

Capacities of Facilities	1
I. Established Facility Capacities.....	1
A. Definition of Operating Capacity	1
B. Rated Bed Capacities.....	2
C. Temporary Bed Capacities	3
II. Modification of Rated or Temporary Capacities	3
A. Cause for Modification.....	3
B. Procedure for Modifications to Rated Capacities.....	4
C. Procedures for Modifications to Temporary Capacities	4
III. Auditing for Facility Rated Operating Capacity Compliance	5
IV. References	5
V. Action.....	5
Attachments.....	6

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Joe M. Allbaugh, Director Oklahoma Department of Corrections		Signature on File	

Capacities of Facilities

The Board of Corrections (BOC) certifies the following method for determining official operating capacities which are reflected on the daily count sheet.

I. Established Facility Capacities

Capacities are updated as needed on the daily count sheet in accordance with this procedure.

A. Definition of Operating Capacity

Operating capacity includes rated, temporary and special use beds to which inmates may be assigned.

1. Rated beds are based on the design capacity of the facility. Rated beds include:

- a. General Population Beds

For inmates who can be managed without extraordinary accommodations.

- b. Medical/Mental Health Beds

For inmates requiring infirmary care or other specialized medical or mental health care.

2. Temporary beds are those that exceed the original design capacity of the facility. Temporary beds include:

a. General Population Beds

For inmates who can be managed without extraordinary accommodations.

b. Medical/Mental Health Beds

For inmates requiring infirmary care or specialized medical or mental health care.

3. Special use beds for inmates requiring additional security measures include:

a. Restricted Housing Unit Beds

For inmates requiring additional security measures for their safety or the safety of others.

b. Transit Detention Unit Beds

For inmates awaiting transfer from community corrections to higher security.

B. Rated Bed Capacities

Rated bed capacities are based on several factors including:

1. The building design including all modifications, building code type, alarm and sprinkler systems, type of building egress, square footage of the individual cell/room/dorm and the area's resulting occupancy load maximums under the National Fire Protection Act (NFPA) standards for the facility type; (2-CO-2A-01)
2. Ratios for sanitation facilities (sinks, urinals, toilets and showers);
 - a. Existing structures (prior to June 2014) must be at or below numerical ratios in accordance with International Building Code (IBC) 2012 and International Plumbing Code (see [Attachment A](#), attached). (2-CO-2A-01, 4-4137, 4-4138, 4-4139, 4-ACRS- 4B-03).
 - b. Any renovation/new construction must in accordance with national accreditation standards. (4-4137-1, 4-4130-1, 4-4139-1)
 - (1) Toilets – 1:8 ratio (female) and 1:12 ratio (male). Urinals may be substituted for up to one-half of the toilets. All housing units with three or more

inmates will have a minimum of two toilets.

- (2) Sinks – 1:12 ratio.
- (3) Showers – 1:12 ratio.
3. Meeting cell, room or dorm space requirements of International Property Maintenance Code 2006;
4. Meeting correctional needs specific to the facility or special units therein; and
5. Rated bed capacities shall be approved by the office of the State Fire Marshal and meet applicable standards for safety and sanitation of correctional facilities.

C. Temporary Bed Capacities

Temporary bed capacities are adjusted based on the demand for beds. Per Oklahoma Statutes, Title 57, Section 95, A., “Any person convicted of an offense against the laws of this state and sentenced to imprisonment that is not to be served in a county jail shall be transported to the Department of Corrections.” Temporary beds are added to meet this obligation as well as to accommodate temporary maintenance, renovation or construction needs.

II. Modification of Rated or Temporary Capacities

A. Cause for Modification

Changes in facility capacities may result from any of the following:

1. Any change in the square footage of existing cells/rooms/dorms;
2. Any increase or decrease in the number of cells/rooms/dorms used for inmate housing in accordance with Section I. item A. of this procedure;
3. The opening or closing of any inmate housing area;
4. Temporary construction for renovation;
5. Change in mission of a special program (i.e., converting double cell to single cell);
6. Meeting a special need of the inmate population or a program;
7. Addition or deletion of sanitation facilities (sinks, urinals, toilets and showers); or

8. Any increase or decrease in the density of inmate placement within a dormitory setting.

B. Procedure for Modifications to Rated Capacities

1. Requests to change a facility rated capacity must be submitted in writing to the appropriate regional director for review. The affected regional director will forward the change request and the "Request for Change to Rated Facility Capacity" ([Attachment B](#), attached) to the director of Population, Programs and Strategic Planning. If the change request involves an increase in capacity or construction, office of State Fire Marshal Inspection Report must accompany the request.
2. Upon review, the director of Population, Programs and Strategic Planning will forward a written request to change the facility rated capacity thru the Chief of Operations to the agency director for approval.
3. Upon approval of a facility rated capacity change:
 - a. The director of Classification and Population, the director of Auditing and Compliance and the appropriate regional director supervising the facility will be forwarded a copy of the approved rated capacity.
 - b. The director of Classification and Population will ensure the offender management system (OMS) and daily count sheet is updated to reflect approved changes.

C. Procedures for Modifications to Temporary Capacities

1. Changes to facility temporary capacities must be approved in writing by the director of Population Programs and Strategic Planning.
2. Upon receipt of the written approval:
 - a. The director of Classification and Population, the director of Auditing and Compliance and the appropriate regional director supervising the facility will be forwarded a copy of the approved operating capacity.
 - b. The director of Classification and Population will ensure the offender management system and daily count sheet is updated to reflect approved changes.

III. Auditing for Facility Rated Operating Capacity Compliance

The director of, Population, Programs and Strategic Planning may designate a staff member to audit any facility to ensure compliance with the current approved facility operating capacity.

IV. References

Policy Statement No. P-150100 entitled "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities"

International Building Code (IBC) 2012 International Plumbing Code 2012

International Property Maintenance Code 2006 National Fire Protection Act (NFPA) standards

V. Action

The affected regional director is responsible for compliance with this procedure.

The director of Population, Programs and Strategic Planning is responsible for the annual review and revisions.

Any exceptions to this procedure require prior written approval from the agency director.

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-150205 entitled "Capacities of Facilities" dated September 25, 2017

Distribution: Policy and Operations Manuals
Agency Website

<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	“Plumbing Requirements”	Attached
Attachment B	“Request for Change to Rated Facility Capacity”	Attached