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Section-15 Physical Plant	OP-150205	Page: 1	Effective Date: 02/10/2022
Capacities of Facilities	ACA Standards: 2-CO-2A-01, 5-ACI-2C-05, 5-ACI-2C-06, 5-ACI-2C-07, 5-ACI-2C-08, 5-ACI-2C-09, 5-ACI-2C-10		
Scott Crow, Director Oklahoma Department of Corrections		Signature on File	

Capacities of Facilities

The Oklahoma Board of Corrections (OBOC) 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. When designing or acquiring any new facility and in planning any existing facility expansion, the agency shall consider the effect of the design, acquisition, expansion, or modification upon the agency’s ability to protect inmates from sexual abuse. (PREA 115.18 (a))

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 and may 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. Segregated 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.
4. Daily Count/Movement Sheet

Each facility will electronically submit the "Daily Movement Tracking Sheet" ([Attachment C](#), attached) to the Population unit by 10:00 a.m. of each business day.

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, toilets, urinals, and showers);
 - a. Existing Structures (prior to June 2014)

All fixtures must be at or below numerical ratios in accordance with International Building Code (IBC) 2018 and International Plumbing Code 2021 (see "Plumbing

Requirements," ([Attachment A](#), attached). (2-CO-2A-01 5-ACI-2C-05, 5-ACI-2C-07, 5-ACI-2C-09).

b. New Construction/Housing Unit Renovations (after June 2014)

Any renovation to a housing unit (sanitation facilities)/new construction must in accordance with national accreditation standards unless applicable building or health codes require additional fixtures. (5-ACI-2C-06, 5-ACI-2C-10)

(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/cells with three or more inmates will have a minimum of two toilets. (5-ACI-2C-06)

(2) Sinks – 1:12 ratio. (5-ACI-2C-08)

(3) Showers – 1:12 ratio. (5-ACI-2C-10)

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 57 O.S. § 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 affected administrator of Institutions/Community Corrections for review. The affected administrator will forward the change request and the "Request for Change to Rated Facility Capacity" ([Attachment B](#), attached) to the chief administrator of Institutions/Community Corrections and Contract 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 chief administrator of Institutions/Community Corrections and Contract Services will forward a written request to change the facility rated capacity through the chief of Operations to the agency director for approval.
3. Upon approval of a facility rated capacity change:
 - a. The administrator of Classification and Population, the chief of Operations and the appropriate staff member supervising the facility will be forwarded a copy of the approved rated capacity.
 - b. The administrator 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 chief administrator of Institutions/Community Corrections and Contract Services.

2. Upon receipt of the written approval:
 - a. The administrator of Classification and Population, the chief of Operations and the appropriate staff member supervising the facility will be forwarded a copy of the approved operating capacity.
 - b. The administrator 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 chief administrator of Institutions/Community Corrections and Contract Services may designate a staff member to audit any facility to ensure compliance with the current approved facility operating capacity.

IV. References

Policy Statement P-150100 entitled "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities"

International Building Code (IBC) 2018 International Plumbing Code 2021

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

57 O.S. § 95.A.

V. Action

The affected administrator of Institutions/Community Corrections and Construction and Maintenance is responsible for compliance with this procedure.

The chief administrator of Institutions 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: OP-150205 entitled "Capacities of Facilities" dated January 7, 2021

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
Attachment C	“Daily Movement Tracking Sheet”	Attached