

**STANDARD
GUIDELINES
FOR
PRISON FACILITIES
IN
AUSTRALIA AND
NEW ZEALAND**

May 1990

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PREFACE

1. These guidelines are intended to satisfy a need by correctional administrators for establishing guidelines for the design and construction of prison facilities within Australia and New Zealand.
2. The guidelines have been designed to recognise the disparity of climatic and environmental factors that impact upon prison design decision-making in different jurisdictions. They are therefore not meant to be a constraint for innovative and creative design solutions for new prison facilities being developed and constructed by correctional jurisdictions. Instead the document provides guidelines for the design of prison facilities. The guidelines are based largely on experience gained during the intense prison construction programmes throughout Australasia in the 1980's and evolved from the evaluation of existing prison facilities, participation by Australasian correctional and construction jurisdictions in a working party, and in reference to Australia, United States and Canadian standard guidelines.
3. The Guidelines include relevant information from:
 - a. The United Nations Standard Minimum Rules for the Treatment of Prisoners 1984.
 - b. Standard Guidelines for Corrections in Australia 1989; and
 - c. American Correctional Association Standards for Adult Correctional Institutions, 2nd Edition ACA Maryland 1981.
4. The guidelines have been designed as a starting document. They need to be closely linked with each jurisdictions prison management philosophy together with detailed design specifications, tailored to satisfy local correctional policy requirements.
5. The guidelines are based on a set of draft guidelines originally prepared by Mr Mike Milesi and Mr Peter Harris of the Victorian Office of Corrections in 1988.

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1.0**GUIDING PRINCIPLES**

1. GUIDING PRINCIPLES ---

PHILOSOPHY

- 1.1 The instructions and specification correctional administrators provide to the designers and architects of new prison facilities need to be firmly and closely related to the over-arching purpose and principles of corrections in each jurisdiction. Designers and architects need to have a clear understanding of the purpose of imprisonment and of the specific operating objectives of a new institution. It is fundamental that administrators have developed a clearly defined rationale for any new prison well before design specifications are developed. Such a rationale should enshrine both sentencing and correctional principles.
- 1.2 As imprisonment represents the most serious sanction available at the final stage of the criminal justice system, administrators need to reflect and give weight to the major principles of sentencing, viz:
- retribution - the need to satisfy the community's desire for punishment;
 - rehabilitation - the prospect that the prisoner may either reform or recover satisfactorily from the effects of the sentence;
 - specific deterrence - the deterrent effect the sentence may have on the offender;
 - general deterrence - the deterrent effect the sentence may have on other potential offenders;
 - carsimony - using the least punitive and least restrictive sentence necessary to satisfy the purpose of the sentence.
- 1.3 As well, administrators need to identify specific strategies that convert guiding principles for corrections into reality especially where they impact directly on prison design requirements. Key principles defined in the Standard Guidelines for Corrections Australia 1989 are:
- A wide range of correctional programs should be developed based on the concept of a graduated restriction of liberty.
 - Correctional programs are by the deprivation of liberty to varying degrees, a punishment in themselves. Therefore correctional programs must not, except as incidental to the maintenance of discipline or justifiable segregation, aggravate the suffering inherent in such a situation.

- Correctional programs should address the needs and problems of offenders and prisoners in the light of the particular circumstances of their offences; and meet community expectations of reparation, deterrence, and protection against criminal behaviour as reflected by decisions of sentencing and releasing authorities. All educational, welfare and recreational influences and forms of assistance which are appropriate, should be made available and utilised in accordance with the individual needs of offenders and prisoners.
- The supervision of offenders and prisoners should emphasise their continuing part in the community, not their exclusion from it. Thus every effort must be made to involve the wider community to assist correctional staff in developing and maintaining programs. In the case of prisons, programs must be developed which prepare prisoners for release.
- Generally, one aim of all such programs should be to enhance the community's understanding of its responsibility for crime prevention, and offenders' and prisoners' understanding of their responsibility to the community.
- Services facilities, activities and programs should be based on the concept of individual management and designed to meet the individual needs of offenders and prisoners. In particular, regard should be paid to the special needs of specific groups of offenders and prisoners.

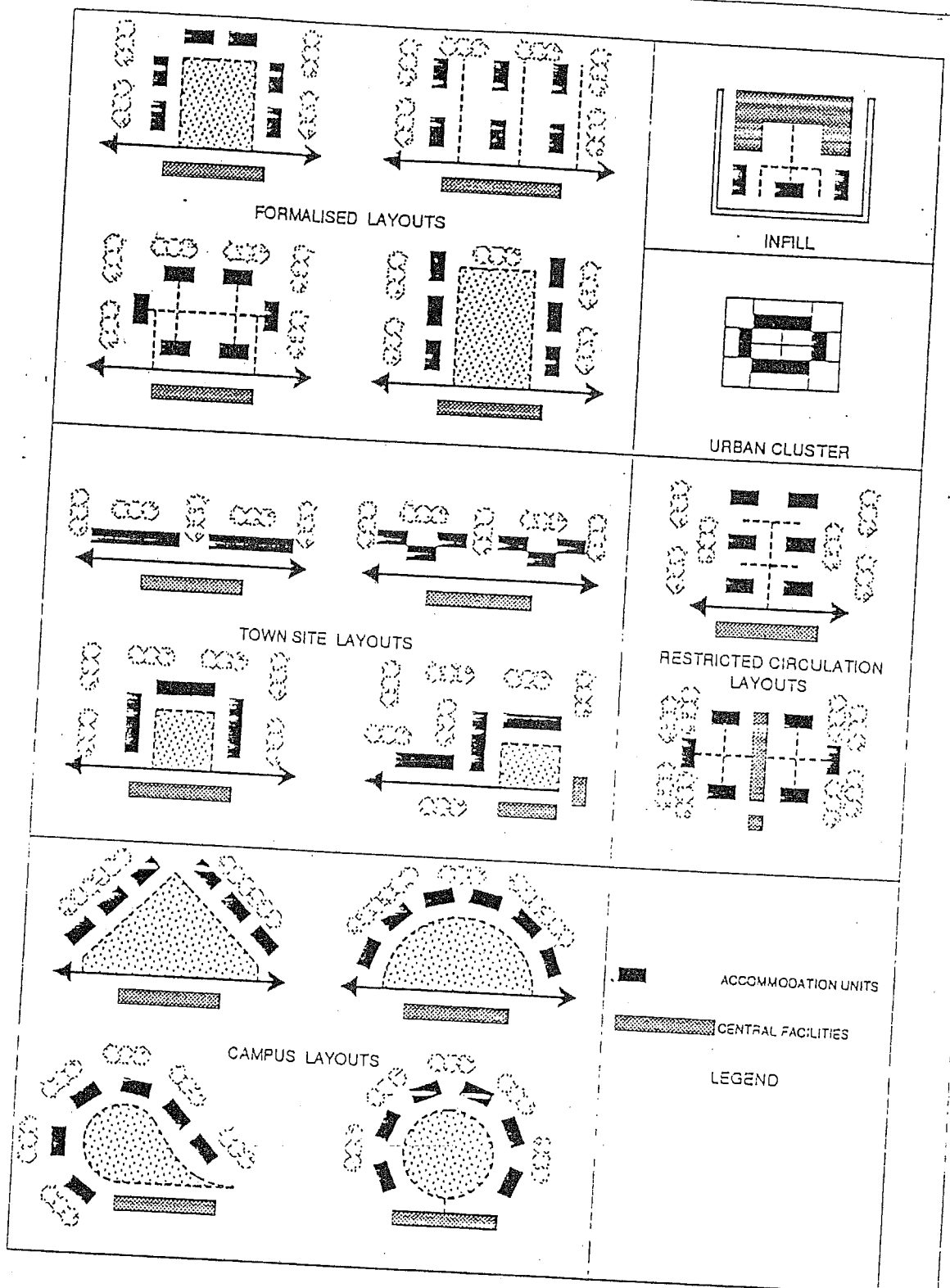
In relation to prisons, units should be of various types, and sizes providing degrees of security according to need. Facilities should be provided which emulate community standards and conditions for prisoners in the final stages of their sentence.

- Correctional programs should be developed which assist prisoners to integrate into the community after release. Continuity of programs should exist between prisons and community based corrections. Prior to release from prison, offenders should have made available to them services of government and private agencies that will assist in their social integration.
- All staff employed in correctional programs must be provided with adequate training prior to undertaking their duties. All Administering Departments should in addition, demonstrate an ongoing commitment to the pursuit of excellence in correctional management through the provision of appropriate training, equal employment opportunities and development opportunities for all correctional staff. Differing cultural heritages of staff and prisoners should be addressed with specialist training where required.

- There must be no discrimination in any aspect of correctional programs on the grounds of race, colour, gender, marital status, physical or mental impairment, language, religion; political or other opinion, national or social origin, property, birth or other status, except as it is necessary in properly meeting the needs of a disadvantaged individual or group.
- 1.4 It is these principles that set the framework for correctional policies and strategies in each jurisdiction. It is the priority and emphasis that is given to each of the principles that together will characterise the correctional system in each jurisdiction.
 - 1.5 While political, financial, social and other environmental factors will inevitably provide boundaries to design strategies, they of themselves should not be used to ignore or weaken the fundamental principles and tenets of correctional philosophy. It is these principles and tenets that should be the driving force in the conceptualisation, design and construction of any new prison facility.

LAYOUT AND ENVIRONMENT

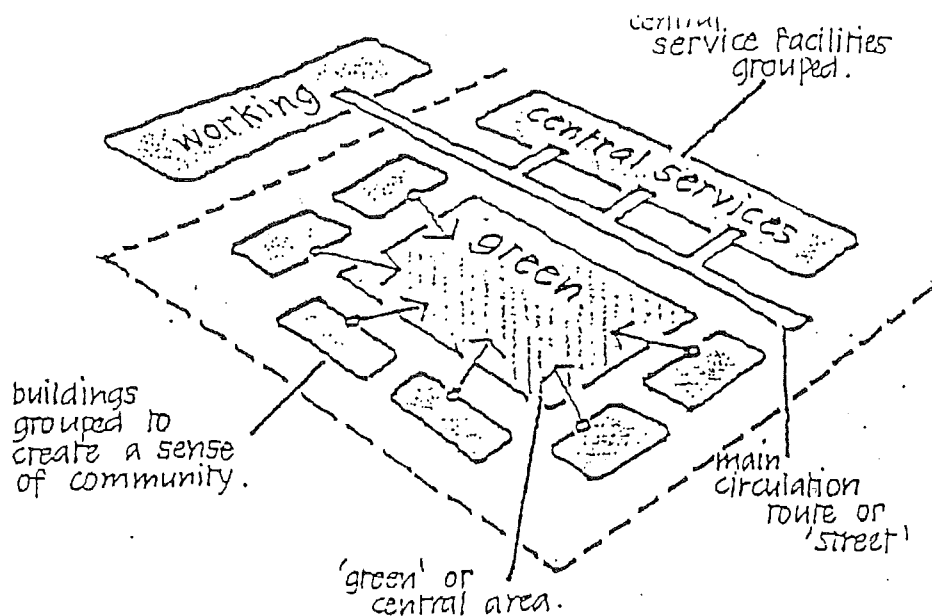
- 1.6 The preferred image of a prison is one of being at ease with the surrounding indigenous landscape and generally screened from public view. Archaic images of prisons synonymous with punishment and hard labour should be discouraged.
- 1.7 In general, buildings should have an understated, familiar air. Variety in plan, form and silhouette is recommended in buildings, together with variety of texture and colour of finishes. Neat and consistent detailing should be aimed for.
- 1.8 The effect of colour on behaviour modification should be taken into consideration particularly with respect of internal and covered spaces.
- 1.9 A prison should provide an environment for prisoners which does not unnecessarily reinforce the negative aspects of imprisonment:
 - materials, fixtures and furnishings should be non-institutional in appearance while being vandal-resistant and robust;
 - prisoners should be encouraged to look after their own needs.
- 1.10 Logical and efficient pedestrian and vehicular circulation space should be provided between all prison elements and should include appropriate consideration of clear sightliness and circulation routing for observation from and between prisoner officer posts or work stations, plus the ability for disabled prisoners or staff to move easily between buildings.



SPACE RELATIONSHIPS SITE PLAN LAYOUTS

• Guidelines For Prison Facilities in Australia & New Zealand •

- 1.11 The layout should minimise vehicle intrusion into the prison particularly in prisoner accessible areas. This pertains to kitchen delivery vehicles, refuse trucks, industries delivery and pick up vehicles and contractors vehicles. Areas and routes that vehicles can travel within the prison should be clearly signposted.
- 1.12 Visitors should be able to easily identify the location of the public entrance, where visits take place and be restricted from proceeding too far into the prison and entering prisoner accessible areas. Therefore the visits centre including professional visits rooms should be located near the gatehouse with permissable access clearly signposted.
- 1.13 Prisoner "no go" areas including a perimeter buffer area between buildings and any perimeter security systems should be clearly defined and signposted.
- 1.14 Buildings on site should be set out to avoid dead end areas and unlit pockets where prisoners could conceal themselves or make it difficult for prison officers to carry out security rounds.
- 1.16 It should be easy for staff to gain an understanding of the layout of the prison and orientate themselves.
- 1.17 In secure prisons there are advantages in having the location of staff amenities, administration, stores, visitors reception, maintenance workshops and engineering facilities outside the prison perimeter. Security risks are minimised and economic commercial construction techniques can be optimised.
- 1.18 Prisoner accommodation should be organised into groups of units, preferably with their own external recreation area. To promote normalisation within the prison environment, accommodation units should be separate from central prison service and industry facilities, not unlike the relationship between suburban housing estates grouped around their local shopping centres.
- 1.19 Single occupancy cells/rooms should be provided where possible; however, provision should be made for shared accommodation for the management of particular prisoners.
- 1.20 Visiting is identified as an integral activity for prisoners to maintain family ties and should be undertaken in appropriate and varied surroundings. Facilities should include group visiting areas, confidential visits areas, non-contact visit areas (to be used for disciplinary reasons) and outdoor landscaped areas including children's play area.
- 1.21 Industry buildings in secure prisons should be located separately thereby distinguishing daily work activities from other aspects of everyday living and located near the gatehouse to minimise intrusion of vehicles into the prison.



- 1.22 In summary, the design and layout for the prison should therefore be planned to promote a sense of the **normal**, subject to the constraints of control, security and economy. This aim should influence both planning and design.
- 1.23 Building elements should be grouped and townsourced to promote a feeling of community and, if possible, be arranged around a 'community green' or central area. This space should be planned to act as a central focus and visual activity centre for the prison, and at the same time should provide an inner setting which is easy to comprehend and understand.
- 1.24 Each prisoner should therefore have a sense of orientation within the prison and its general organisation, and a clear perception of how it works and of the individual's place within it.

STAFF

- 1.25 A primary role for correctional administrators is to establish a work environment which encourages staff to feel part of a team and to value their work.
- 1.26 Prison management should emphasise human contact while respecting staff and prisoners' rights. Design strategies should strive to promote the efficient and economic use of staff.
- 1.27 Training programmes should be provided so that staff understand objectives, procedures and technologies associated with the management of a new prison.
- 1.28 Appropriate amenities should include a kitchenette, lounge, dining area, lockers and shower, games room and gymnasium.
- 1.29 Ablutions and tea making facilities should be located at or near prison officer work areas.

SECURITY AND MANAGEMENT

- 1.30 Implicit with a sentence of imprisonment is that a prisoner will be securely detained while maintaining the good order of the prison and individual safety of prisoner and staff.
- 1.31 A prison should have the ability to initially handle prisoners who present management difficulties locally without having to resort to transfer such prisoners to another prison.
- 1.32 Adequate static security (i.e. fences, walls, electronic detection) should be provided to reflect the rated security needs of the prison and be designed with a view to integrate with the prison's dynamic security (i.e. staff interaction with prisoners, clearly defined go and no-go areas, good sightlines).

