



TECHNICAL GUIDANCE FOR PRISON PLANNING

Technical and operational considerations based on the Nelson Mandela Rules | 2016

UNITED NATIONS OFFICE FOR PROJECT SERVICES (UNOPS)
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TECHNICAL GUIDANCE FOR PRISON PLANNING

**Technical and operational considerations based on the
Standard Minimum Rules for the Treatment of Prisoners
(the Nelson Mandela Rules)**



UNITED NATIONS

The Technical Guidance for Prison Planning is a living document, intended to improve the quality of design of prison infrastructure as a contributing factor to the safety, security, and dignity of detained individuals and prison staff.

Please send comments on this document, highlighting gaps, omissions and areas that need more development to infrastructure@unops.org

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This edition has been updated in 2016 to address the revised Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules).

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ABBREVIATIONS

ACPR	African Charter on Prisoners' Rights
Bangkok Rules	United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders
Basic Principles	Basic Principles for the Treatment of Prisoners
Beijing Rules	United Nations Standard Minimum Rules for the Administration of Juvenile Justice
Body of Principles	Body of Principles for the Protection of All Persons under Any Form of Detention or Imprisonment
CAT	United Nations Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment
CRC	Convention on the Rights of the Child
CRPD	Convention on the Rights of Persons with Disabilities
EPRs	European Prison Rules
Havana Rules	United Nations Rules for the Protection of Juveniles Deprived of their Liberty
IACHR	Inter American Commission on Human Rights
IBC	International Building Code
ICCPED	Convention for the Protection of All Persons from Enforced Disappearance
ICCPR	International Convention on Civil and Political Rights
ICESCR	International Convention on Economic, Social and Cultural Rights
ICPS	International Centre for Prison Studies
ICRC	International Committee of the Red Cross
Kampala Declaration	The Kampala Declaration on Prison Conditions in Africa
Mandela Rules	UN Standard Minimum Rules for the Treatment of Prisoners, 2015
OAS ACHR	American Convention on Human Rights
OPCAT	Optional Protocol to the Convention Against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment
PPMI	Principles for the Protection of Persons with Mental Illness and the Improvement of Mental Health Care
PRI	Penal Reform International
Principles and Best Practices of the IACHR	Principles and Best Practices on the Protection of Persons Deprived of Liberty in the Americas
Principles on Summary Executions	Principles on the Effective Prevention and Investigation of Extra-legal, Arbitrary and Summary Executions
Principles on the Investigation of Torture	Principles on the Effective Investigation and Documentation of Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment
SMRs	UN Standard Minimum Rules for the Treatment of Prisoners, 1955
TB	Tuberculosis
Tokyo Rules	United Nations Standard Minimum Rules for Non-custodial Measures
UDHR	Universal Declaration of Human Rights
UNODC	United Nations Office on Drugs and Crime
UNOPS	United Nations Office for Project Services
WHO	World Health Organization

FOREWORD

On 17 December 2015, the UN General Assembly adopted resolution 70/175, bringing to a conclusion a four-year process of review of the UN Standard Minimum Rules for the Treatment of Prisoners (SMRs). The final negotiations took place in Cape Town, South Africa, and faced Robben Island, where Nelson Mandela was imprisoned for 27 years. To honour the late President of South Africa, the revised SMRs will be known as the Nelson Mandela Rules.

With the adoption of the resolution, the General Assembly approved a necessary update to the foundational international standard for the treatment of prisoners. The rules have been used as a blueprint for national prison rules and as a framework for the assessment of prison conditions by monitoring bodies, yet have become dated since their adoption in 1955.

For example, the rules on the provision of healthcare omitted fundamental principles of medical ethics such as medical confidentiality and the clinical independence of health-care professionals. Provisions on legal representation were limited to the pre-trial phase and criminal proceedings, without mention of other instances where prisoners need access to a legal process and representation. Provisions on oversight were limited to internal inspections to meet the ‘objectives of penal and correctional services’, with no recognition of the role of inspection in protecting the rights of detainees or the need for independent inspections. The old SMRs even referred to persons with mental disabilities as ‘insane and mentally abnormal prisoners’.

