen.

§ 2.102. Floor.

The floor in the food service areas shall be of a material that is impermeable, will withstand food spillage, and is easily cleaned. The use of quarry tile set in an acid and alkali resistant grout and setting bed is recommended. Non-skid surfaces are also recommended.

§ 2.103. Secure storage.

Secure storage space of adequate size and type to accommodate perishable, frozen, and bulk dry food storage, shall be provided. All built in and walk-in frozen food storage spaces must also be able to unlock from inside.

§ 2.104. Dining area.

If a dining area is provided, a minimum of 15 square feet shall be provided for each occupant the area is designed to serve at any one time. It is recommended that seating

be designed for staff and detainees to eat together.

§ 2.105. Dining area floor.

If a dining area is provided, floor finish shall be of material that is impermeable, will withstand spillage, and is easily cleaned. Carpeting may be utilized.

§ 2.106. Dining area furnishings.

Furnishings (tables, benches, etc.) shall be securely attached to building structure, or be of sufficient size and weight to prevent throwing or other similar mis-use.

§ 2.107. Laundry.

If laundry is provided, each facility design shall include sufficient space for commercial grade laundry equipment. Building finishes shall be as approved for kitchen areas.

§ 2.108. Supply storage.

There shall be sufficient secure storage area for the laundry.

Article 10

Mechanical, Plumbing, and Electrical

Intent: To insure that mechanical, plumbing, and electrical installation is designed to enhance facility safety.

§ 2.109. Mechanical rooms.

All primary mechanical equipment rooms (plumbing, heating, air conditioning, sprinkler, and electrical) shall be accessible from outside the occupant area.

§ 2.110. Emergency power source.

An emergency power source shall be provided sufficient to sustain security control systems, as a minimum, life safety operation, night lighting, refrigerators, freezers, and heating and ventilation systems.

§ 2.111. Ventilation.

All facilities shall be designed to provide adequate ventilation and air-conditioning as required by the ACA, and/or the building code, and applicable standards; where natural ventilation is not feasible, the facilities must be climate controlled.

§ 2.112. Plumbing.

Correctional type secure fixtures are required in secure areas. All fixtures in secure areas shall be stainless steel combination correctional fixtures, with concealed equipment to the extent possible utilizing push button controls. Porcelain fixtures and standard plumbing design may be allowed in non-secure areas only. Urinals must be

provided in any co-ed bathroom.

§ 2.113. Exposed plumbing.

No exposed plumbing lines are permitted in the secure area. Provisions for piping and access to valves shall be provided in pipe chases. Pipe chases shall be secured.

§ 2.114. Floor drains.

Sufficient floor (water) drains shall be located throughout the facility to inhibit water from standing on the floors. Screens shall be anchored with security fasteners.

§ 2.115. Water fountain.

Water fountains shall be provided in accordance with the Building Code, and applicable operational standards and be equipped with rubber splashguards. Recessed water fountains are recommended.

§ 2.116. Storage, closets, drains.

All housing areas shall be provided with storage area(s), janitorial closets, and water drains.

§ 2.117. Sprinklers.

All housing areas shall be 100% sprinkled, with a sprinkler and smoke detection system that is in accordance with the building code. Security / suicide designed preventive sprinkler heads shall be used in all sleeping and holding rooms and all secure toilet/shower rooms.

§ 2.118. Staff restrooms.

Separate restroom facilities shall be located throughout the building(s) for use by staff.

§ 2.119. Plumbing chases.

All equipment access doors, located in secure areas, shall be designed to with durable and tamper-resistant materials not easily damaged or compromised. If plumbing chases are the walk-in type, it is recommended that they be provided with a light to facilitate maintenance. The size of chases shall be adequate to allow access for repair/replacement.

§ 2.120. Security plumbing under the slab design.

Sewage drain lines shall be sized (diameters) 125% over minimum specified by building code.

§ 2.121. Electrical.