This should be achieved in secure prisons by incorporating the following:

- a secure physical perimeter;
- secure cell envelopes;
- good sightlines with the ability for staff to see all cell doors from staff points, there being no blind spots in living units or other prisoner areas with staff having the ability to visually "track" prisoners as they move from one area to another;
- maximum control over all movement into the prison through a gatehouse;
- minimal use of electro-mechanical devices;
- contraband control points including the ability to strip search prisoners, visitors and staff;
- visibility of all roof surfaces either from the ground or internally through transparent glazing or by camera.

CONSTRUCTION

- 1.33 Consideration should be given to optimising cost and time savings by way of use of innovative and effective delivery methods, where advantageous and appropriate, including the standardization of systems.
- 1.34 Consideration should also be given to maximising sequence of work economies by simplicity of construction continuity.
- 1.35 Construction methods should not place reliance on a few specialist fabricators but take advantage of as many competitive companies as possible.

1.36 In the design and selection of construction items the following principles should be applied with respect to maintenance:

- economical operation;
- robustness to withstand institutional usage - in particular all internal and external finishes must be resilient;
- low requirement for maintenance, cleaning and repair;
- maintenance, cleaning and repair shall be simple and economical requiring the minimum amount of time to effect easily available and economic materials.

1.37 In secure prisons, all services should be concealed to prevent tampering or vandalism by prisoners. Where such services need to be exposed this should only be where it does not jeopardise safety to personnel and with detailing and construction aimed to minimise vandalism.

1.38 Robust domestic construction should be considered in areas which are under constant supervision, as in prisoner "no go areas" but which are consistent with prevailing security standards.

PRISONER MANAGEMENT

1.39 The facility should ensure:

- the control and supervision of prisoners, in the least restrictive level of security for which they qualify.
- the personal safety of prisoners and staff by providing a correctional environment which aims to protect the physical and emotional well being of individuals.
- a humane system of corrections by seeking to normalise the lives of offenders consistent with community standards.

REGULATORY CONTROLS

1.40 Correctional facilities should meet minimum standards for the accommodation of prisoners; therefore a prison design should conform where applicable to relevant statutory building regulations as well as fire safety, clean air, noise abatement, health and safety, service authorities and other requirements.

2.0

DEFINITIONS

2.0 DEFINITIONS

- 2.1 Administering Department: the government department(s) or agency(ies) within each jurisdiction responsible for managing correctional services including organising and administering prisons and community-based corrections and post-release supervision of all kinds.
- 2.2 Manager: an officer assigned special powers by the Administering Department in order for the officer to undertake the role of managing a Prison or Community Corrections Centre.
- 2.3 Prison: any building, enclosure or place legally declared to be a prison for the lawful custody of persons committed by lawful authority.
- 2.4 Prisoner: a person sentenced by the Court to a term of imprisonment; or ordered by the Court to be detained in a prison. This includes a person placed in the custody of the Administering Department in accordance with a lawful Order for the purpose of undergoing special treatment while under restrictive custody.
- 2.5 Prison Officer: an officer employed or accountable to the Administering Department, and whose responsibility includes the supervision of prisoners, and the maintenance of the good order and security of a Prison.
- 2.6 False alarms: should be defined as those alarms normally caused by equipment failure.
- 2.7 Nuisance alarms: shall be defined as those alarms caused by a known stimulus eg weather, wind, wild life, birds, etc but not related to an intrusion attempt or equipment failure.
- 2.8 True Alarm: shall be defined as directly attributable to an intrusion attempt, (eg throwing footballs or stones or escape attempt).
- 2.9 Secure Accommodation: represents medium and maximum security rating prison facilities.
- 2.10 Minimum Security Accommodation: represents minimum security rating prison facilities.
- 2.11 Authorised Operating Capacity: is the authorised operating capacity of prisoners for each prison being the total number of general accommodation beds within the prison.
- 2.12 Loss of Privilege (LOP) Cells: these are cells for prisoners who are a management problem and have been found guilty of a breach of regulations and sentenced to a number of days loss of privilege.
- 2.13 Observation Cells: these cells are usually for prisoners who have shown some state of anxiety, have a medical problem, or demonstrate suicidal tendencies.

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3.0**PRISON SIZE**

3.0 PRISON SIZE

Objective

- 3.1 To define a recommended optimal limit capacity for new prisons.

Analysis

- 3.2 To ensure the effective management and security of prisoners and their individual treatment, the size of prisons should be limited. Prisons should be structured around small groups of prisoners and in aggregate the total number of prisoners should not exceed 250 in any single self contained prison facility. When consideration is given to locate in excess of 250 prisoners on any single site, a separate prison environment should be established for each group of 250 prisoners or part thereof.
- 3.3 By limiting the capacity of a prison enables the effective management of groups of prisoners, high level staff interaction and prisoner control, the avoidance of excessive prisoner demands on prison infrastructure and support services and promotes the tailoring of programs to the particular needs of individual prisoners.
- 3.4 Each prison should have an authorised operating capacity. The ideal operational capacity of a prison is considered to be 10-15% below authorised capacity to allow management flexibility in the placement of prisoners.

Recommended Design Guidelines

- 3.5 Within Australia and New Zealand it is recommended that a prison's capacity should not generally exceed 250 prisoners. Larger prison populations on a single site should be divided into individual prison facilities not exceeding 250 prisoners.

Standard Guidelines for Corrections in Australia - 1989

- 3.6 These Guidelines do not make any recommendations in respect to prison size.

United Nations Standard Minimum Rules for the Treatment of Prisoners 1984

- 3.7 Rule 63(3) states that the number of prisoners in closed institutions should not be so large that individualization of treatment is hindered. It is considered in some countries that the population of any institution should not exceed 500.

American Correctional Association Standards for Adult Correctional Institutions, 2nd edition ACA Maryland 1981

- 3.8 United States standards Clause 2.4160 recommend that new institutions be designed to accommodate no more than 500 inmates. It is perceived that a prisoner population of no more than 500 helps to ensure efficient administration, staffing and adequate attention to prisoner needs.

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4.0 **SELECTION PRINCIPLES FOR NEW PRISONS**

4.0 SELECTION PRINCIPLES FOR NEW PRISONS

Objective

- 4.1 To define appropriate principles governing the selection of future prison sites.

Analysis

- 4.2 The location of a prison site requires the consideration of a number of factors including the proximity to prisoners families; access to transport, access to support services, local industry and access to suitable staff to run the prison.
- 4.3 While not every community initially accepts the presence of a new prison in their neighborhood, it is important that extensive community consultation be undertaken.
- 4.4 In country locations prisons provide a source of employment for local residents and income to local business.

Recommended Design Guidelines

- 4.5 New prisons should be located ideally:
- within regions where the prisoner population is drawn from so as to minimise the disruption of prisoner contacts with their families, friends and the local community;
 - so that most prisons are readily accessible from the related metropolitan or regional areas, particularly by public transport;
 - in locations where the resident community is prepared to support and participate in prison programmes;
 - in locations where a suitable resident workforce is available;
 - on Government-owned land wherever possible; with suitable building and buffer area (and this may include rationalization of existing prison sites);
 - with ready access to adequate legal, medical, fire, police and related services for prisoners and prison staff;
 - in locations suitable for the efficient conduct of productive prison industries; particularly the supply of raw materials and transport of finished articles;

- with ready access to services such as electricity, sewerage, water;
- away from areas which may have adverse environmental effects such as proximity to sewerage farms, chemical waste dumps, aircraft flight paths, schools and heavy industry.

Standard Guidelines for Corrections in Australia 1989

- 4.6 These standards do not have a particular reference to new prisons site selection principles.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 4.7 These standards do not have a particular reference to new prisons site selection principles.

American Correctional Association Standards for Adult Correctional Institutions 2nd Edition ACA Maryland 1981

- 4.8 These standards do not have a particular reference to new prisons site selection principles.

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5.0**ACCOMMODATION**

5.0 ACCOMMODATION

Objective

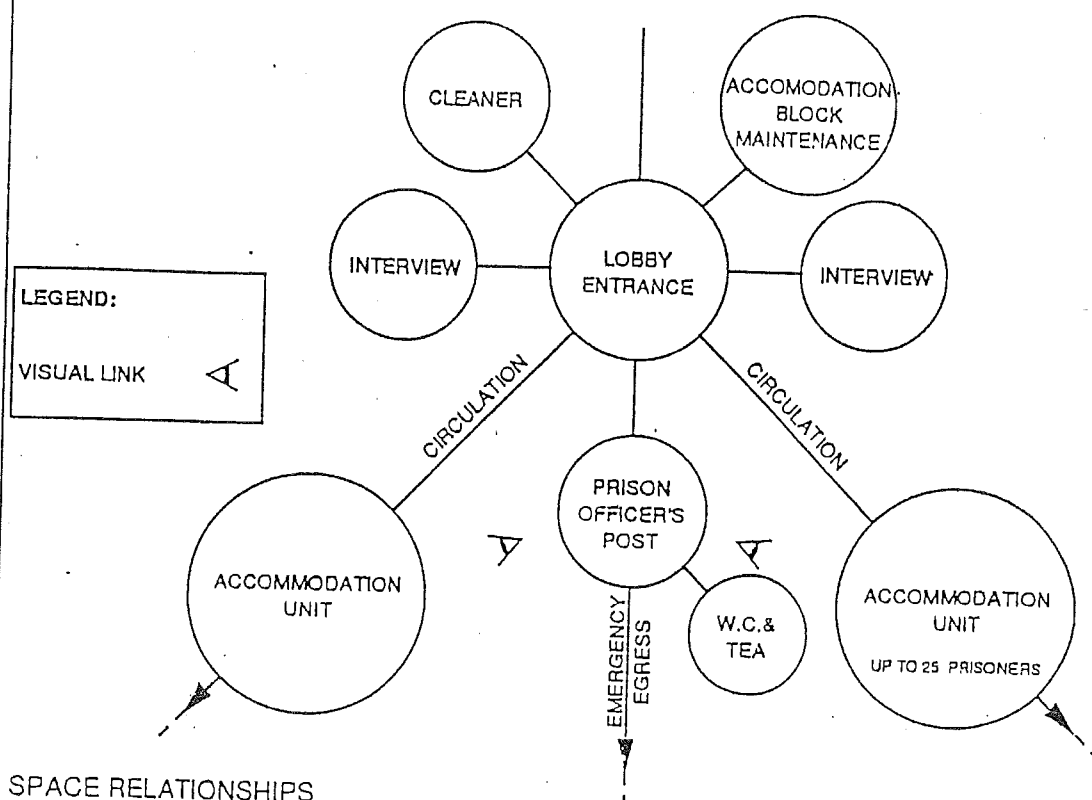
- 5.1 To provide facilities that will encourage prisoners to be independent in an environment that is as non-institutional as far as possible within units of a manageable size. Facilities should provide for prisoner exercise, recreation, dining and laundering.

To provide accommodation that will enable the control and supervision of prisoners in the least restrictive environment, will ensure their personal safety and will promote their individual treatment in a setting that is as non institutional in character.

Secure Accommodation

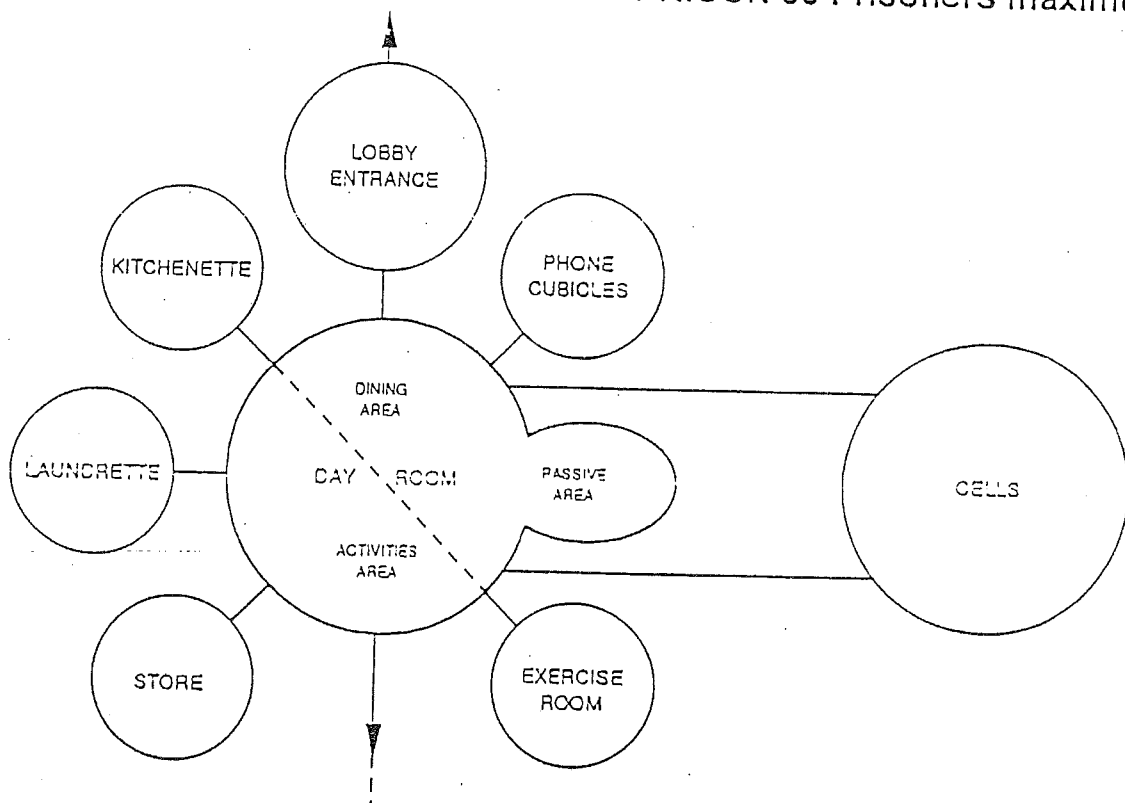
Analysis

- 5.2 Accommodation facilities should mirror as closely as possible the assessed security rating profile of the prisoner population. Secure prisoners can be unreliable, unpredictable, aggressive and destructive but are not normally expected to be so inclined. These prisoners are usually serving longer term sentences. Prisoners within a secure classification rating are required to be held in a secure environment which should prevent their escape.
- 5.3 Generally accommodation should reflect community standards; in particular accommodation should be designed to promote self sufficiency and local decision making. Facilities should include capacity to accommodate a small number of physically disabled prisoners.
- 5.4 Accommodation facilities should generally include facilities to enable prisoners to prepare meals in the Unit or receive prepared meals from a central kitchen.
- 5.5 To ensure effective management, supervision and individuality pursuant to correctional principles, prisoners should be accommodated in small groups.
- 5.6 Accommodation facilities should include provision for both passive and active recreation.
- 5.7 Accommodation units should generally include facilities to enable prisoners to wash, dry and iron their personal clothing.
- 5.8 Each secure accommodation block within a Prison should have a capacity of around 50 prisoners.
- 5.9 The provision of the day/activity area should allow a minimum of 4.00 square metres of floor areas per prisoner without counting a 0.9 wide circulation space in front of a cell. It shall not include stairs or balconies.



SPACE RELATIONSHIPS

ACCOMMODATION BLOCK - SECURE PRISON 50 Prisoners maximum



SPACE RELATIONSHIPS

ACCOMMODATION UNIT - SECURE PRISON 25 Prisoners maximum

• Guidelines For Prison Facilities in Australia & New Zealand •

Recommended Design Guidelines

- 5.10 The capacity of a secure accommodation block should not exceed 50 prisoners and preferably each such block should be capable to being divided into two units of up to 25.
- 5.11 Accommodation facilities should promote self sufficiency by prisoners by including provision for the preparation of meals, laundering of clothes and passive and active recreation areas.
- 5.12 Within accommodation units, kitchens should be designed to permit several prisoners to prepare their own or the units meals at the one time. Kitchen layouts should provide adequate space for preparation, cooking, plating and washing up.
- 5.13 Within an accommodation block facilities should be provided for one prisoner suffering physical disabilities.

