

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.....	3
C. Procedures for Modifications to Temporary Capacities	4
III. Auditing for Facility Rated Operating Capacity Compliance	4
IV. References	4
V. Action.....	5
Attachments.....	5

Section-15 Physical Plant	OP-150205	Page: 1	Effective Date: 08/19/2016
Capacities of Facilities	ACA Standards: 2-CO-2A-01, 4-4129, 4-4137, 4-1737-1, 4-4138, 4-4138-1, 4-4139, 4-4139-1, 4-ACRS-1A-10, 4-ACRS-4B-03		
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 “Institutional Capacity/Committed Population” report.

I. Established Facility Capacities

Capacities are updated as needed on the daily “Institutional Capacity/Committed Population” report 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 the American Correctional Association (ACA) 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 division manager for review. The affected division manager will forward the change request and the "Request for Change to Rated Facility Capacity" ([Attachment B](#), attached) to the division manager of Field Services. 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 division manager of Field Services will forward a written request to change the facility rated capacity thru the associate director of Field Operations to the director for approval.
3. Upon approval of a facility rated capacity change:
 - a. The administrator of Classification and Population, the administrator of Auditing and Compliance and the appropriate division manager of Institutions supervising the facility will be forwarded a copy of the approved rated capacity.
 - b. The administrator of Classification and Population will ensure the database and daily facility count report 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 associate director of Field Operations.
2. Upon receipt of the written approval:
 - a. The administrator of Classification and Population, the administrator of Auditing and Compliance and the appropriate division manager of Institutions supervising the facility will be forwarded a copy of the approved operating capacity.
 - b. The administrator of Classification and Population will ensure the database and daily facility count report is updated to reflect approved changes.

III. Auditing for Facility Rated Operating Capacity Compliance

The division manager of Field Services 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 division manager is responsible for compliance with this procedure.

The associate director of Field Operations is responsible for the annual review and revisions.

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

This procedure is effective as indicated.

Replaced: Operations Memorandum No. OP-150205 entitled "Capacities of Facilities" dated December 12, 2014

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