Rather than renegotiate the entire text of the SMRs, States opted for a ‘targeted’ approach, selecting only the most out-of-date areas for revision. Despite the inherent limitations of such a scope, the review succeeded in bringing crucial areas of prison management in line with more modern standards, consolidating criminal justice and human rights standards into one document.

In addition to more explicit protections for the rights of detainees and prisoners, the revised Rules offer guidance to prison administrations and staff. They also require ‘full and effective access to prison life on an equitable basis’ for prisoners with physical, mental or other disabilities.

The introduction of ‘basic principles’, which now precede the substantive Rules, provides significant benchmarks for assessing the quality of prison conditions. The revised Rules set the safety and security of prisoners, staff, service providers and visitors as an overarching priority and emphasise that the ‘prison regime should seek to minimize any differences between prison life and life at liberty that tend to lessen the responsibility of the prisoners or the respect due to their dignity as human beings’.

In total, 35 per cent of the old SMRs were revised, updating standards to incorporate modern criminal justice and human rights standards in the following areas: respect for prisoners’ dignity; medical and health services; disciplinary measures and sanctions; investigations into deaths in custody as well as serious injuries and signs of torture or ill-treatment; access to legal representation; protection of vulnerable groups; complaints and independent inspection; and prison staff training.

What does any of this have to do with prison planning?

At a fundamental level, the infrastructure, fixtures, and even location of a prison are determining factors in how well the substantive standards of prison management can be met.

For example, the Rules state that basic living conditions apply ‘to all prisoners without exception’, and include ‘those related to light, ventilation, temperature, sanitation, nutrition, drinking water, access to open air and physical exercise, personal hygiene, health care and adequate personal space’. To ensure access to this right and deliver other services required by the Mandela Rules, the necessary infrastructure must be in place.

If healthcare is to ensure medical confidentiality and be ‘of the same standard as that available in the community’, the design and construction of medical facilities is needed. If detainees and prisoners are to have confidential access to their legal representatives, the necessary facilities need to be planned and provided.

The design of prisons needs to support the primary purpose of imprisonment, i.e. to protect society against crime and reduce recidivism. As stated explicitly in the revised Rules, this can be ‘achieved only if the period of imprisonment is used to ensure, so far as possible, the reintegration of such persons into society upon release’. The architecture and facilities of a prison can either support this purpose, or pose a major obstacle.

After all, infrastructure can mirror trust in the reformative potential of detainees, or reflect an environment that dehumanises and institutionalises its occupants. For this reason, the relevance of a manual that translates the Mandela Rules into concrete and practical specifications for prison planning and design cannot be overestimated.

Andrea Huber
Policy Director
Penal Reform International

GENERAL INTRODUCTION

The primary purpose of this document is to facilitate a human rights-based approach in the development of prison infrastructure.

Rooted in international legal norms and standards, especially the revised Standard Minimum Rules for the Treatment of Prisoners (the Mandela Rules), this manual provides technical guidance and identifies minimum infrastructure recommendations to ensure that prisons respect the human rights and dignity of detained individuals and provide safe, humane and rehabilitative administration of prisons.

In short, the guidance aims to help fill the gap between well-established international expectations for the humane and dignified treatment of prisoners and the relative lack of information on how to build a compliant prison in difficult circumstances.

The technical and operational guidance provided will be most useful to individuals involved in the early stages of planning a prison infrastructure project. By incorporating the various considerations this manual calls to attention, and using the accompanying templates and tools to establish physical and service requirements and a provisional budget, development teams will be able to develop a sufficiently detailed design brief for the more specialized stages of prison design. As shown in Figure 1, the design brief constitutes the initial stage in the life-cycle of a prison facility and is essential in providing a solid foundation for a successful infrastructure outcome.

More generally, the manual is intended to provide instructive and practical guidance to a broad range of individuals involved in the planning and design of prisons, including architects, planners, operational and strategic prison management, government agencies, monitoring bodies, and other personnel involved in the construction or refurbishment of prisons.

Readers should note that the guidance provided is comprehensive in scope but general in its depth: the involvement of design professionals such as civil, structural, and services engineers, architects, and staff experienced in the operation of prisons is indispensable at an early stage of planning. In most operational contexts where this manual is likely to be used, additional consideration of local circumstances will also be necessary.