Minimum Security Accommodation

Analysis

- 5.14 Minimum security prisoners are expected to be more reliable and predictable and are usually either short term prisoners or approaching the end of longer sentences but have been classified to minimum security due to good behaviour.
- 5.15 Accommodation units should be as normally residential in character and construction as possible. Within each residence prisoners would expect to be self sufficient to the extent of carrying out their own cooking and cleaning. Laundry facilities should be provided to enable prisoners to wash, dry and iron their personal effects. Facilities need to be provided for physically disabled prisoners.

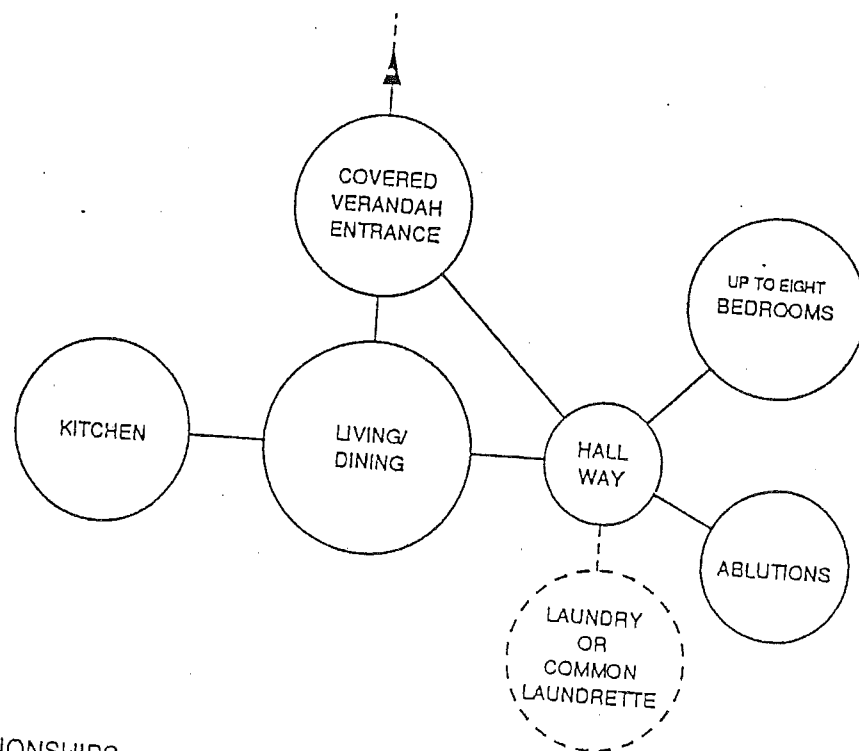
Recommended Design Guidelines

- 5.16 Accommodation facilities should be residential in character with each unit accommodating up to 8 prisoners and with grouping of units not exceeding 80 prisoners. Within each grouping provision should be made for one physically disabled prisoner. Each unit should promote self sufficiency by providing a kitchen, laundry, ablutions, dining and recreation facilities.

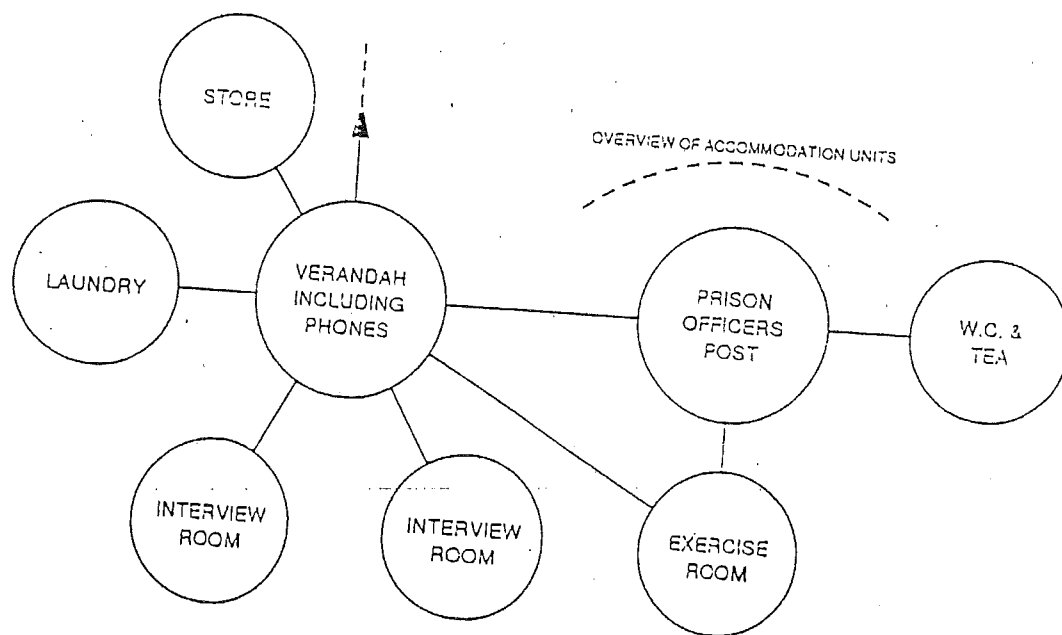
Kitchens should be designed to permit several prisoners to prepare their own or the units meals at the one time. Kitchen layouts should provide adequate space for preparation, cooking, plating and washing up.

Standard Guidelines for Correction in Australia - 1989

- 5.17 The following clauses pertain to accommodation:



SPACE RELATIONSHIPS
MINIMUM SECURITY ACCOMMODATION



SPACE RELATIONSHIPS
MINIMUM SECURITY ACCOMMODATION - FACILITIES BUILDING

• Guidelines For Prison Facilities in Australia & New Zealand •

5.23

In new prisons, accommodation should generally be provided in single cells or rooms. Provision may be made however, for multiple cell accommodation for the management of particular prisoners.

5.24

Existing dormitories should only be occupied by prisoners who are suited to them.

5.25

All accommodation provided for the use of prisoners should meet all requirements of health. Due regard must be paid to climatic conditions and particularly to cubic content of air, floor space, lighting, heating and ventilation.

5.26

In all places where prisoners are required to live or work:

- the windows should be large enough to enable the prisoners to read or work by natural light, and should be constructed in such a way that they allow the entrance of fresh air except where there is artificial ventilation;
- artificial light should be provided to enable prisoners to read or work without injury to eyesight.

5.27

Toilet and sanitary facilities must be provided for prisoners to use as required, and these must be kept in a clean condition.

5.28

Adequate bathing and shower installations must be provided to enable every prisoner to maintain general hygiene by bathing or showering at a temperature suitable for the climate.

5.29

All parts of a prison should be properly maintained and kept clean at all times.

There is no particular reference to accommodation blocks, only clauses relating specifically to sleeping accommodation and hygiene facilities.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 5.18 Apart from clauses relating specifically to sleeping accommodation and hygiene facilities there is no particular reference to accommodation blocks and their infrastructure.

American Correctional Association Standards for Adult Correctional Institutions - 2nd Edition Maryland 1981

- 5.19 Clauses 2-4134, 2-4137, 2-4158, 2-4159 and 2-4458 state that two identifiable exists should be provided. Day rooms equivalent to a minimum of 3.24M2 per inmate should be available to all inmates for reading, writing or table games. Tables should be provided which may also be used for dining. Circulation corridors in front of cells/bedrooms are not considered day room spaces. Facilities and equipment, which are maintained in good condition and are suitable for planned activities, such as table tennis, weightlifting, cards etc, are to be available in proportion to the inmate population.

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6.0 CELLS

Objective

- 6.1 To define minimum acceptable floor areas, general construction, fitout, fixtures and detailing requirements for cells.

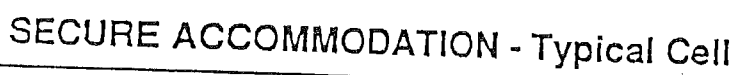
Analysis

- 6.2 Because of the different security requirements and general behavioral pattern difference between secure prisoners and minimum security prisoners plus particular needs for special accommodation, function and detailing of each level of accommodation will be different.
- 6.3 Inherent in the design of a secure cell, loss of privilege or observation cell is that when a prisoner is locked in such a cell that person should not be able to effect an escape. During that period of confinement required sanitation and sleeping facilities must be available. These cells should be constructed of robust secure construction materials whereas minimum security rooms can be robust domestic construction.
- 6.4 As prisoners will be permitted some personal property to be retained in their cell or bedroom, privacy locks should be fitted to doors with a key for the prisoner and a master key held by the Prison Officer, to avoid pilfering by other prisoners.
- 6.5 Apart from sleeping, prisoners could use their cell/bedroom for studying, relaxing (television, radio, reading) and grooming in privacy.

Recommended Design Guidelines

Secure Cells

- 6.6 Cells should be arranged in a maximum two storey configuration and preferably a single storey or a mezzanine arrangement.
- 6.7 Each cell should provide a prisoner with the functions of sheltering, sleeping, grooming, sanitation, studying and relaxing. These should occur without the interference of other prisoners.
- 6.8 All activities within a cell should be able to be instantly surveyed from an observation panel in the cell door.
- 6.9 Lighting of cells should be of a dual nature - natural and artificial. Artificial lighting levels should comply with local standards. Cell windows should provide a minimum clear lighting area as required by local regulations but should be large enough to enable the prisoners to read by natural light, and should be constructed in such a way that they allow entrance of fresh air except where there is artificial ventilation.



• Guidelines For Prison Facilities in Australia & New Zealand .

- 6.10 Ventilation can be either natural or mechanised or a combination of both.
- 6.11 The view from the cell window should permit views of the prison perimeter and beyond. The prisoners bed should be located to prevent nuisance to the prisoners from external artificial light at night. Special attention should be paid to the construction detailing and fittings used in cells to minimise potential suicide attempts. Adjacent cell windows should be designed to negate the possibility of passing objects externally from one cell to the adjoining cell.
- 6.12 The acoustic environment within the cell areas should comply to the relevant Australian or New Zealand standards.
- 6.13 Tamper resistant heat or smoke detectors should be installed but preferably tamper resistant sprinklers should be fitted. Such sprinklers should be provided except where their existence represents a greater hazard to prisoners and administration than the hazard of fire.
- 6.14 Prisoners must keep themselves clean, and must be provided with ablution facilities as are necessary for health and cleanliness.

Minimum Security Cells

- 6.15 Rooms should be designed to encompass the recommended guidelines for secure cells.
- 6.16 Rooms should be arranged so that each housing unit has single bedrooms preferably with a separate ablutions area.
- 6.17 Each room should cater for the functions of sheltering, sleeping, grooming, studying and relaxing. These functions should be able to occur without the interference of other prisoners.
- 6.18 Windows should enable natural ventilation and give the prisoner the opportunity for fresh air and breeze control.

Standard Guidelines for Corrections In Australia - 1989

- 6.19 The following clauses pertain to cells:

5.23

In new prisons, accommodation should generally be provided in single cells or rooms. Provision may be made however, for multiple cell accommodation for the management of particular prisoners.

5.24

Existing dormitories should only be occupied by prisoners who are suited to them.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 6.20 Clauses 9 to 16 inclusive of these Rules address accommodation and personal hygiene for prisoners.
- 6.21 They state that where there are individual cells only one prisoner should occupy the room. If for special reasons there is an exception to this rule, it may be desirable to have two prisoners in a cell. Where dormitories are used there should be regular supervision at night and prisoners carefully selected as being suitable to associate with one another.
- 6.22 The rules also state that "all accommodation shall ... meet all requirements of health, due regard being paid to climatic conditions and particularly to cubic content of air, minimum floor space, lighting, heating and ventilation".
- However there are no specific details or standards defined.
- 6.23 The Rules also highlight the need for natural and artificial light and "the entrance of fresh air whether or not there is artificial ventilation".
- 6.24 Sanitary installations including toilet, bathing and shower facilities are required as are necessary for health and cleanliness.
- 6.25 All accommodation provided for the use of prisoners should meet all requirements of health. Due regard must be paid to climatic conditions and particularly to cubic content of air, floor space, lighting, heating and ventilation.
- 6.26 In all places where prisoners are required to live or work:
- the windows should be large enough to enable the prisoners to read or work by natural light, and should be constructed in such a way that they allow the entrance of fresh air except where there is artificial ventilation;
 - artificial light should be provided to enable prisoners to read or work without injury to eyesight.
- 6.27 Toilet and sanitary facilities must be provided for prisoners to use as required, and these must be kept in a clean condition.
- 6.28 Adequate bathing and shower installations must be provided to enable every prisoner to maintain general hygiene by bathing or showering at a temperature suitable for the climate.

American Correctional Association Standards for Adult Correctional Institutions - 2nd Edition A.C.A. Maryland 1981

- 6.29 United States standards 2-4129 to 2-4132 inclusive, 2-4135 and 2-4136 recommend floor areas ranging from 5.6M to 7.4M for single occupancy cells

and 4.65M per occupant in dormitory accommodation. They also recommend minimum sanitation facilities including access to a toilet 24 hours per day, and wash basin with hot and cold water, plus fittings including bed above floor level, writing space, stool or chair, and hooks or closet space.

- 6.30 The standards also define requirements for lighting, ventilation and optimum temperatures within rooms.

CELL ACCOMMODATION

SECURE ACCOMMODATION

MINIMUM ACCOMMODATION

A.	Single Person Cell	A.	Single Person Bedroom 7.5m ² Room Only. Separate Ablutions facilities
	7.5m ² (Min. Habitable Room to comply with Regulations)		7.5m ² =
	1.25m ² Ablutions (WC, Shower & Basin)		
	8.75m ² (Min)		
	=		
	Length to Width Ratio - Approx. 1.5:1		Length to width ratio - Approx. 1.5:1
B.	A maximum of 2 no. adjoining cells per unit.	B.	No adjoining facilities
C.	Double Cell.	C.	Double Bedroom.
	7.5m ² 4.0m ² 1.25m ² Habitable Room Area Ablutions (WC, Shower and Basin)		7.5m ² 4.0m ² - Habitable Room Area Separate Ablutions facilities. Refer Section 5.9 in Guidelines
	12.75m ² =		11.5m ² =

CELL ACCOMMODATION

SECURE ACCOMMODATION

D. Dormitory (Option for ethnic or social groups
2 No. dorms max. per prison with up to 4 prisoners
in each.)

7.5m² }
4.0m² }
4.0m² }
4.0m² }
2.5m² }

Habitable floor area

(Ablutions WC, shower and basin)

22.0m²
==

FITTINGS:

W.C.

Vitreous China or S.S. with Concealed Cistern

BASIN

Vitreous China or S.S.

TAPS

Anti-vandal type

PINBOARD

Krommenie type 900 x 600mm glued to wall

MINIMUM ACCOMMODATION

D. Dormitory (Optional up to 4 prisoners in each)

7.5m²
4.0m² }
4.0m² }
4.0m² }

Separate Ablutions facility

19.5m²
==

FITTINGS

W.C.

Vitreous China Exposed or Concealed Cistern.

BASIN

Vitreous China

TAPS

Anti-vandal type

PINBOARD

Krommenie type 900 x 600mm glued to wall or standard timber
framed cork or caneite 900 x 600mm hung on wall.

CELL ACCOMMODATION

SECURE ACCOMMODATION

MINIMUM ACCOMMODATION

COATHOOKS

2 No. collapsible 10kg. max weight 1800mm above F.L.

COATHOOKS
N/A

MIRROR

450 x 450mm

Famed Toughened Glass screw fixed to wall 1400mm above F.L.

MIRROR
Domestic type

STORAGE

2 No. plastic coated wire baskets 600 x 400 x 250mm approx.

STORAGE
900mm wide domestic wardrobe with 450mm wide 3 drawer insert.

SHELVING

a. 900 long x 200mm wide fixed above bed. Securely fixed to wall. 25mm thick solid laminated timber or 6mm steel with edges rounded.

SHELVING
900 x 200 x 19mm thick timber fixed above bed. Shelf to be 1400mm above F.L.

b. 1200 long x 300mm wide above desk. Materials as above. If desk not lengthened to take T.V. then this shelf to be made 450mm wide with strengthened wall fixings.

DESK
1200 x 600mm Domestic Study desk with drawers with one side.

c. 450 x 80mm deep shelf directly under mirror.