Wiring conduit shall be concealed unless approved or waived by DJJ. Room intercom circuits, alarm, and detection wiring shall be installed in conduit and incorporate

required pull boxes located in secured or staff monitored spaces.

§ 2.122. Wiring.

Wiring shall be in accordance with the Building Code, but wherever possible the electrical service and system should be sized (capacity) 150% over the minimum specified by the building code if future expansion has been accounted for in core space and equipment. All outlets (receptacles) in occupant areas should be ground fault protected and have secure, suicide designed preventive receptacle covers.

§ 2.123 Security room night lighting.

Secure sleeping room night lighting shall be equipped with key-operated or flush push button control devices located outside of each room. A minimum of two-foot candles of night lighting shall be provided.

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Article 11

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Miscellaneous

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Intent: To provide adequate space for intended visitors, staff, and detainees using a designated space at one time.

§ 2.124. Elevators.

Buildings constructed with two or more floors shall be provided with an elevator(s) that comply with the Building Code, or street level access to both levels and with the requirements of the Americans With Disabilities Act (ADA). Elevators shall be of sufficient size to transport food carts. At least one elevator per facility shall be sufficient size to transport stretchers.

§ 2.125. Corridors.

Corridors used for the movement of occupants, stretchers, food carts, etc., shall be constructed to provide a minimum of eight feet in width and ten feet in height.

§ 2.126. Accessibility.

Facilities shall be constructed to provide rooms or dormitories to accommodate occupants with disabilities in accordance with the Americans with Disabilities Act (ADA). Provisions for employees and visitors with disabilities shall be in accordance with the ADA.

§ 2.127. Recreation.

Indoor and outdoor recreation space shall be provided.

§ 2.128. Indoor recreation space.

The total indoor activity area, which includes the gymnasium, multipurpose room(s), library, arts and crafts room(s), and dining room when not in use for eating, and all other leisure areas outside the living unit shall provide space equivalent to one hundred square feet per juvenile resident. There shall be separate indoor space for vigorous exercise: This space shall have no less than 1,500 square feet of floor space with ceiling height of no less than eighteen feet.

§ 2.129. Outdoor recreation.

Outdoor recreation space shall be at least two times as large as the indoor recreation space, and shall be enclosed by a twelve-foot high security fence or structure. Outdoor recreation space shall be a minimum of 3000 square feet and increased by 200 square feet for every intended occupant over 15.

§ 2.130. Recommended additional recreation space.

It is recommended that recreation space be increased in size in relation to the size of the facility, and more than one recreation area be provided for larger facilities. Each grouping of rooms should have an adjacent outdoor recreation space.

§ 2.131. Fencing.

Security fencing or security wall(s), or combination thereof, shall be provided for recreation yard(s) and all other areas that are required by these standards to be fenced. (i.e., secure courtyards). Fence shall be, at minimum, single fence, minimum of 12 feet in height, nine gauge, non-climbable mesh on upper half of fence, zinc coated, steel wire interwoven fence fabric. Fence components including but no limited to the top and bottom rails, line posts, terminal posts, tension bars, attachments, concrete footings for the fence, walk gates and truck gates, shall be in accordance with manufacturer's recommendations. No ninety-degree in-corners are allowed. Angles formed by fencing shall be not less than one hundred thirty-five degrees as measured on the secure side of the fence. The minimum distance between any two corners shall not be less than ten feet.

§ 2.132. Energy Design Guidelines.

Energy conservation for the facility must comply with energy design guidelines outlined in the Commonwealth of Virginia's Constructions and Professional Services Manual, latest edition, as issued by the Virginia Department of General Services.

§ 2.133. Life-Cycle Cost.

Life-Cycle Cost Benefits for the facility shall comply with life-cycle design guidelines as outlined in the Commonwealth of Virginia's Constructions and Professional Services Manual, latest edition, issued by the Virginia Department of General Services. Building system components shall be selected on the basis of life-cycle costs (i.e., if an increased first cost can be shown to reduce life-cycle cost, particularly operating and personnel costs, then the design should incorporate the most cost effective feature or system).