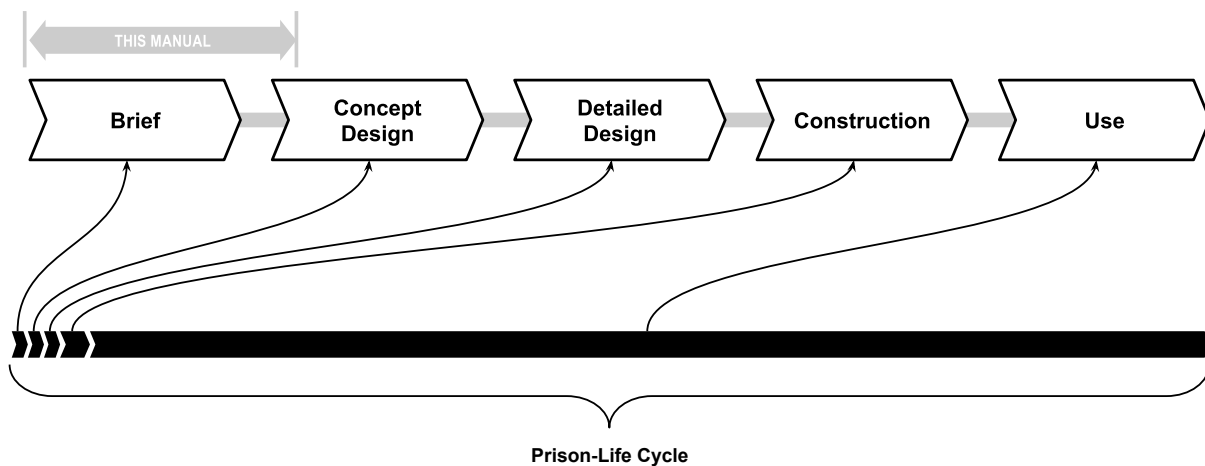


Figure 1: Life-cycle of a prison facility

INTERNATIONAL LEGAL NORMS AND PRINCIPLES

The Basic Principles for the Treatment of Prisoners recognize that “[e]xcept for those limitations that are demonstrably necessitated by the fact of incarceration, all prisoners shall retain the human rights and fundamental freedoms set out in the Universal Declaration of Human Rights, and...other rights as are set out in other United Nations covenants.”¹

It is therefore acknowledged that imprisonment constitutes the prisoner’s punishment, and not the circumstances of his or her confinement. In other words, the prison is not a location for further punishment beyond the deprivation of a person’s liberty. In all cases and to every possible extent, prisons should be planned and designed to comply with the legal norms and principles intended to preserve the basic human rights and dignity of all persons.

Adopted by the First United Nations Congress on the Prevention of Crime and the Treatment of Offenders in 1955, and approved by the Economic and Social Council on 31 July 1957 and 13 May 1977, the Standard Minimum Rules for the Treatment of Prisoners (SMRs) have been a key international instrument and reference point for the design and monitoring of prisons.² On 17 December 2015, the UN General Assembly adopted the revised Standard Minimum Rules. To “honour the legacy of the late President of South Africa, Mr. Nelson Rolihlahla Mandela, who spent 27 years in prison in the course of his struggle for global human rights, equality, democracy and the promotion of a culture of peace”, the revised rules shall be known as the Nelson Mandela Rules.

A collection of fundamental rules for the minimum acceptable treatment of prisoners, the Mandela Rules are a pillar of a growing framework of human rights principles intended to ensure that prisoners are treated with respect for their physical and moral integrity and dignity. The rules provide a basis for this document and are referenced throughout. More recently agreed instruments are likewise referenced where appropriate.

A note on the specifications contained in this manual:

The Mandela Rules, as well as other legal standards and international norms, are formulated as general principles that require translation into specific and actionable parameters.

For the purposes of this document, in the absence of detailed international specifications adopted by Member States, expectations of minimum performance have been derived from internationally recognized and authoritative sources, such as the recommended specifications for water, sanitation, hygiene and accommodation in prisons developed by the International Committee of the Red Cross.

In the event that international expectations have not yet been established, recommendations have been proposed and agreed by an experienced team of infrastructure and prison experts.

In all cases, it should be kept in mind that these recommendations do not constitute UN minimum standards. Instead, they are a bare minimum baseline to provide safe and humane prison conditions; planners should aim to exceed these minimums to provide the optimum conditions possible.