BED SIDE TABLE

Domestic 3 drawer timber freestanding table 700 H x 400 W x 450mm deep. approx.

DESK

1200 x 600 x 750mm high steel framed securely fixed to wall.

Top to be 25mm thick solid laminated timber or craftswood or 6mm steel with edges rounded. If T.V. to be placed on desk then desk should be 1500mm long.

FITTINGS

BED

Domestic wooden or steel framed with spring wire base.

FITTINGS

BED SIDE TABLE

350 x 4500 x 600Hmm solid laminated timber or 6mm sheet steel. Table to have one fixed shelf 350mm above F.L. Securely fixed to wall and floor.

BED

Steel framed with steel mesh base. Bed to be hinged to wall to allow lifting for searching. To be padlocked to floor and be able to be fixed with pin in the raised position and with mattress still on bed. Size 1900 long x 900mm wide.

CHAIR

Plastic.

TOILET ROLL HOLDER

Plastic Domestic type

TOWEL RAIL

600mm long plastic domestic type on wall near basin.
1100mm above F.L.

CHAIR

Timber or steel framed with cloth covered seat.

TOILET ROLL HOLDER

Plastic Domestic type in shower

TOWEL RAIL

600mm long plastic domestic type on wall near basin.
1100mm above F.L.

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7.0 VISITS CENTRE

Objective

- 7.1 To provide facilities with a pleasant environment, to permit visits between visitors and prisoners, to permit contact visits in a relaxed and informal environment, both indoors and outdoors.

Analysis

- 7.2 Contact between prisoners, their families and their friends should be permitted and encouraged. A principal means of contact is through regular visits. The standard form of visit should promote contact between the prisoner and his/her visitor(s).

A separate non contact visit facility is required for those prisoners who present as a management problem or security risk.

Recommended Design Guidelines

- 7.3 The Visitors Reception Area should be located adjacent a Visitors Car Park and the pedestrian entrance into the prison, and be readily identifiable. It should be available to prisoners' visitors prior to and during normal visiting hours to provide shelter whilst waiting for a visit, afford the opportunity to seek welfare counselling and provide a family support unit for visitors and their children.
- 7.4 The visitors facility should include a reception area, lockers for visitors and a transition lobby from the visitors reception area to inside the prison. This lobby should include metal detection and a strip search room.
- 7.5 The Visits Centre should be located only a short distance inside the prison's secure perimeter to reduce security problems of visitors wandering within the precincts of the prison or unnecessarily mixing with prisoners.
- 7.6 The Visits Centre should be clearly designated and ensure easy movement of visitors both entering and exiting the prison.
- 7.7 After passing through into the prison, the visitors should proceed under direction to either the contact visits area, a nominated non-contacts visits cubicle or a professional visits interview room.
- 7.8 The contact visits area should permit a prisoner and his/her visitors, usually three maximum, to sit together and talk in relative privacy either inside or in an adjoining courtyard.
- 7.9 The contact visits area should be comfortable and provide access to an outside courtyard.

- 7.10 The adjacent outdoor area should be partly paved and grassed. It should have outdoor seating and tables and children's play equipment. Part of the outdoor area should also be covered to provide protection from the elements.
- 7.11 Non-contact visits cubicles should have security glass separating prisoner and visitors and permit conversation via contraband proof talk through louvres or phone headsets.
- 7.12 Professional interview rooms should be used for a prisoner and his/her legal representative to carry on discussions in privacy.
- 7.13 Prisoners who are having contact or professional visits should be notified that the visitors have arrived, and while the visitors are being processed the prisoner would proceed to a holding area in the visits centre (this may be under escort). The prisoner would be subject to metal detection and if required be strip searched in an adjacent area. The prisoner may be required to change into approved clothing. The prisoner would pass into another holding area until called into the contact visits area for the visit.
- 7.14 At the end of the visit, the prisoner would proceed to pass metal detection, a holding area and the prisoner could then move to a strip search area into a "clean" holding area until advised to return to his accommodation unit.
- 7.15 For a prisoner restricted to a non-contact visit, the prisoner would be notified and then proceed under escort to the non-contact visit area. There would be no requirement for metal detection or strip search facilities.

Standard Guidelines for Corrections in Australia - 1989

- 7.16 The following clauses pertain to Visits Centres:

5.54

All prisoners must be allowed to inform their families of their detention as soon as practicable after their reception. They must also be given reasonable facilities, including access to telephones, to allow them to both communicate with and receive visits from family friends and persons with whom it is in their legitimate interest to have contact. Such contact must only be restricted and supervised to the degree necessary in the interest of the administration of justice and the security and good order of the prison.

5.55

Interviews between prisoners and their legal advisors may be within sight but not within hearing, either direct or indirect, of a prison officer.

5.93

Contact between prisoners and their families, friends and the community must be permitted and encouraged. This contact may be facilitated through prisoner access to telephones, through regular visits and letters.

5.94

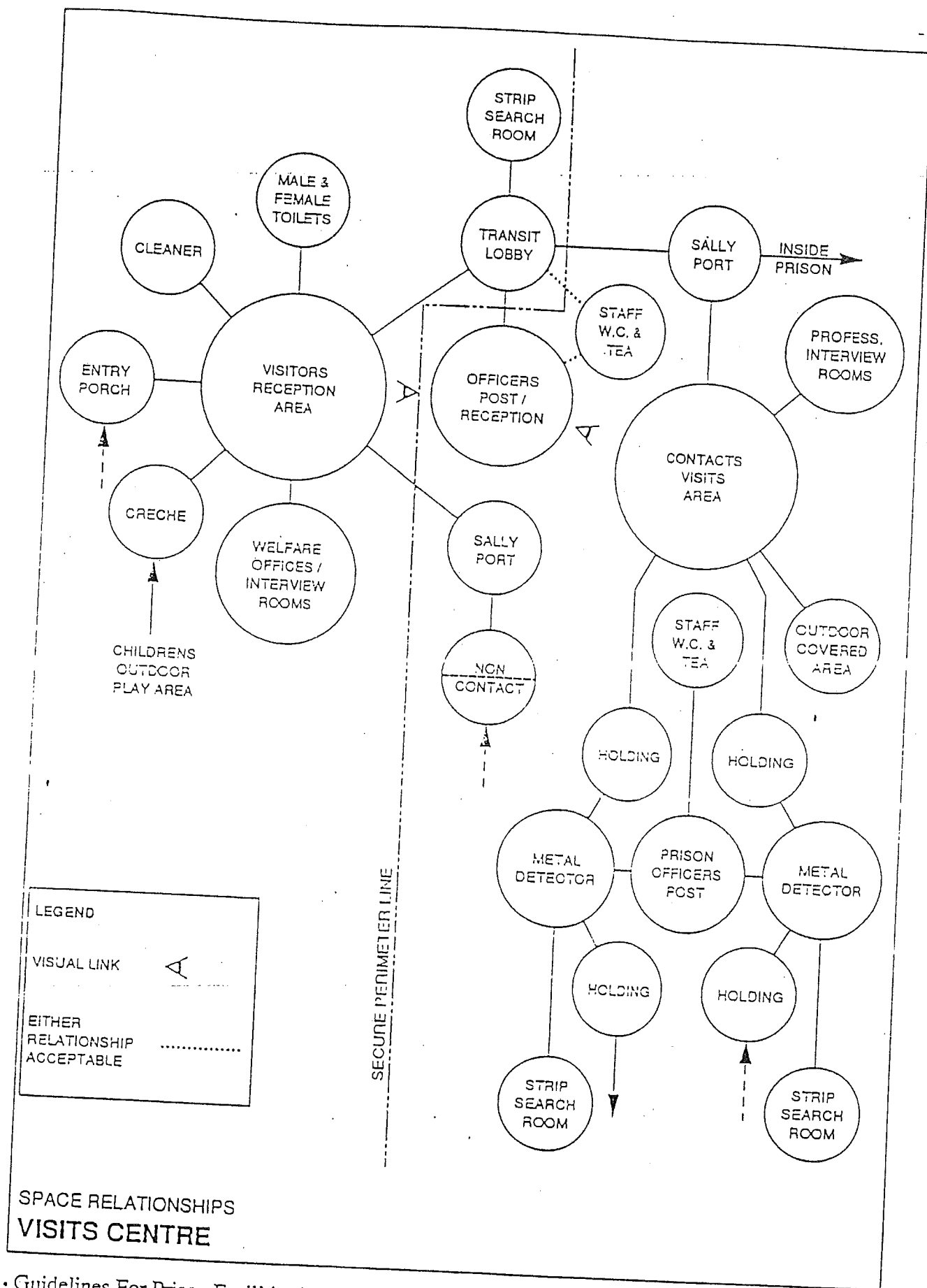
Prisoners who are foreign nationals, refugees or stateless persons must be allowed reasonable facilities to communicate with the diplomatic and consular representatives of the country to which they belong, or the national or international authority whose task it is to protect them.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 7.17 Clauses 37 and 38 (1) and (2) briefly state that under the necessary supervision prisoners shall be allowed to communicate with their family or friends by receiving visits or by correspondence. Prisoners who are foreign nationals shall have access to their respective Consuls or representatives.

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- 7.18 These standards are quite detailed in nominating/standards applicable to visits - Clauses 2.4140, 2.4337, 2.4383 and 2.4384 apply.
- 7.19 They briefly state that there be a visits room or area for contact visits and if necessary a visits area for non-contact visits, both of which provide a reasonable degree of privacy.
- 7.20 Adequate space should be designed to permit screening and searching of both inmates and visitors.
- 7.21 Devices that preclude physical contact are not to be used except in instances of substantial security risk.
- 7.22 Conditions for extended visits and locker storage for visitors are also detailed.



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8.0**ADMINISTRATION**

8.0 ADMINISTRATION

Objective

- 8.1 To provide general administrative functions in planned office accommodation with rooms for specialist functions such as computers and conferences.

Analysis

- 8.2 In secure prisons, the administrative unit should be located outside the prison and close to the entrance for operational reasons to minimise the number of people unnecessarily coming into the prison. This is essential to reduce security risks to minimise potential hostage situations and to reinforce the effective management of the prison.
- 8.3 It should house the facilities necessary for the administration of the prison including staff and prisoner requirements, clerical tasks and other resourcing functions such as ordering and purchasing of stores. Normal office hours would apply for the main functioning of this area but there may be a need for access outside of office hours.
- 8.4 General security of this area is important and surveillance facilities should be provided including secure pass barriers.

Recommended Design Guidelines

- 8.5 In secure prisons the administrative unit should be located outside the prison secure perimeter for security reasons.
- 8.6 The administrative unit should provide adequate facilities for all administrative and clerical functions related to the operation of the prison and should be consistent with Government administrative accommodation and standards.
- 8.7 General security of this area is important and surveillance facilities should be provided including secure pass barriers.

Standard Guidelines for Corrections in Australia - 1989

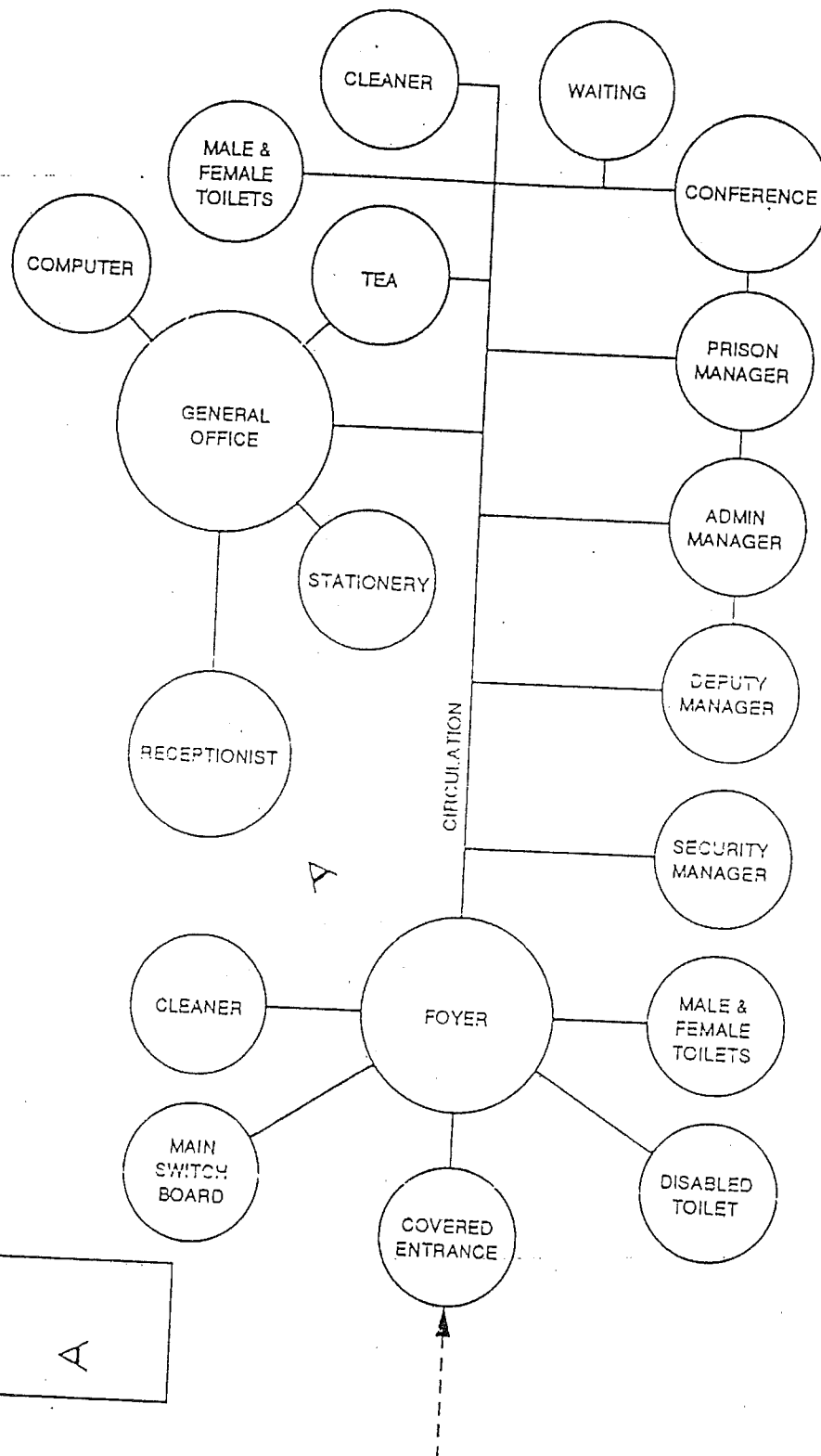
- 8.8 These guidelines do not contain sections relating to administrative facilities.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 8.9 There is no reference to physical requirements for administration facilities.

American Correctional Association Standards for Adult Correctional
Institutions - 2nd Edition A.C.A. Maryland 1981

- 8.10 Clause 2.4144 states that space should be provided for administrative, custodial, professional and clerical staff; this space to include conference rooms, employee lounge, storage room for records, public lobby and toilet facilities.



LEGEND

VISUAL LINK



SPACE RELATIONSHIPS
ADMINISTRATION

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9.0**STAFF AMENITIES**

9.0 STAFF AMENITIES

Objective

- 9.1 To provide a facility for the comfort and needs of staff to relax and dine, change and wash.

Analysis

- 9.2 The staff facility should have a separate entrance with proper security. The facility should provide a relaxing, satisfying area free from some of the limitations of being inside the secure perimeter of a prison.
- 9.3 Prison officers may change clothing, shower and exercise in the facility (therefore locker rooms, toilets, basins and showers are required) and eat and drink. The purpose of the facility is to enable staff to relax before and after their shifts and where practicable during breaks in their shifts. The staff may use the amenities after hours and in particular during the weekends.
- 9.4 A staff lounge area should be furnished for comfortable and casual use including groupings of lounge chairs and coffee tables plus a recreational area.
- 9.5 The kitchen within this building could provide freshly prepared and cooked meals.

Recommended Design Guidelines

- 9.6 A separate facility should be provided for staff to enable them to change clothes, shower, exercise, eat and relax.

