



DETENTION FACILITY PLAN REVIEW SUBMITTAL FORM

Submittal Type: **Hard Copy Submittal** **Electronic Submittal**

EXISTING LICENSED FACILITY	PROPOSED NEW OR RELOCATED FACILITY
NAME (Physical address of existing facility)	NAME (Physical address of new facility)
STREET ADDRESS	STREET ADDRESS
CITY/TOWN & ZIP CODE	CITY/TOWN & ZIP CODE
COUNTY	COUNTY
CURRENT INMATE CAPACITY	NEW PROPOSED INMATE CAPACITY

Brief Project Description:

PROJECT TYPE:

- New Facility
- Building Addition to Existing Facility
- Renovations to Existing Facility

FACILITY TYPE:

- Holding Facility (12 hour hold)
- Lock-Up (10 Day Hold)
- Detention Facility (Indefinite Hold)

PROJECT CONTACTS:

Facility/Applicant’s Contact Person

Architect’s Contact Person

NAME	NAME
TITLE	TITLE
Name of Facility	FIRM
ADDRESS	ADDRESS
CITY/TOWN & ZIP CODE	CITY/TOWN & ZIP CODE
TELEPHONE	TELEPHONE
EMAIL ADDRESS	EMAIL ADDRESS

Listed are the steps in the construction process:

1. Submit COMPLETE SET OF SIGNED AND SEALED PLANS to OSDH for approval. Contact OSDH Detention Program and a BOX account will be created for the submittal of the electronic copy of the plans.
2. Provide documentation denoting plans were submitted to the State Fire Marshal and the plans have been approved.
3. Provide documentation the State Fire Marshal's 50% inspection is completed, and we will complete a 50% inspection.
4. Our Department will conduct a Final Inspection and Capacity Rating after the receipt of the State Fire Marshal's Final Inspection and Approval report.

**TITLE 310. OKLAHOMA STATE DEPARTMENT OF HEALTH
CHAPTER 670. CITY AND COUNTY DETENTION FACILITY STANDARDS (*Checklist*)**

310:670-5-11. Physical plant

(b) New facilities and substantial remodeling of facilities (after January 1, 1992). Plans for the construction of a new facility or the substantial remodeling of an existing facility shall be submitted to the Department for review and approval. Detention facilities are encouraged to submit plans to the Department for any re-modeling or repair that does not meet the substantial remodeling threshold to ensure standards are met.

Definitions: 310:671-1-2

"**Holding facility**" means a facility that shall hold persons under arrest who are charged with a crime no longer than twelve (12) hours [74 O.S. § 192(B)]. A holding facility is not required to meet the standards for detention facilities, so long as a trained employee of the responsible county, city or town is available to render aid to, or release any confined person in the event aid or release is required because of a health or life endangering emergency.

"**Detention facility**" means a facility that may hold a person for an indefinite period of time.

"**Lockup facility**" means beyond the last locked/secure door means a facility that may hold a person no longer than ten (10) days. It is usually operated by a town or city for the temporary detention of persons awaiting arraignment. Persons who need to be detained longer than ten (10) days shall be transferred to a jail.

"**New construction**" means a facility with final plans approved after January 1, 1992.

"**Dayroom**" means space for activities that is situated immediately adjacent to the inmates' sleeping area and separated from the sleeping area by a wall.

"**Substantial remodeling**" means the cost to repair/replace is at least fifty (50) percent of the cost to replace the facility.

Other Definitions

"**Floor Space**" The standards reference floor space in eight instances with seven of eight found at OAC 310:670-5-11, Physical plant. This term is different from square feet by itself. Floor space is understood to refer to space on the floor in which a person move. (See Jail Inspection Division Manual, Appendix L14 – Measuring Cell Capacity)

"**Direct natural light**" is referenced at OAC 310:670-5-11(b)(3), in reference to "New facilities and substantial remodeling of facilities." "Cells shall be constructed and arranged to allow direct natural light into each area." This term is understood to not require horizontal access; there may be access through a skylight or other vertical means. Per James Joslin 03/04/2020

"**Detention Center**" – this term is no longer used in Chapter 670. It should be understood to mean detention facility.

SUBCHAPTER 3. STANDARDS FOR LOCKUP FACILITIES

310:670-3-1. Basic standards

- Shower facilities shall be available with hot and cold running water at a ratio of at least one (1) shower for every twenty (20) prisoners.

- Minimum Fire Safety Requirements: Automatic smoke detection. The facility shall be equipped with a smoke detection system and a sprinkler system that complies with the Fire Safety Code and is approved by the Fire Marshal.
- Any lockup facility constructed or substantially remodeled after January 1, 1992 shall meet the requirements of OAC310:670-5-11 except 310:670-5-11(b) (7), (8), and (13).

SUBCHAPTER 5. STANDARDS FOR JAIL FACILITIES/DETENTION CENTER

310:670-5-2. Security and control

- An emergency auxiliary power generator or battery-operated system that meets fire and life safety codes shall be provided to maintain lighting and essential equipment in an emergency.

310:670-5-11. Physical plant

Existing facilities.