¹ UN General Assembly. Basic Principles for the Treatment of Prisoners [hereafter Basic Principles]. 1990. G.A. Res. 45/111, princ 5. See also Fifth Conference of the Central, Eastern and Southern African Heads of Correctional Services. African Charter on Prisoners’ Rights [hereafter ACPR]. 2001. Para A(1)(b): “Prisoners shall enjoy all rights to the extent that they are not expressly and lawfully limited or denied as a consequence of the fact of detention.”

² UN Economic and Social Council. Standard Minimum Rules for the Treatment of Prisoners [hereafter SMRs].1957. ECOSOC Res. 663C(XXIV) and 2076(LXII).

HOW TO USE THIS MANUAL

This manual intends to fill a gap in the available guidance on the design and planning of prison infrastructure, and improve the overall understanding of the various considerations and implications of this process.

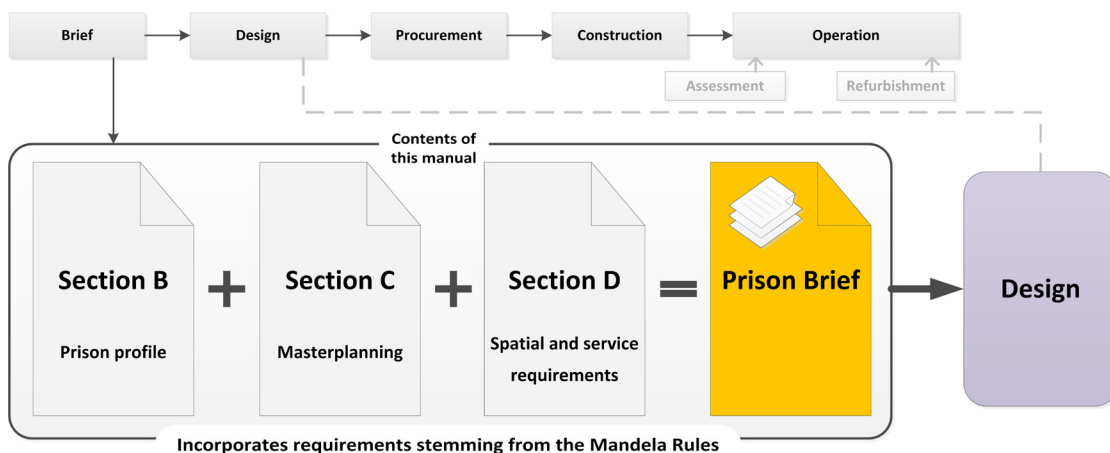
The document is structured to help development teams identify and assemble all the physical and service requirements of a prison in a sound design brief, serving as a foundation for the development of detailed design documentation.

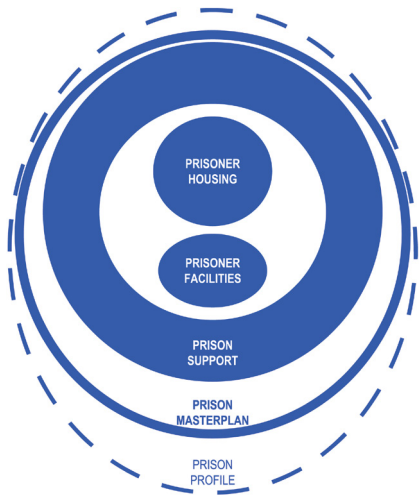
The manual also provides stand-alone guidance on the technical and operational aspects of prison design and helps ensure that the requirements of the Mandela Rules and other international standards and norms have been considered and incorporated.

To every possible extent, the manual has been written and organized to provide a handy reference guide. Each section and individual component contains as much essential information as possible, reducing the frequency with which a reader must flip back and forth through the document. At the same time, because of the interconnected nature of various components and their implications, prison planners should keep in mind a holistic view of prison infrastructure and also its interaction with external resources and the broader criminal justice system.