Standard Guidelines for Corrections in Australia - 1989

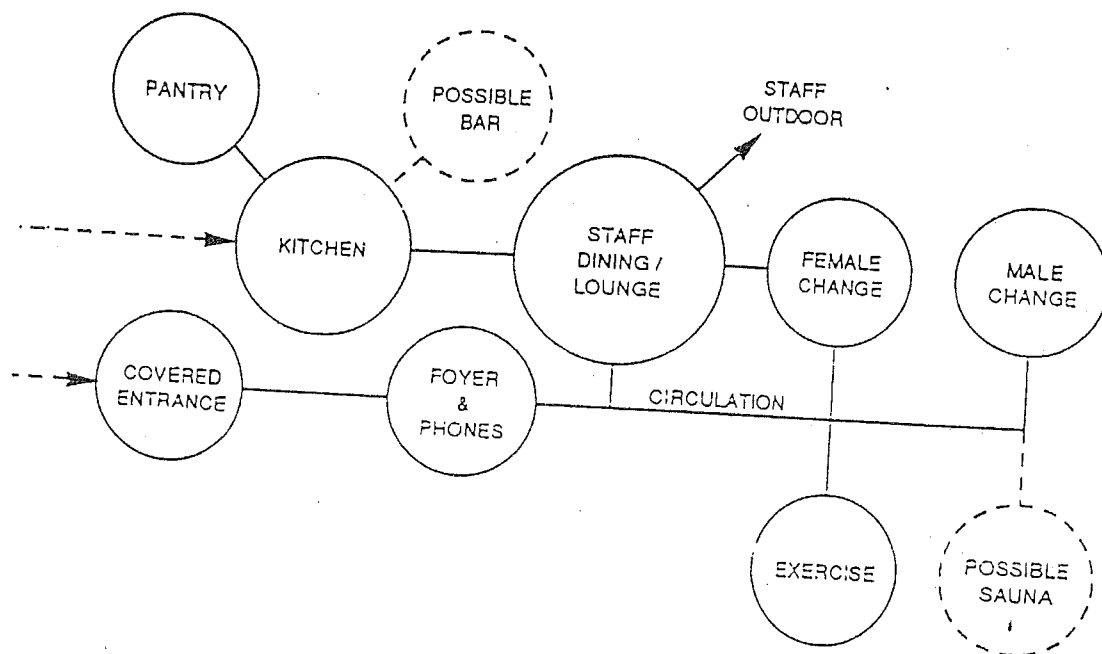
- 9.7 There are no specific recommendations pertaining to staff amenities.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 9.8 There is no reference to physical requirements for staff facilities.

American Correctional Association Standards for Adult Correctional Institutions - 2nd Edition A.C.A. Maryland 1981

- 9.9 Clause 2.4144 states that space should be provided for administrative, custodial, professional and clerical staff; this space to include conference rooms, employee lounge, storage room for records, public lobby and toilet facilities.



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STAFF AMENITIES

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10.0**EDUCATION**

10.0 EDUCATION

Objective

- 10.1 To provide facilities to enable prisoners to participate in educational programmes and hobby/self interest programmes.

Analysis

- 10.2 Education and programmes facilities are integral to the effective operation of a prison. They may need to be linked with approved external education and training programmes and syllabus and industry-based programmes.
- 10.3 Because there will be a turnover of prisoners, changing interests in particular subjects/needs and an unpredictable usage of the facilities over time, maximum space flexibility is required including allowance for future expansion. A classroom area capable of being divided into smaller group/tutorial spaces is therefore highly desirable.
- 10.4 Classrooms should be capable of adapting to new education technologies such as computer or video links to external education facilities.
- 10.5 The library should be part of the education facility and have provision for prisoner out of hours access.
- 10.6 Provision needs to be made for staff offices, staff student interview rooms, stores, toilets and tea making facilities.

Recommended Design Guidelines

- 10.7 In consultation with the local education authority, facilities should be provided for prisoner education and programmes.
- 10.8 Education facilities need to provide classrooms, study areas, library and office facilities for staff. The education facility should be designed so that size of spaces can be easily adapted to changing educational needs and class sizes.

Standard Guidelines for Corrections in Australia - 1989

- 10.9 The following clauses pertain to Education:

5.11

A program should be prepared for each prisoner in the light of the knowledge obtained about individual needs, capacities and interests, as soon as possible after the prisoners' reception.

5.57

All prisoners should have access to productive work, education, recreation and leisure programs and facilities which provide them with the opportunity to utilise their time in prison in a constructive and beneficial manner.

5.63

Prisoners should have access to a library adequately stocked with both recreational and information resources, which is operated according to standard library practice. Prisoners should be encouraged to make full use of the library.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

10.10 Clauses 77(1) - (2) state that provision shall be made for the education of all prisoners capable of benefiting and include religious instruction. Education is to be integrated with the available education system.

10.11 Young prisoners and illiterates shall have compulsory education so that on release they can continue their education without difficulty.

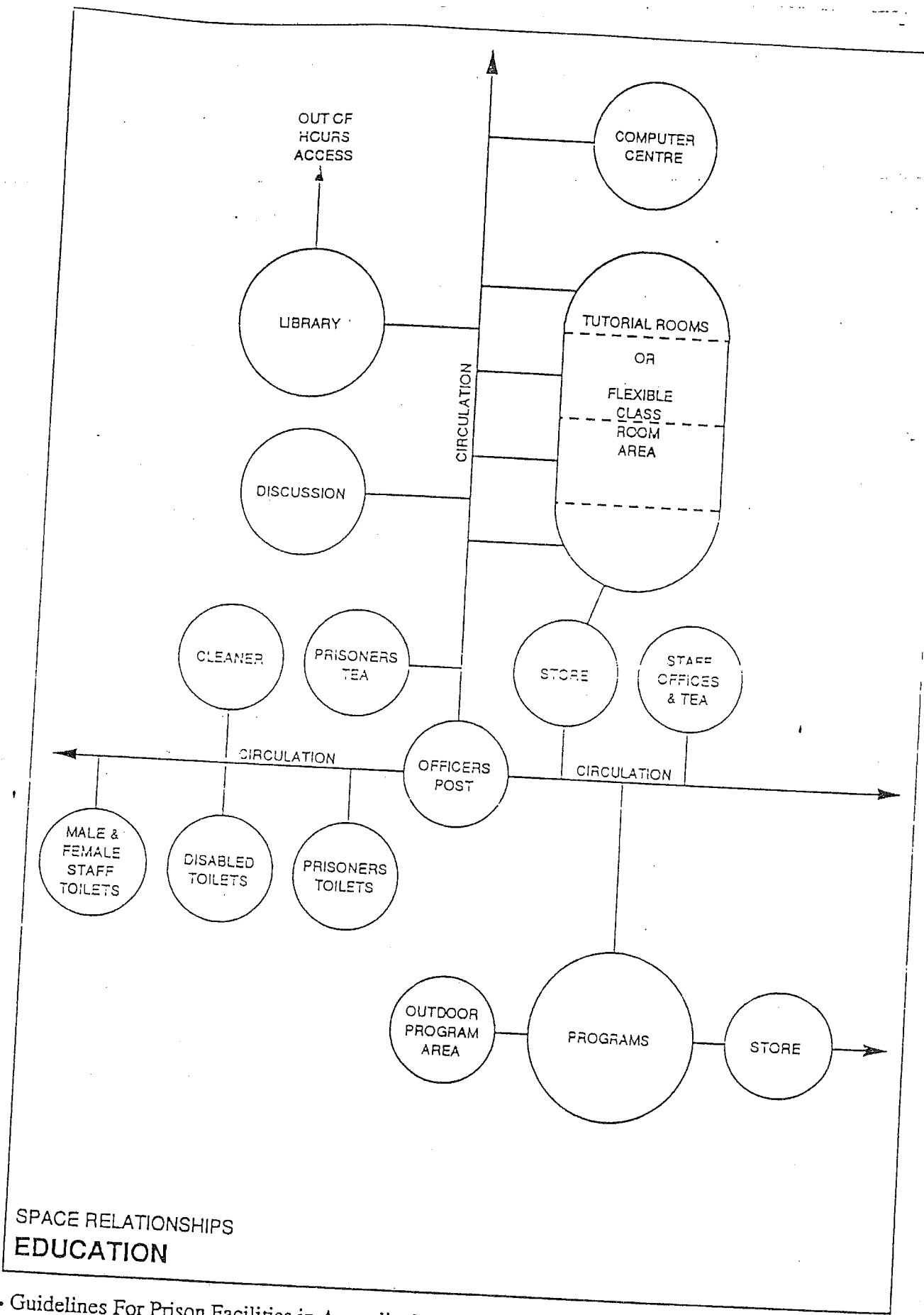
10.12 Recreational and cultural activities are to be provided for the benefit of the prisoners mental and physical health.

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10.13 Clauses 2.4139, 2.4431 and 2.4442 state that classrooms be designed in co-operation with school authorities. The educational program is to be supported by specialised equipment, including at a minimum, classrooms, teaching carrels, audio-visual materials and facilities, chalk boards and administration space.

10.14 Prisoners should maintain access to a comprehensive library including a reference collection of general and specialised materials.

10.15 Clause 2.4458 states that facilities and equipment, which are maintained in good condition and are suitable for planned leisure activities, are available in proportion to the inmate population. This should include space for the pursuit of arts, crafts, music and hobbies.



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11.0**PRISONER RECEPTION**

11.0 PRISONER RECEPTION

Objective

- 11.1 To provide a systematic reception process for prisoners.

Analysis

- 11.2 Prisoners will arrive at a secure prison in a secure vehicle which after being processed through the gatehouse will proceed to a prisoner reception area.
- 11.3 Personal details of prisoners are to be recorded, then prisoners would be individually taken to a change/strip search room where personal belongings (clothes & goods) would then be recorded and those items not allowed into their cells stored in boxes on racks in a property store and valuables placed in separate lockers within a secure store until the prisoner's discharge. The prisoner should then be strip searched, and issued with prison clothing. New prisoner receptions would be required to shower. The prisoner should then move to a holding area to await medical and welfare interview. Medical examinations may not always occur at time of reception but should be undertaken within 48 hours for new receptions. The prisoner should be escorted to his allocated accommodation unit. Upon discharge the reverse procedure would generally apply.
- 11.4 The reception unit should be designed to reflect the sequence of the prison reception process. This unit should have durable finishes but have a "non-clinical" atmosphere to minimise agitation.

Recommended Design Guidelines

- 11.5 That a separate prisoner reception unit should be provided to enable the effective processing of prisoners into the prison. The unit should be designed to support the sequential reception process involving a description of the prisoner, recording and storage of personal belongings, strip searching, showering or bathing and the issuing of prisoners clothing and attendance at a medical examination and welfare interview.
- 11.6 Facilities should ensure the personal privacy and dignity of prisoners passing through the reception process.

Standard Guidelines for Corrections in Australia - 1989

- 11.7 The following clause pertains to prisoner reception:

5.4

All money, valuables, clothing and other effects belonging to a prisoner which, under the regulations of the prison are not allowed to be retained, must, at the

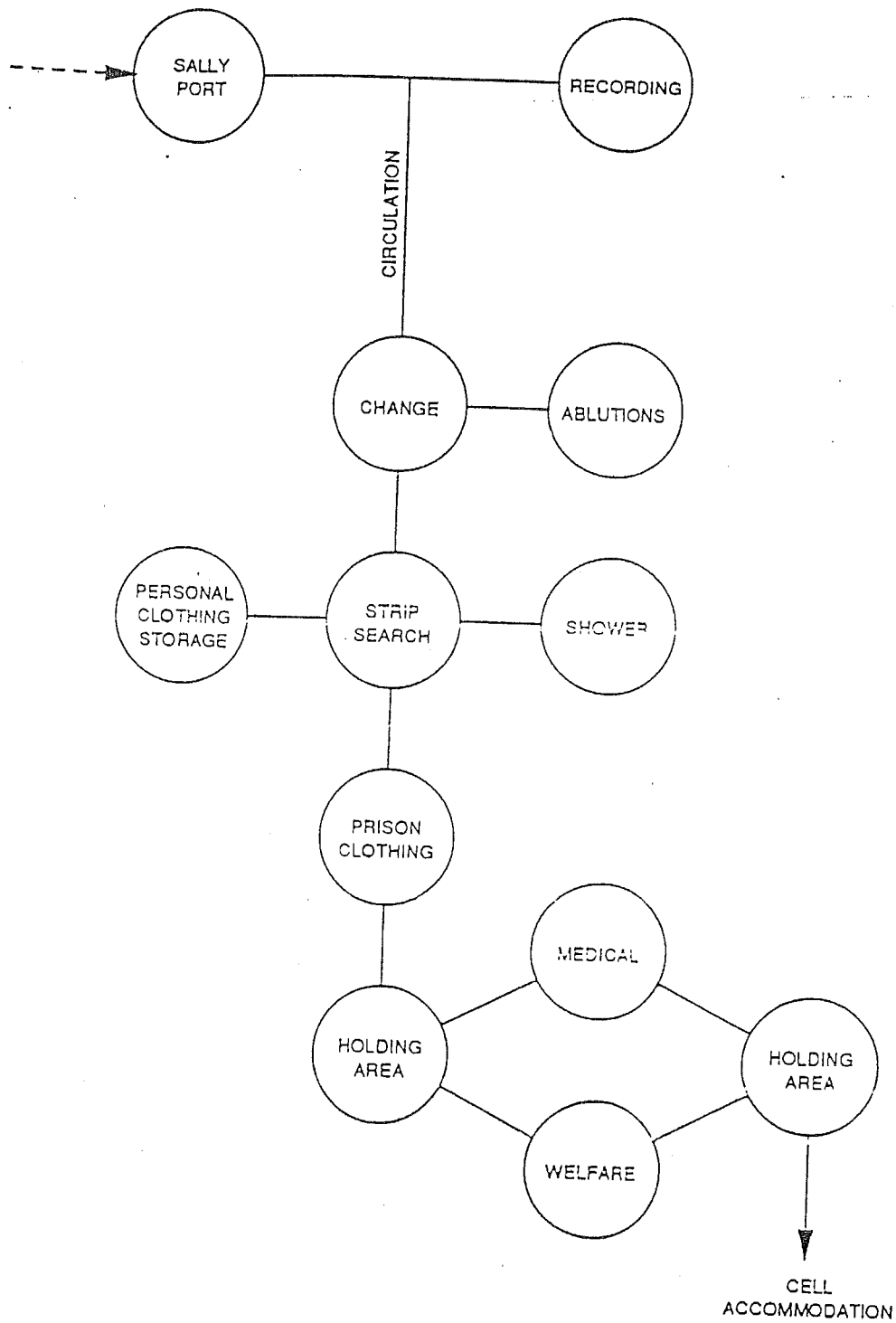
reception of the prisoner to the prison, be placed in safe custody. Steps must be taken to keep them in good condition. Where the Administering Department limits the amount of such property to be retained in safe custody at the prison, prisoners must be required to dispose of excess property. An inventory of property retained at the prison must be signed by the prisoner.

United Nations Standard Minimum Rules for the Treatment of Prisoners - 1984

- 11.8 No specific clauses are applicable.

American Correctional Association Standards for Adult Correctional Institutions - 2nd Edition, ACA Maryland - 1981

- 11.9 No specific clauses are applicable.



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12.0**HEALTH SERVICES**

12.0 HEALTH SERVICES

Objective

- 12.1 To provide medical services consisting of outpatient care with short term accommodation for prisoners who require temporary medical isolation or observation. More acute medical needs will generally be handled by transferral to approved external medical facilities.

Analysis

- 12.2 Medical treatment should consist of outpatient care and medicine dispensing with short term accommodation for prisoners requiring higher than normal medical treatment.
- 12.3 Prisoners who require medical attention and cannot be treated in this unit should be transported to the nearest appropriate hospital centre.