§ 2.134. Efficiency of design.

The facility design shall emphasize durability, economy and ease of maintenance; and shall avoid inefficient use of space in a facility both in terms of floor area and building volume.

§ 2.135. Site for Facilities.

Facilities shall be located in aesthetic and environmentally acceptable sites. Current and projected use and application of adjacent properties shall be considered prior to approval of a Planning Study by the Board of Juvenile Justice.

**PART III**

**CONSTRUCTION AND DESIGN REQUIREMENTS FOR  
PRE & POST DISPOSITIONAL RESIDENTIAL FACILITIES**

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Article I

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General

§ 3.1. Facilities covered.

Pre- and Post- Dispositional less-secure residential facilities include:

State Pre & Post Dispositional Juvenile Facilities

Local Pre & Post Dispositional Juvenile Facilities

Halfway Houses

Emergency Shelters

Crisis Intervention Centers

Less-Secure Facilities

§ 3.2. Less-Secure Construction.

Buildings or parts of buildings constructed for use, as less-secure juvenile facilities shall not be used for the detention of secure custody level wards without upgrade of construction to that required by Part II of these Standards. The requirements for juvenile less-secure facilities as described in Part III reflect a noncombustible restrained building classification. Building components proposed shall address the strength, safety and durability characteristics for the custody level of the facility. Such components shall be approved by the Department of Juvenile Justice.

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Article 2

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Structural Component

§ 3.3. Exterior walls.

Exterior walls shall be of masonry, concrete, stone or other durable fire resistant



material.

§ 3.4. Roof and floor.

Roof and floor construction shall be noncombustible, and in accordance with applicable building code. Design of roofs with less than 4 inch in 12-inch slope is not recommended.

§ 3.5. Windows.

Windows that are capable of being opened shall be provided with insect screen.

§ 3.6. Interior finishes.

All interior finishes shall be durable, have a smooth finish and a flame spread rating of 25 or less (ASTM E-84). The facility may use 2" gypsum covered with skim coat of cement plaster for durability. The locality should review the options and make a selection based on a life cycle cost analysis.

§ 3.7. Windows, Doors.

Doors (solid core), windows and frames shall be heavy duty commercial or detention type.

§ 3.8. Locks.

Locks shall be last heavy duty commercial.

§ 3.9. Lighting.

Light fixtures shall be energy efficient type and of good quality. Natural light is required in occupant housing areas.

§ 3.10. Less-secure design of housing units.

Less-secure housing shall be constructed in accordance with (Part III-A) of this Standard and shall:

Be constructed as a separate building from the secure housing section of the facility or be separated from the secure portion of the facility by a security wall;

Consist of individual rooms or dormitories with not more than four (4) wards per dormitory or group of rooms.

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Article 3

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Mechanical, Plumbing, and Electrical Component

§ 3.11. Fixtures.

All less-secure housing shall utilize tamper resistant screws for securing electrical, mechanical, plumbing fixtures, and all other items (as required).

§ 3.12. Suicide prevention.

The facility shall be designed and equipped to reduce the opportunity for suicidal behavior.

§ 3.13. Showers and toilets.

Showers and toilet facilities may be located in a common area, or adjacent or convenient to rooms served.

§ 3.14. Plumbing equipment.

Plumbing equipment used in less secure housing shall be heavy duty and appropriate to the needs of the facility.

§ 3.15. Food service and laundry.

Provisions shall be made for food service and laundry.

§ 3.16. Mechanical rooms.

If constructed as a separate building, it is recommended that facilities shall be provided with a mechanical room that can be entered from outside the occupant area.

§ 3.17. Emergency power source.

An emergency power source shall be provided sufficiently to sustain, as a minimum, life safety operations, refrigerators, freezers, and heating & ventilation circulation.