- The reception and release area shall be located inside the security perimeter, but outside the prisoner living quarters. There shall be a secure weapons storage area outside of the custody perimeter.
- All cells and living areas shall have at least forty (40) Square feet of floor space for the initial prisoner and at least twenty (20) square feet of floor space for each additional prisoner occupying the same cell. Double-celling of prisoners is permitted if there is at least sixty (60) square feet of floor space for two (2) persons.
- The facility shall have at least one (1) special purpose cell to provide for the temporary detention of prisoners under the influence of alcohol or dangerous substances or for persons who are uncontrollably violent or self-destructive. These cells shall be designed to prevent injury.

The housing and activity areas shall provide, at least the following:

- Lighting of at least twenty (20) foot candles;
- One (1) toilet and one (1) washbasin, with hot and cold running water, in every cell or dormitory at a ratio of at least one (1) toilet and one (1) washbasin to twenty (20) prisoners; and
- A shower with non-skid floors and with hot and cold running water, at a ratio of at least one (1) shower to twenty (20) prisoners in the housing areas. T
- There shall be designated and marked emergency evacuation exits that comply with the Fire Safety Code which permits prompt evacuation of prisoners and staff in an emergency.
- A county may provide a dormitory-style jail to accommodate up to medium-security prisoners. It shall be equipped with washbasins, toilets and showers with hot and cold running water at a ratio of at least one (1) washbasin, one (1) toilet and one shower to twenty (20) prisoners. A dormitory-style jail) shall meet all requirements for a jail facility.

New facilities and substantial remodeling of facilities (after January 1, 1992). Plans for the construction of a new facility or the substantial remodeling of an existing facility shall be submitted to the Department for approval.

A new jail facility shall be geographically accessible to criminal justice and community agencies.

- The reception and release area shall be located inside the security perimeter but outside prisoner living quarters.

The reception and release area shall have the following components:

- Sally port;
- Secure weapons storage, outside the jail custody perimeter;
- Temporary holding rooms with adequate seating for its rated capacity, toilets and washbasins;
- Booking area;
- Medical examination room;
- Shower facilities;

- Secure area for prisoner personal property storage;
- Telephone access;
- Interview room; and
- General administration space.
- Cells shall be constructed and arranged to allow direct natural light into each area.
- Windows shall conform to ACA standards.
- All areas shall provide for at least twenty (20) foot candles of light.
- Each cell and detention room shall have at least forty (40) square feet of floor space for the initial prisoner, and at least twenty (20) square feet of floor space for each additional prisoner occupying the same cell. Double-celling is permitted if there is at least sixty (60) square feet of floor space for two (2) persons. Each room or cell shall have:
 - One (1) toilet and one (1) washbasin with hot and cold running water, for every single or double occupancy cell or dormitory at a ratio of at least one (1) toilet and one (1) washbasin to twenty (20) prisoners.
 - Bunks and storage as indicated by square feet.
- A county may provide a dormitory-style jail to accommodate minimum security prisoners. A dormitory-style jail shall be equipped with washbasins, toilets and showers with hot and cold running water at a ratio of at least one (1) washbasin, one (1) toilet and one (1) shower to twenty (20) prisoners. A dormitory-style jail shall meet all requirements for jail facilities.
- There shall be a dayroom area for each living unit containing at least thirty-five (35) square feet of floor space per prisoner for the maximum number of prisoners who use the dayroom at one time. It shall be separate and distinct from the sleeping area but immediately adjacent and accessible.
- Living areas shall be planned and organized to permit segregation of prisoners according to existing laws, and the facility's classification plan.
- Each facility shall have at least one (1) special purpose cell or room to provide for the temporary detention of persons under the influence of alcohol or dangerous substances, or for persons who are uncontrollably violent or self-destructive. Such cells shall be designed and located to prevent injury to confined persons.
- There shall be showers with hot and cold running water at a ratio of at least one (1) shower to twenty (20) prisoners in the housing areas.
- There shall be sufficient floor drains to ensure a sanitary facility.
- If the facility maintains an arsenal it shall be located outside the prisoner area accessible only to authorized persons for secure storage, care and issuance of weapons, firearms, ammunition, chemical agents and other related security equipment.
- Space shall be provided for the secure storage of items a prisoner has in his possession at the time of booking.
- Space shall be provided for administrative, professional and clerical staff, including conference rooms, storage room for records, public lobby and toilet facilities.
- There shall be designated and marked emergency exits that comply with the Fire Safety Code which permits prompt evacuation.

74 O.S. § 192, Inspection of City and County Jails - Standards

5. Counties may build barrack-style jails, single or double cell, to meet the security needs of the county for *minimum security prisoners*.

57 O.S. § 57, Apartments for Confining Prisoners - System of Classifying Prisoners - Confining of Different Classifications - Funds.

B. In the city and county jails in this state, there shall be a *system of classifying prisoners*, based upon the severity of the charges, past criminal history and other relevant factors.

C. In the city and county jails in this state, prisoners classified pursuant to subsection B of this section may be confined two per cell or barrack-style, provided the living space meets the square footage requirements set forth in Section 192 of Title 74 of the Oklahoma Statutes.