Recommended Design Guidelines

- 12.4 Each prison should provide medical facilities for the treatment of prisoners.
- 12.5 Medical facilities should be divided into two components:
- a. A clinic for medical and dental treatment and drug dispensing.
 - b. An accommodation unit for short term nursing.
- 12.6 The Medical Unit should comply with relevant Health Authority requirements, particularly in regard to finishes and detailing and accommodation requirements for staff.
- 12.7 The drug cabinet in the clinic needs to be effectively secured to prevent prisoner access.
- 12.8 By combining the prisoner reception facilities and the medical unit within one building, would permit these activities to be rationalised and prisoner medical and welfare needs at the time of reception could be easily dealt with under the one roof. However, it would not be mandatory for these two distinct functions to be part of one building. It may be preferable dependent upon site constraints, size and facilities to separate these functions.

Standard Guidelines for Corrections in Australia - 1989

- 12.9 The following clauses on medical services apply:

5.66

For every prison, the services of at least one qualified medical officer must be available twenty-four hours a day. This service may be on an on-call or standby basis. Medical services should be organised in close relationship with the general health administration in the community and must include access to a psychiatric service for the diagnosis and treatment of mental disorder.

5.67

Prisoners who require specialist treatment should be transferred to specialised institutions or to community hospitals. Where hospital facilities are provided within a prison, the equipment, furnishing and pharmaceutical supplies must be proper for the medical care and treatment of sick prisoners, and there must be sufficient staff of suitably trained officers.

5.68

Every prisoner must be medically examined by a suitably qualified person as soon as possible after being received into prison, and thereafter as necessary. In determining tests which prisoners must undergo, the medical officer must have regard for the need to determine each prisoner's physical and mental health, as well as the safety and welfare of other prisoners in the prison.

5.69

Where a prisoner is found to have an infectious disease, the prisoner must be treated so as to minimise the possibility of contamination of the prison environment before the prisoner is permitted to enter the normal prison routine.

5.70

Prisoners isolated for health reasons should be afforded all rights and privileges which are accorded to other prisoners so long as such rights and privileges do not jeopardise the health of others.

5.73

Every prisoner must have access to reasonable dental treatment necessary for preservation of dental health.

5.80

Prisoners in need of psychiatric treatment must have access to such services through the prison medical services.

5.81

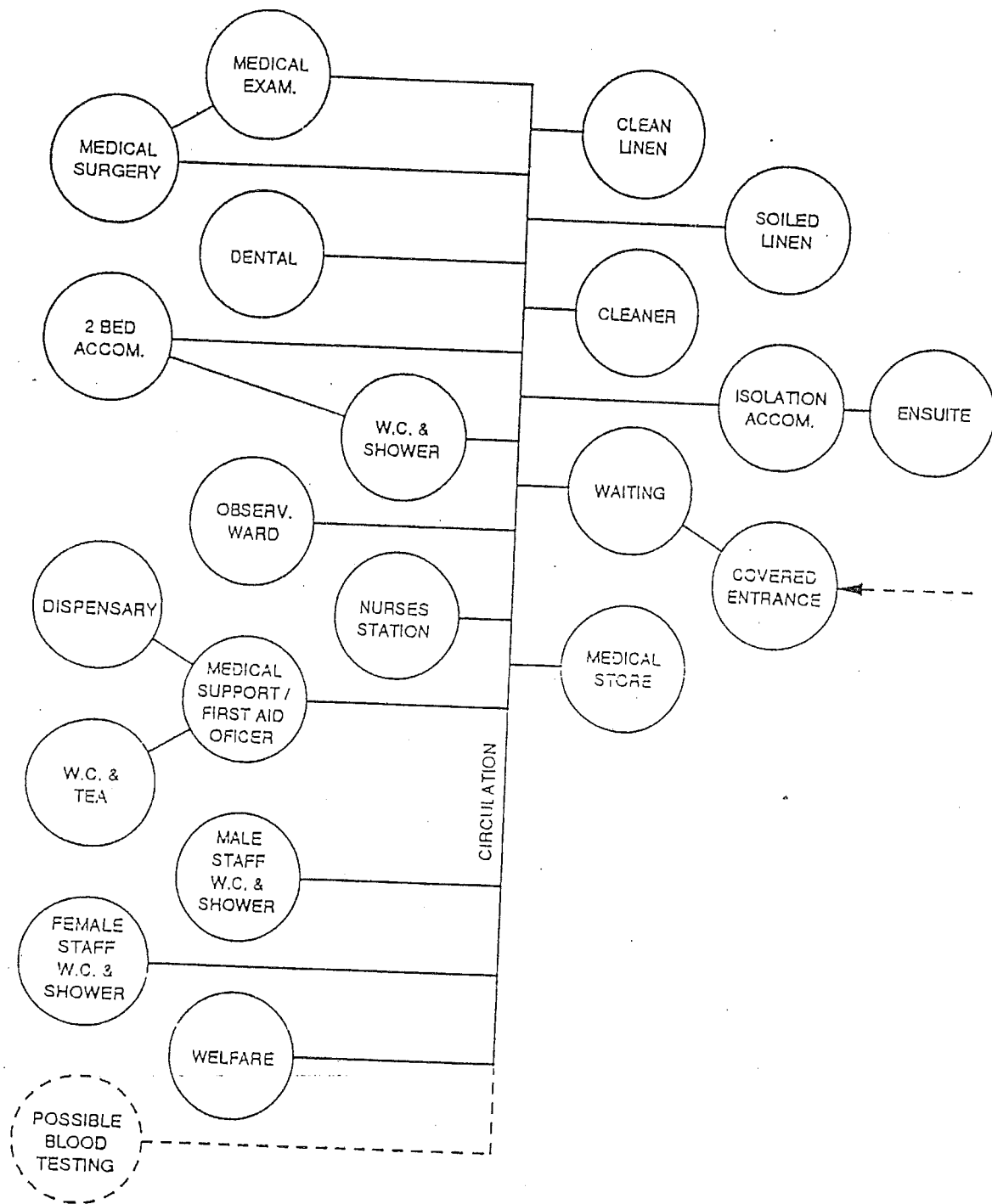
Specialised facilities under appropriate professional management should be available for the observation and treatment of prisoners suffering from mental illness or intellectual disability.

United Nations Standards Minimum Rules for Treatment of Prisoners - 1984

- 12.10 Clauses 22 to 26 inclusive state that there should be provision for psychiatric treatment and medical treatment including supply of appropriate pharmaceutical supplies, plus dental treatment.
- 12.11 Physical guidelines are that where hospital facilities are provided in an institution, its equipment, furnishings shall be proper for the medical care and treatment of sick prisoners.
- 12.12 Prisoners, if necessary, are to be isolated if suspected of having contagious diseases. Medical officers shall be responsible for the hygiene, cleanliness, quantity and quality of food etc of the prison with the ability to report problem areas to the Governor.
- 12.13 Women should have available treatment for pre-natal and post-natal and if required provision for an infant nursery and qualified staff.

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- 12.14 Clauses 2.4275, 2.4277 and 2.4295 state that an adequately equipped medical facility, which meets the legal requirements for a licensed general Hospital with respect to the services it offers shall be available to all inmates.
- 12.15 Space, equipment, supplies and materials for health services including dental care are to be provided and maintained as determined by the Health authority.



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13.0 RECREATION AND EXERCISE

13.0 RECREATION AND EXERCISE

Objective

- 13.1 To provide indoor and outdoor facilities that will enable prisoners to engage in a wide range of recreational and exercise activities either on an individual or group basis.

Analysis

- 13.2 Good and diverse recreation facilities and programmes should be made available to prisoners to allow physical exercise and provide suitable activities to help fill in their time.
- 13.3 Some of these leisure and recreation facilities could be on a time share basis (i.e. oval, and multi-purpose hall). Each accommodation block should have dedicated facilities such as exercise rooms, hardcourt and landscaped areas.
- 13.4 Decentralised recreation facilities would be required for segregation or special accommodation units within a secure prison.
- 13.5 A multipurpose hall provides for both indoor recreational activities and use during inclement weather. It can also be used as a muster area, meeting room, chapel, movies or performing arts area. It should be available during normal out of cell hours. If used in conjunction with community groups then it should be located towards the gatehouse or visits centre to restrict movement of visitors into the site.

Recommended Design Guidelines

- 13.6 Recreation facilities should be provided to permit prisoners to pursue varied recreational interests even during inclement weather. Weather permitting, prisoners should be allowed access to open air for at least one hour each day.
- 13.7 Recreation facilities could include a multi-purpose hall, grassed playing field and dedicated accommodation block facilities such as hardcourt, landscaped areas and exercise rooms.
- 13.8 Recreation facilities should be located (and fenced if necessary) to prevent large groups of unsupervised prisoners congregating in a particular facility or area.

Standard Guidelines for Corrections in Australia - 1989

- 13.9 The following clauses pertain to recreation and exercise:

5.57

All prisoners should have access to productive work, education, recreation and

leisure programs and facilities which provide them with the opportunity to utilise their time in prison in a constructive and beneficial manner.

5.58

The manager of the institution has a responsibility to encourage prisoners to participate in such programs.

5.62

Weather permitting, prisoners should be allowed access to open air for at least one hour each day.

5.78

The Manager must ensure the following are regularly inspected by suitably qualified persons:

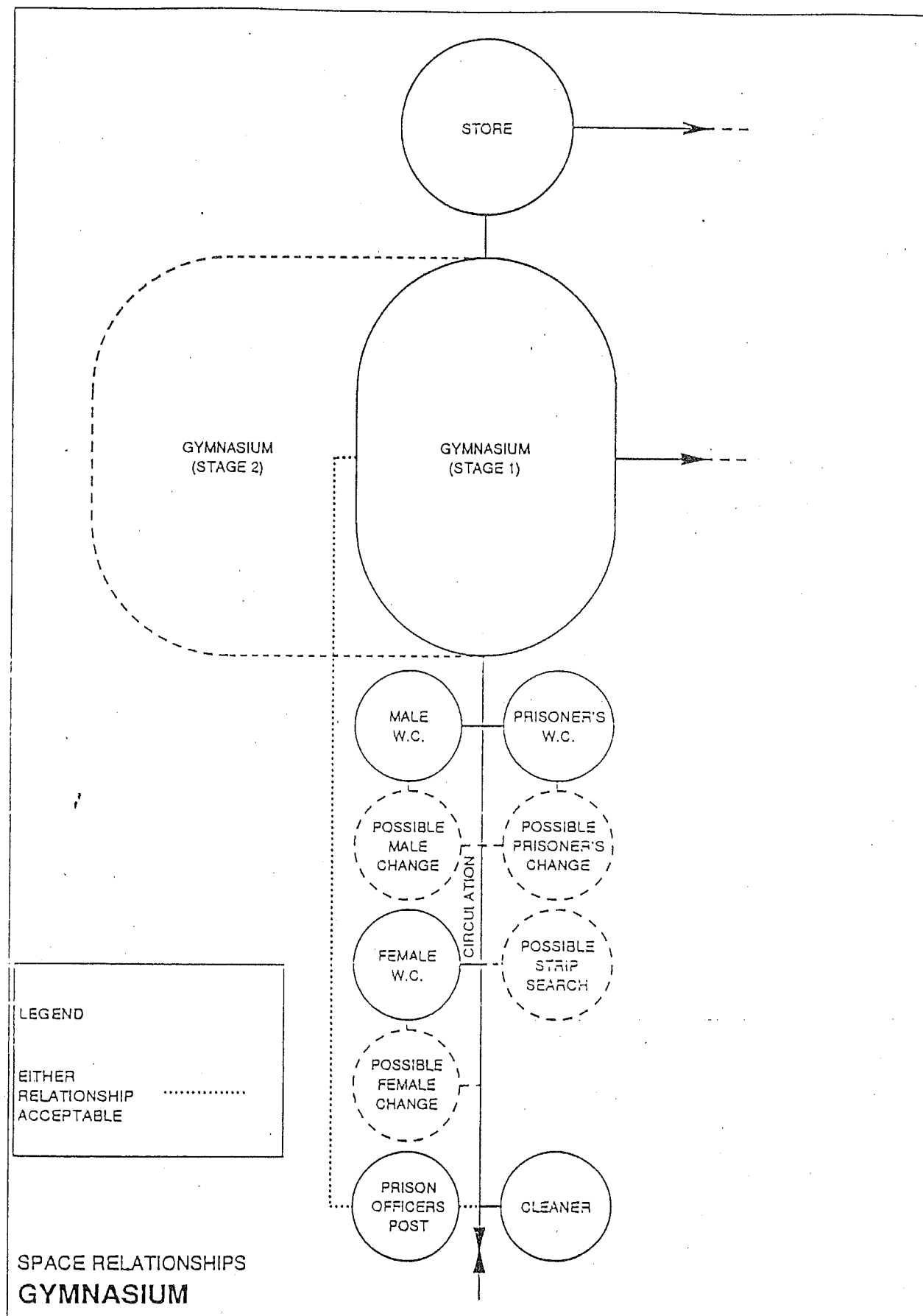
- the observance of the rules concerning physical education and sports in cases where there is no trained personnel in charge of these activities.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 13.10 Clauses 21 (1-2) state that every prisoner who is not employed in outdoor work shall have at least one hour of suitable exercise in the open air daily if weather permits and that space, installations and equipment should be provided to allow physical and recreational training during the period of exercise.

American Correctional Association Standards for Adult Correctional Institutions - 2nd Edition. ACA Maryland 1981

- 13.11 Clauses 2.4138, 2.4156, 2.4157 to 2.4461 state that spaces shall be provided for prisoner exercise outside cells, and indoor space 30 x 18 x 6.6m high can be provided during inclement weather, and a minimum of 0.61 hectares for outdoor recreation for each inmate unit of up to 500 prisoners.
- 13.12 The above Clauses also state that prisoners should have the opportunity to participate in and pursue their own recreational interests under the supervision of qualified personnel. Prisoners subject to security clearance may participate in community activities.



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14.0**KITCHENS**

14.0 KITCHENS

Objective

- 14.1 To provide services such as delivering, storage and preparation of food. The preparation of food should also include the facility to provide for different dietary requirements and prisoner training in the different aspects of food preparation.

Analysis

- 14.2 The preparation of food within a prison can be undertaken in a central kitchen, be provided by an external agency (for example cook chill, cook freeze) or within local kitchens in accommodation units.
- 14.3 In a secure prison with a central kitchen then this should be positioned to enable easy transfer of goods from the main store to stores in the kitchen and the removal of wastes for disposal off site without breach of security.
- 14.4 Kitchens normally operated by prisoner labour should be under the supervision of correctional staff.
- 14.5 In order to maximise the use of equipment and to keep overall kitchen areas to a minimum, multiple menus should be introduced. From time to time a dietician should advise on dietary needs of prisoners especially in the areas pertaining to religion and/or ethnic background.
- 14.6 Within a central kitchen sub spaces to be connected include:
- deliveries
 - sweet/pastry preparation
 - meat/fish preparation
 - general/cold/salad/sandwich preparation
 - vegetable preparation/cooking area/pot washing
 - freezers and cool room storage
- 14.7 Within accommodation units, kitchens should be designed to permit several prisoners to prepare their own or the units meals at the one time. Kitchen layouts should provide adequate space for preparation, cooking, plating and washing up.
- 14.8 Flooring should be non slip, easy cleaning, high durability, impervious to moisture with ease of maintenance, and grades to floor wastes and/or trenches.
- 14.9 Walls and ceilings should be high durability easy cleaning, impervious to moisture with ease of maintenance.
- 14.10 At least two means of access at opposite ends of kitchen and opening outwards to prevent barricading should be provided.

Recommended Design Guidelines

- 14.11 Preparation of meals for prisoners can be undertaken within a prison, either in a central kitchen or within accommodation units.
- 14.12 Kitchens are to be in accordance with local Health Authority Guidelines and should be designed and detailed to ensure that prisoners are able to prepare multiple meals with minimal disruption.

Standard Guidelines for Corrections in Australia - 1989

- 14.13. The following clauses pertain to kitchens:

5.54

Every prisoner must be provided, at the usual hours, with food of nutritional value adequate for health and well being.

5.55

Special dietary food must be provided where it is established such food is necessary for medical reasons, on account of a prisoner's religious beliefs, because the prisoner is a vegetarian, or where the prisoner has other special needs.