§ 3.18. Ventilation.

All facilities shall be designed to provide adequate ventilation as required by the Building Code. Where natural ventilation is not feasible, the facilities must be climate controlled. Design consultant reference with the Virginia Energy Plan and Executive Order Thirty-Seven (1991) for design guidelines.

§ 3.19. Shower and toilet areas.

Shower and toilet areas shall be provided with a wall coating which will withstand humidity, and will not chip or scale. Walls and floors shall be waterproofed.

§ 3.20. Exposed plumbing.

Where permitted, exposed plumbing piping shall be kept flush with the walls and ceilings.

§ 3.21. Floor drains.

Sufficient floor (water) drains shall be located throughout the facility to inhibit water from standing on the floors.

§ 3.22. Water fountain.

A water fountain shall be provided in accordance with the Building code.

§ 3.23. Storage, closets, drains.

All housing areas shall be provided with adequate storage area(s), janitorial closets and water drains.

§ 3.24. Sprinklers.

All housing areas shall be 100% sprinkled, with a sprinkler system that is in accordance with the building code.

§ 3.25. Staff restrooms.

Separate restroom facilities shall be located throughout the building(s) for use by staff and administrative personnel. All facilities must comply with ADA requirements.

§ 3.26. Plumbing chases.

If plumbing chases are the walk-in type, they shall be provided with a light to facilitate maintenance.

§ 3.27. Sewage drain lines.

Sewage drain lines shall be sized (diameters) 125% over minimum specified by building code. A minimum of two separate sewage drainage piping systems from the facility shall be provided.

§ 3.28. Electrical

Wiring shall be run concealed unless approved or waived by DJJ.

§ 3.29. Wiring

Wiring shall be in accordance with the Building Code, but wherever possible, the electrical service and system shall be sized (capacity) 150% over the minimum specified by the building code. All outlets (receptacles) in occupant areas shall be ground fault protected.

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Article 4

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Miscellaneous

§ 3.30. Elevators

Separate buildings constructed as less secure housing with more than two floors shall be provided with an elevator(s) that complies with the Building Code and with the requirements of the Americans With Disabilities Act (ADA). Though not required, DJJ recommends that an elevator be provided if building(s) is more than one floor. Elevators shall be of sufficient size to transport stretchers.

§ 3.31. Corridors.

Corridors used for the movement of occupants, stretchers, food carts, etc., shall be constructed to provide a minimum of five feet in width and eight feet in height. Corridors not used for the above functions shall be not less than that required by the Building Code.

§ 3.32. Accessibility.

Facilities shall be constructed to provide rooms or dormitories to accommodate occupants with disabilities in accordance with the Americans with Disabilities Act (ADA). Provisions for employees and visitors with disabilities shall be in accordance with the ADA.

§ 3.33. Recreation.

Indoor and outdoor recreation space shall be provided.

§ 3.34. Indoor recreation areas.

Indoor recreation may be composed of classroom(s), vocational area(s), and multipurpose rooms, or any of the above. A minimum combined space of 100 square feet per occupant shall be provided.

§ 3.35. Outdoor recreation areas.

Outdoor recreation space shall be constructed to provide no less than 1,500 square feet.

§ 3.36. Additional recreation space.

It is recommended that recreation space increase in size in relation to the size of the facility and more than one recreation area be provided for larger facilities. Each grouping of rooms should have an adjacent outdoor recreation space.

## DOCUMENTS INCORPORATED BY REFERENCE

Commonwealth of Virginia Construction and Professional Services Manual for Agencies, current edition;

~~Step-by-step Procedures for Receiving State Approval and Reimbursement for Local Facility Construction, Enlargement, Renovation, and Operating Funds;~~

~~The Department of Juvenile Justice "Step-by-Step Procedures for Approval and Reimbursement~~

~~for Local Facility Construction, Enlargement and Renovation";~~

~~The Department of Juvenile Justice Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities;~~