5.56

Fresh drinking water must be available to every prisoner when needed.

5.78

The Manager must ensure the following is regularly inspected by suitably qualified persons:

- the quantity, quality, preparation and service of food.

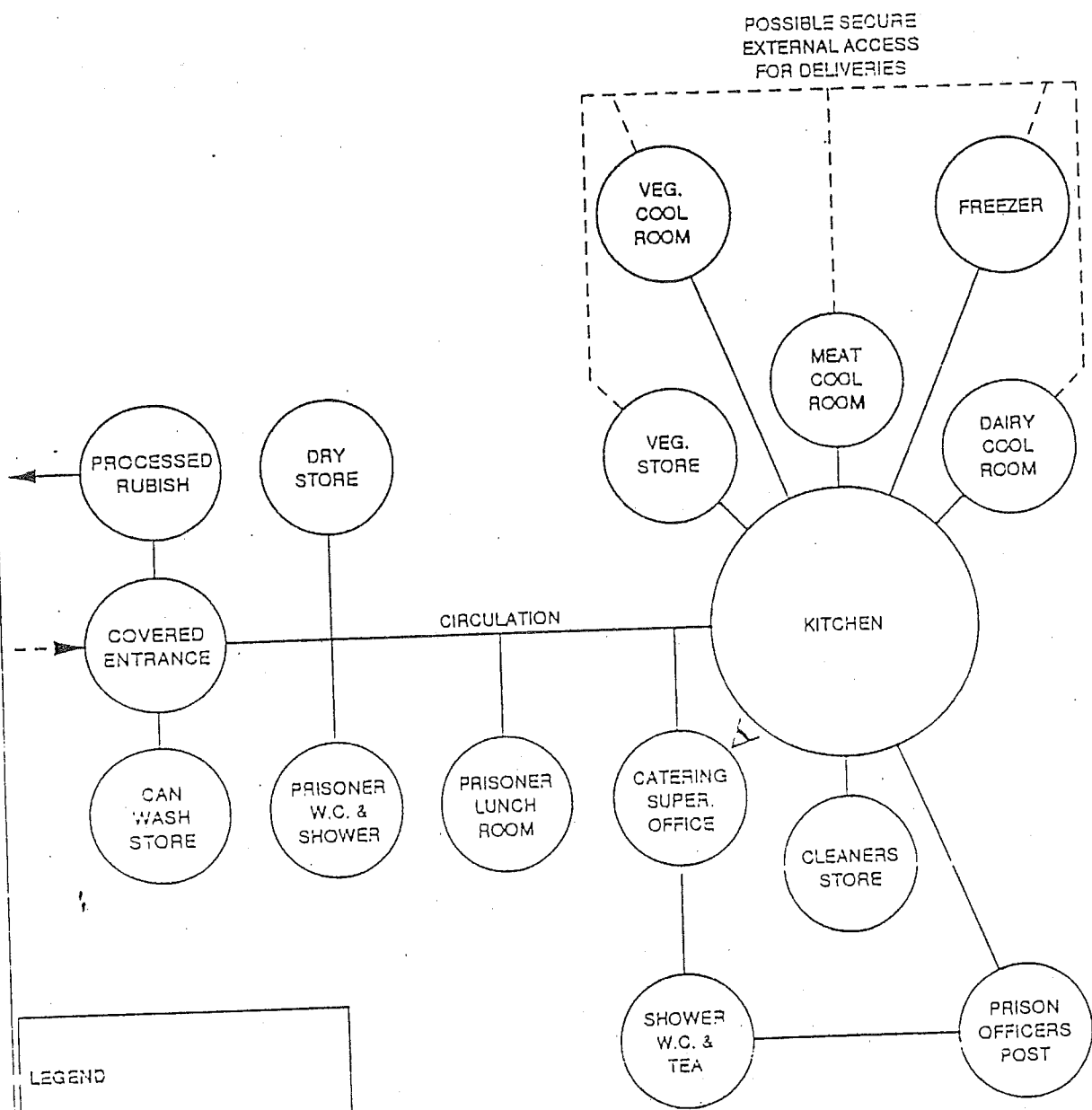
United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 14.14 Clauses 20 (1-2) refer to the provisions of well prepared and served nutritional meals adequate for health and strength to prisoners at normal hours including drinking water as required.

American Correctional Association for Adult Correctional Institutions - 2nd Edition, ACA Maryland 1981

- 14.15 Clauses 2.4143, 2.4238, 2.4254 state that food allowances required for basic nutrition are met along with frequent evaluations of same. Adequate health protection procedures should be adopted for food preparation and proper food storage, inspection of equipment and adequate toilet facilities. Meals should be

served under supervision but not in a regimented fashion. Also, independent evaluation of kitchen, food preparation and duty components be carried out and if required action taken on recommendations. At least two hot meals be provided in a 24 hour period and records kept of meals served and that the kitchen operate using proper purchasing, budgeting and accounting practices.



SPACE RELATIONSHIPS
KITCHEN

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15.0**LAUNDRIES**

15.0 LAUNDRIES

Objective

- 15.1 To provide cleaning and laundering facilities for all prisoner bulk laundry and medical unit requirements.

Analysis

- 15.2 If prison bulk laundry is not contracted out to an external agency, the laundry within the prison should be centrally located to allow for easy transport of items to be cleaned. The laundry area should be manned by prisoner labour with appropriate supervision.
- 15.3 The laundry layout, size and equipment should be designed to cater for the processing of sheets, pillow slips, blankets, bedspreads and soiled industrial clothing.
- 15.4 Prisoners underwear and clothing should be laundered in the accommodation units by the prisoner.
- 15.5 Equipment should be commercial/industrial quality with sorting benches, pre-soaking troughs, waster/extractors, tumble dryers. A small sewing/repair area should be provided.
- 15.6 The laundry may be sized to enable it to act as a central laundry for several prisons or be used as an industry facility by contracting work into the prison.

Recommended Design Guidelines

- 15.7 Bulk laundering facilities if required within a prison should be designed and equipped to cater for the efficient through put of bulk articles.
- 15.8 To minimise maintenance problems the equipment should be commercial or industrial in quality. The laundry should be planned and based on industry standards with sorting area, washing, drying, folding, ironing, repair and storage areas.
- 15.9 Prisoners underwear and personal clothing should be laundered in small laundries within the accommodation units by the individual prisoners.

Standard Guidelines for Corrections in Australia - 1989

- 15.10 The following clauses pertain to laundries:

5.50

When a prisoner is not allowed to wear personal clothing the prisoner must be provided with clothing suitable for the climate. This may include clothing for general use, work and recreation.

5.51

Prisoners may be able to supplement this clothing with personal clothing for leisure wear and visits. Prisoners must be required to maintain personal clothing in a state which is clean and fit for use. Underclothing should be regarded as the property of the prisoner.

5.52

All clothing should be clean and kept in proper condition.

5.53

Every prisoner must be provided with a separate bed and with separate and sufficient bedding. This bedding must be clean when issued, kept in good order, and changed often enough to ensure its cleanliness.

5.78

The Manager must ensure the following are regularly inspected by suitably qualified persons:

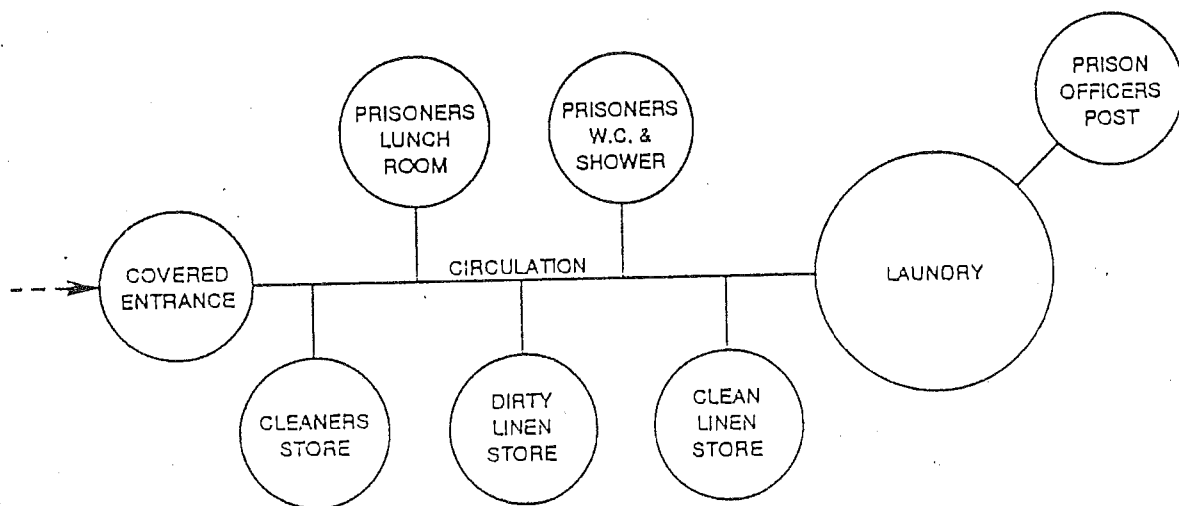
- the suitability and cleanliness of prisoners' clothing and bedding.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 15.11 Clauses 17 (2) and 19 briefly state that prisoner clothing shall be kept clean and in proper condition and prisoners issued with clean bedding, kept in good order and changed often enough to ensure cleanliness.

American Correctional Association for Adult Correctional Institutions - 2nd Edition, ACA Maryland 1981

- 15.12 Clauses 2.4263, 2.4266 and 2.4267 state that prisoners bedding be laundered on a weekly basis, and personal clothing be cleaned and stored for future use.



SPACE RELATIONSHIPS
LAUNDRY

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16.0**INDUSTRIES/MAINTENANCE
AND STORES**

16.0 INDUSTRIES/MAINTENANCE AND STORES

Objectives

- 16.1 To provide a building adjacent the entrance preferably outside the prison perimeter security of secure prisons for delivery, storage and breaking down of all bulk deliveries. The building should also be able to provide a service area for associated prison maintenance works, with facilities for storing and dispensing various fuels.
- 16.2 To provide an industries building, within the prison close to the main entrance, to train prisoners in various disciplines, gainfully employ prisoners and manufacture goods for retail to outside customers.

Analysis

- 16.3 The Main Storage Area should be able to store bulk items such as cleaning materials, prisoner canteen food provisions, bedding, including mattresses etc. Also included should be a separate storage for kitchen dry goods and cold storage for various foods such as vegetables, meats, confectionery etc. The General Store should receive bulk items and be broken down into manageable lots for transferral into a secure Prison as required. This should avoid unnecessary ingress of non-prison vehicles into the prison.
- 16.4 The Maintenance Area should be able to accept and service one vehicle at a time, ride on mowers, and other generally used equipment. Prison vehicles and other motorised equipment should be able to be provided with suitable motor fuels from this point.
- 16.5 The Stores/Maintenance Building hard standing area should be able to accept articulated vehicles for delivery of goods along with turning area for fork lift or small trucks for delivery of goods.
- 16.6 The Industries Building should provide areas for training of prisoners and manufacturing and services of goods. These facilities should ensure a daily routine of employment and work habits commensurate with outside industry including shift work.

The design of the industries building/s should be such as to permit easy subdivision into individual workshops to cater for various types of industry activities.

Industry workshops should be capable of accommodating approximately 50-70% of the prisoners muster allowing for 22m² per prisoner in heavy industry and 11m² in light industry activities.

- 16.7 Adequate flexible space should be provided to allow for market and client changes, intensive manufacturing, and changes in piecemeal work.

- 16.8 This flexibility should provide clear links between the training phase and the industry phase.
- 16.9 Industries could cover external industries such as forestry, prison farm activities e.g. (piggery, butcheries, dairies) or internal prison facilities for the manufacture and service of goods.

Recommended Design Guidelines

- 16.10 Stores and maintenance facilities should be provided in a location to avoid unnecessary ingress of non-prison vehicles into the prison site, particularly for a secure prison.
- 16.11 The stores area should provide bulk storage spaces for diverse materials such as dairy goods, bulk food (dry & cold storage) and prisoner goods. Local Health Authority requirements for the separation of those goods must be adhered to.
- 16.12 Maintenance facility capable of storing and maintaining the prisons maintenance equipment should be provided. Suitable liquid fuel storage should be within this facility. This facility should be under staff supervision with restricted prisoner access.
- 16.13 Flexible large span spaces should be provided within the prison to permit industry activities. These facilities should adhere to relevant labour regulations.
- 16.14 Industries should provide work space for 50-70% of the total prisoner muster, at 22m² per prisoner for heavy industry and 11m² per prisoner in light industry.

Standard Guidelines for Correction in Australia - 1989

- 16.14 The following clauses pertain to industries, stores and maintenance:

5.19

Where work is available, remand prisoners should be offered the opportunity to work, but must not be required to work.

5.26

In all places where prisoners are required to live or work:

- the windows should be large enough to enable the prisoners to read work by natural light, and should be constructed in such a way that they allow the entrance of fresh air except where there is artificial ventilation;

- artificial light should be provided to enable prisoners to read or work without injury to eyesight.

5.60

Occupational health and safety standards that apply in the workplace in the community must apply equally to prisons.

5.61

Provision should be made to indemnify prisoners against industrial injury, including occupational disease.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 16.15 There are no specific recommendations in relation to general stores/maintenance, but clauses 71-76 inclusive briefly state that prisoners shall have the opportunity for work, vocational training, be properly covered by the Safety and Health Act, be covered against industrial accidents and to receive a suitable remuneration for a day's work.

American Correctional Association for Adult Correctional Institutions - 2nd Edition ACA Maryland 1981

- 16.16 There are no specific recommendations in relation to general stores/maintenance but clauses 2.441 - 2.4421 state that prisoners shall have access to work so as to provide them with suitable job skills for when they are released. Work performed by prisoners shall be used as a means of incentive with outside labour, business, and industrial organisations advice being sort to provide skills relevant to the market.
- 16.17 Work programmes should meet Federal and State requirements including health and safety standards. Also work programmes should include provision for employment for handicapped prisoners.

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17.0**SECURITY**

17.0 SECURITY

Objectives

- 17.1 To provide to secure prisons with a total security system which will enable prison management to detect, delay and apprehend any attempted escapee.
- 17.2 To provide to minimum security prisons passive security through prisoner/staff management and minimal active security such as general external lighting and locks to external doors of Accommodation Units.
- 17.3 To minimise the use of manned towers to the perimeter with security focused on physical and dynamic security to the perimeter and cell construction.

Analysis

a] Security Systems

- 17.4 Balance is required between dynamic and static security systems. Electronic or physical systems should only be an aid to staff not a replacement. The security system should provide perimeter walling or fencing and associated electronic and physical security equipment with appropriate indication in a central control room. Provision should be made to minimise aids to escape by careful design, layout and placement of buildings, walls, structures, services elements, furniture, fittings and equipment.
- 17.5 Electronic systems can become outdated quickly therefore the least sophisticated but most suitable with the flexibility for future easy modifications, enhancement or replacement.
- 17.6 The security system in a secure prison may include any combination of the following elements:
 - Wall (eg 5 metre high concrete with one metre diameter antigrapple cowl on top).
 - Fence (eg 5 metre high weldmesh panel fence with three rolls of barbed tape on top in a triangular configuration).
 - Anticlimb Obstacles - e.g. metal weld mesh or chainmesh fences of varying heights in combination with barbed tap or electronic detection systems.
 - Armed security patrol vehicles.
 - Strategically located towers in combination with wall/fence systems with armed guards.

- An internal or courtesy fence should be provided to clearly identify prisoner "no go" areas and to prevent prisoners easily reaching either physical or electronic security system.

b] Perimeter Detection System

17.7 A detection system may incorporate one or more of the following systems to detect unauthorised intrusion into the inner prison perimeter of a secure prison.

- Microwave
- Pulsed Infra red/laser beams
- Video motion detection
- Buried line sensor systems
- Fence disturbance systems
- Fibre optic cable systems
- Taut wire systems
- Microphonic cable systems

17.8 Each perimeter detection system has individual characteristics which makes it suitable for use in some circumstances and not suitable in others. In general, major parameters that should be analysed prior to the system's choice is:

- the security rating of the prisoner population;
- the installation and configuration of the system applicable to the construction methods used and physical terrain in which it must operate;
- the susceptibility of the particular system to the environment in which it is installed, which includes meteorological, flora, fauna etc.;
- the system's ability to be "false" alarmed;
- how the system may be defeated or tampered with;
- the problems associated with maintaining the system;
- the area available;
- site undulation;
- adjacent perimeter structures.

17.9 The system should detect any human size target traversing the zone in any direction, (ie into, out of and along the zone).

- 17.10 The system must display high integrity to maintain the confidence of the operators.
- 17.11 Detection zones should be co-ordinated with a closed circuit television surveillance system.
- 17.12 The system should not be easily compromised or defeated by readily available bridging aids or by fabricated products generally found within prisons.
- 17.13 Any system proposed must have a proven backing resource in Australasia for service and replacement parts.
- 17.14 The system should not generate "false" alarms or "nuisance" alarms unless they fall within acceptable parameters.

c] Lighting

- 17.15 Perimeter security lighting should be designed to provide a level of lighting for the proper management of closed circuit television and video (CCTV) motion detection systems if installed.
- 17.16 Lighting should be installed to ensure an efficient system and layout. The lighting system should incorporate a dedicated power supply so as to enable the perimeter security lighting system to operate in an efficient manner during a power failure.
- 17.17 Suitable back up lighting should be considered during the time of the changeover to an emergency generator.
- 17.18 Poles should be positioned in relation to the physical perimeter so as not to provide bridging aids for possible escape attempts. The height, number of, and position of lighting poles together with the type and rating of individual lights or clusters of lights should be selected to optimise costs whilst still providing the required illumination. Poles should be tilt type with power outlet mounted at base for electrically powered tilt-over device.

d] Camera Poles

- 17.19 Poles should be designed with a minimum deflection at top for mounting of CCTV cameras. This deflection should be such that there will be no distortion of the CCTV picture. Deflection design should take into account sail area of CCTV surveillance equipment, wind speed and other relevant key factors.

e] Metal Detectors

- 17.20 Both walk through and hand held metal detectors could be required.
- 17.21 The walk through unit's sensitivity should be readily adjustable by inexperienced operators and then locked to avoid unauthorised tampering.

- 17.22 Output of units should be proportional to amount of metal required to be detected.
- 17.23 The walk through units should be so located as to allow efficient processing of persons.
- 17.24 Operation of metal detectors should not affect adjacent services nor cause interference with the prison radio or TV systems.
- 17.25 Hand held units should operate off rechargeable batteries.

f] Duress Alarm System

- 17.26 Such a system provides personal panic buttons that identifies the officer initiating an alarm and gives his/her approximate location.
- 17.27 Zones should be designed such that officers under duress can be readily found.
- 17.28 On initiation of alarm, the system should provide an update, should the officer change location.

g] Radio System

- 17.29 A radio system should be provided for foot patrols or vehicles, monitored in a surveillance control room.
- 17.30 The system should provide reliable voice communications, with total area coverage into all parts of the prison and have several channels with one dedicated for emergency use or special operations.

h] External Storm Water Drainage

- 17.31 Prior to any outfall drain entering the perimeter security zone of a secure prison, pipe sizes should reduce to multiple pipes of no greater than 300 mm diameter to prevent escape through pipes.

i] Gatehouse

- 17.32 Within Secure Prisons the objective of a gatehouse is to provide secure access both into and out of the prison for prison officers, official visitors, administrators and vehicular traffic including delivery vehicles to industries, prison transport vehicles and emergency vehicles. A control room housing all security and essential communication equipment including all back-up and emergency supplies should be provided. The maximum amount of observation and supervision should be obtainable from this room.
- 17.33 Pedestrian access may be incorporated into the gatehouse along with vehicle in and out access or may be provided at a separate location.

- 17.34 The Control Room is the security hub of the prison. Within the room, officers will monitor the operation of the prison and all alarm systems.
- 17.35 All communications and security services should terminate on, or around a purpose designed work station. For secure prisons this room will be occupied 24 hours per day by at least two members of staff.
- 17.36 Controls, displays and monitors should be located such that they are readily accessible and viewable by operators.
- 17.37 All events occurring on a perimeter detection system, duress alarm system, cell call system or other alarm points should be permanently logged. In addition a video recording system should be required to automatically record the video associated with an alarm zone.
- 17.38 The Control Room could control all vehicles access gates both in and out of the prison particularly at night. The vehicles access sallyport gates should be interlocked so as to prevent external and internal gates from opening at same time (minimal override to be provided).
- 17.39 The pedestrian gates within the gatehouse should be controlled by a prison officer post but operation could be transferred to the Control Room in emergency situation. There should be a facility for emergency situations. There should be a facility for processing keys handed in and out to Prison Officers and for processing guns handed in and out to Police and Prison Officers.
- 17.40 The following communications and security systems could terminate in the Control Room.
- CCTV Surveillance Systems including all cameras
 - Perimeter detection system including alarms, mimic panel and logging
 - Radio System
 - PA system
 - Duress alarm system
 - Cell call alarm system
 - PABX system
 - Intercom
 - Access Door Controls
 - Building Services Alarm Systems
 - Site Lighting Control

Video and voice recording systems should be located in a separate secured area.

Recommended Design Guidelines

- 17.41 The security classification of a prison directly determines the nature and level of both static and dynamic security elements. The prison authorities should

initiate a risk analysis incorporating the principles of the perceived threat to determine the security package design.

17.42 Prison security systems should be classified under the two categories of:

- static systems
- dynamic systems

17.43 Static Systems should include:

- the basic cell unit, accommodation areas
- movement control through strip search and metal detection including all access via the gatehouse.
- good sightlines should exist between as well as within all prisoner occupied buildings including all roof surfaces.
- secure physical perimeter systems can including:
 - walls, fences
 - physical barriers
 - electro - mechanical devices/alarms
 - towers

17.44 The formula for measuring the adequacy of a perimeter security system should be expressed as:

$$\text{Surveillance/Detection} + \text{Barrier/Delay} = \text{Response/Apprehension time}$$

17.45 Dynamic Systems can include:

- human interaction and management of prisoners
- dog squad teams
- perimeter patrol/response vehicles
- officer patrols

Standard Guidelines for Corrections in Australia - 1969

17.46 These standards do not have a particular reference to security requirements.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

17.47 These standards do not have a particular reference to security requirements.

American Correctional Association Standards for Adult Correctional Institutions - 1981

17.48 Clauses 2.4176 to 2.4181 inclusive of these standards address security & control.

17.49 They briefly state an operating manual for security and control be available.
That the perimeter and adjacent areas are under surveillance and that the

perimeter is such as to prevent prisoner escaping and the public from entering without the appropriate authorization.

- 17.50 The only breaches of the perimeter security be for pedestrian and vehicular traffic and all security and communications functions to be centralised in a main control room.

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18.0

EMERGENCY MANAGEMENT

18.0 EMERGENCY MANAGEMENT

Objective

- 18.1 To specify requirements for providing an effective emergency management approach in prison design.

Analysis

- 18.2 Prison administrators need to ensure the design and systems used in prisons support an effective and comprehensive approach for preventing as well as responding to all types of emergencies.
- 18.3 Integrated emergency planning within prisons can be divided into four phases:

a] Prevention

- 18.4 In this phase, all types of emergencies are identified, probability analyses are undertaken of each emergency type and strategies are then taken to reduce the potential incidence of each emergency type.

Typical types of prison emergencies include:

- fire
- hostages
- escape
- riot
- barricades
- bomb threats
- letter bomb/package
- food poisoning
- loss of accommodation
- emergency evacuation
- industrial action

Key considerations include:

- sight lines within a prison
- storage off site of toxic or inflammable materials
- food handling processes
- use of non-inflammable and/or non-toxic building materials and furniture
- mail handling processes

b] Preparedness

- 18.5 Given that not all emergencies are preventable, then it is important that prison management is well prepared to deal with each type of emergency.

18.6 Consideration needs to be given, when designing a prison, to such factors as:

- unimpeded access of emergency services
 - into the prison
 - within the prison
 - within units
- dual access to prisons in the event of a gate failure
- number, adequacy and location of fire hydrants and fire fighting equipment
- dual exits from prisoner areas for staff
- use of outward swinging cell doors and the elimination of sliding doors to prevent barricades
- cell fitout designed to minimise barricade potential
- capacity for doors to be opened manually, swiftly and with ease, independent of mechanical, electrical, pneumatic or hydraulic systems is an emergency
- capacity for units to be breached if exit doors barricaded
- availability of automatic fire systems (sprinklers, smoke detectors, heat detectors, and/or smoke spill systems)
- the direct linking of automatic fire systems to fire services
- availability at the entrance to major prisons of a fire detection panel for access by fire personnel
- the avoidance of excessively complex and technical control rooms which unnecessarily test the capacity of staff, especially in an emergency
- the availability of two operations rooms to provide facilities for both the emergency services personnel dealing with an emergency and separate facilities for prison personnel responsible for operating the prison
- access to back-up emergency water supplies
- the design of perimeter security (fence versus wall) and design of prison buildings in fire prone rural areas

- the design of prison kitchens (central or in units) to prevent/suppress fires
- compliance with occupational and health requirements relevant to jurisdictions
- availability of sufficient equipment to deal with any type of barricade situation
- the location of prisoner/staff assembly areas during an emergency
- the adequacy of communications required during the normal operations of the prison as well as during emergencies.

c] Response

Once an emergency occurs, prison management must be in a position to respond quickly and professionally in executing contingency plans. Staff need to be adequately trained emergency procedures and in the use of relevant equipment.

d] Recovery

- 18.7 Following an emergency, procedures need to be in place to ensure appropriate support services are available to prisoners, staff and their families. Action may be needed to restore or replace facilities and accommodation.

Proposed Design Guidelines

General

- 18.8 Jurisdictions need to develop an integrated approach to emergency management within prisons.
- 18.9 Prison design needs to be mindful of the types of emergencies that can occur within a prison. Wherever possible, design factors should be such so as to assist prevent the occurrence of emergency situations.

Fire

- 18.10 Fire services shall conform to relevant fire authority regulations and requirements. Fire protection services should have emergency water supply.
- 18.11 Fire hydrants and hoses shall be in sufficient quantity and location as required by the relevant fire authority. Fire fighting equipment shall be located and fitted in approved housings which should be lockable.
- 18.12 Where appropriate, tamper resistant sprinklers should be fitted to prisoner cells, recreation and industry facilities and these should be supplemented as required by tamper resistant smoke or heat detectors and smoke spill systems.

- 18.13 The fitting out and furnishing of cells/bedrooms should aim to minimise fire and the emission of toxic gases.
- 18.14 Emergency services should have unimpeded access into the prison from at least two entrance points and unimpeded access within a prison.
- 18.15 All doors should be capable of being opened manually.
- 18.16 Automatic fire systems should be available in prisoner accommodation and industry units and be directly linked to the fire services.
- 18.17 Separate rooms properly fitted out should be available within each prison for use by emergency services personnel and prison personnel as operations rooms during an emergency.
- 18.18 Staff shall be adequately and regularly trained in the use of fire fighting equipments.

Barricades

- 18.19 Cell doors should open outward. Sliding doors should be avoided wherever possible.
- 18.20 Cell fitout and furnishing should be such so as to reduce the possibility of prisoners barricading their cells.
- 18.21 Adequate equipment should be readily available to respond quickly to barricade situations. Staff should be trained in the use of such equipment.

Food Poisoning

- 18.22 Food receipt, handling, processing and distribution shall comply with relevant health regulations.
- 18.23 Food preparation shall be properly supervised and undertaken in hygienic surroundings.

Toxic Gas

- 18.24 Appropriate assembly areas should be available for prisoners and staff to move to in the event of toxic gas being emitted at or near a prison.

Disturbance

- 18.25 Enclosed areas should have at least two exits to allow staff to exit safely and avoid a disturbance, where this is appropriate.

Standard Guidelines for Corrections in Australia - 1989

- 18.26 There are no relevant references to Emergency Management Procedures in the current Guidelines.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 18.27 There are no relevant references to Emergency Management Procedures in the current Rules.

American Correctional Association for Adult Correctional Institutions - 2nd Edition, ACA Maryland 1981

- 18.28 There are no relevant references to Emergency Management Procedures in the current Guidelines.

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19.0 ENGINEERING SERVICES

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Objective

- 19.1 To provide engineering services that exhibit a high degree of flexibility in relation to operational/building requirements and incorporate high operational reliability.

Recommended Design Guidelines

Electrical

- 19.2 Electrical services should incorporate the following design concepts:

- electrical design should exhibit a high degree of flexibility in relation to operation/building requirements;
- the electrical services should incorporate high operational reliability;
- the electrical design should give due regard to ease of operation and maintenance;
- the electrical design should give due regard to safety aspects and should comply with statutory requirements;
- the electrical services should be energy efficient and the lighting fittings should incorporate high power factor correction;
- incoming High Voltage supply or consumer mains should be run underground from the property boundary;
- the sub-station could be located outside the secure perimeter; but under general surveillance or inside the prison.
- wiring should be concealed
- switchboards should be located in safe, convenient, accessible positions with due regard being given to the occupancy and function of the area. Switchboards should be lockable and weatherproof;

- 19.3 Secure prisons may require inner and external perimeter lighting to suit 24 hour CCTV surveillance with power supplied on dedicated circuits and controlled by photo-electric switching with remote manual override switching from surveillance control room.

- 19.4 Area lighting of major night trafficable roads and pathways within the perimeter and beyond the perimeter to the site boundary is recommended.

- 19.5 Adequate provision should be made for access to switchboards, plant and equipment to permit testing, servicing and maintenance.
- 19.6 Locate sub-station, plantrooms and plant so as to afford reasonable access for replacement of machinery and equipment.
- 19.7 Essential Supply should be provided between a standby generator and mains switchboard. An uninterruptable power supply (U.P.S) should be installed to supply all equipment connected to the security system distribution switchboard including Security Perimeter lighting sub-switchboard. The essential supply circuits emanating from main switchboard should be as required but should cover lighting, power etc.
- 19.8 An uninterruptible power supply (U.P.S.) system should include a rectifier, battery, inverter and manually operated static switch together with all operational and safety switchgear and controls for fully automatic operation.
- 19.9 A standby generator installation should include an engine with cooling and exhaust facilities, an alternator, underground fuel storage (located outside the secure perimeter), safety devices, automatic controls, control panel and noise suppression equipment.

Mechanical

- 19.10 Mechanical services should incorporate the following design concepts.
- system designs should be of basic simple application;
 - plant life should be designed for a minimum of fifteen (15) years trouble free operation with the exception of normal routine maintenance requirements;
 - system designs should exhibit a high degree of flexibility in relation to operational/building requirements;
 - the various mechanical services should incorporate high operational reliability;
 - equipment in occupied areas should be of vandal resistant design and construction;
 - system designs should be energy efficient;
 - transmission of noise and vibration from the mechanical services to the buildings and occupied spaces in the buildings should be minimised;
 - piping should be concealed unless specifically authorised;

• mechanical plant should not be housed on the roofs of buildings thus providing unobservable sections of roofing;

- 19.11 Adequate provision should be made for access to permit testing, servicing, maintaining and replacing various items such as air filters, dampers, valves, controls, air conditioning plant, boilers, heaters, pumps etc.

Standard Guidelines for Corrections in Australia 1989

- 19.12 These standards do not have a particular reference to engineering services requirements.

United Nations Standard Minimum Rules for Treatment of Prisoners - 1984

- 19.13 These standards do not have a particular reference to engineering services requirements.

American Correctional Association Standards for Adult Correctional Institutions, ACA Maryland 1981

- 19.14 Clauses 2.4165, 2.4170, 2.4171 briefly state that an automatic fire alarm system be installed and connected to the appropriate fire department with a suitable testing procedures.

- 19.15 Systems such as essential lighting, power and communications be connected to a back up emergency unit, with suitable testing procedures.