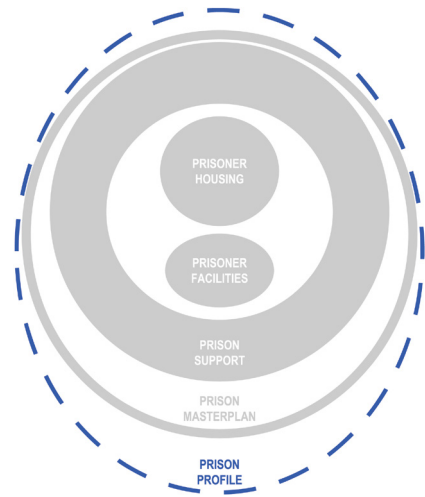
This manual takes a systematic approach to address the complexity of prison design. Each section focuses on a particular aspect of prison planning:

- Section A** **General considerations in the planning of prisons**
Lays out important general considerations in the planning of prison infrastructure.
- Section B** **Prison profile**
Contains guidance and a template toward establishing a sound **prison profile**. This document identifies essential user requirements—such as the expected number and categories of prisoners to be accommodated, the necessary level of security and staff levels, and the expected lifespan of the prison—that are indispensable to a successful design of a prison facility.
- Section C** **Masterplanning**
Contains guidance on the overall layout and development of prison infrastructure.
- Section D** **Spatial and service requirements**
Provides guidance on establishing **physical and service infrastructure requirements** to meet the needs identified in Section B. It is divided into three sections—on prisoner accommodation, prison facilities, and prison support—which are necessary components of a safe and functional prison.
- Section E** **Annexures**
Includes annexures on existing prison assessment methodology, options for the rapid deployment of prisons, and common mistakes in prison planning.

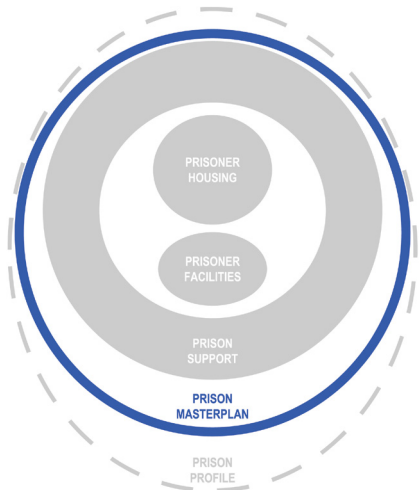




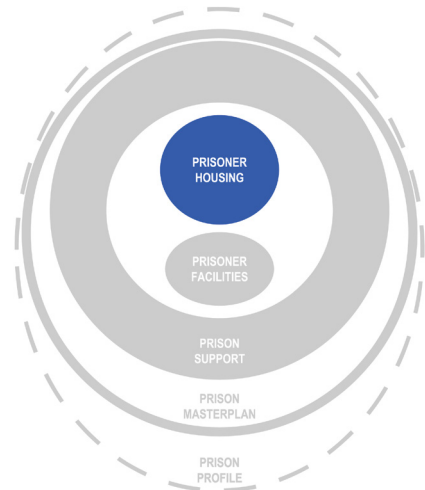
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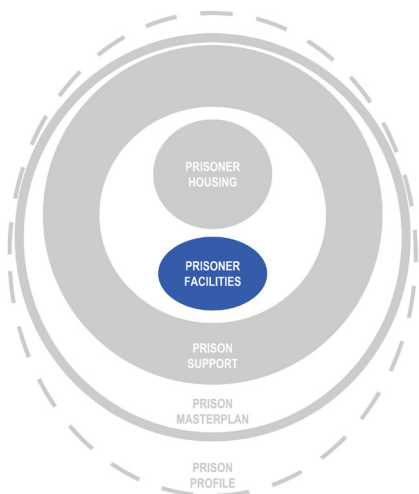
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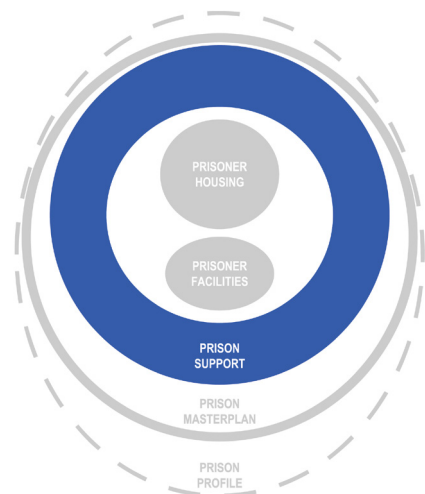
Section C



Section D1



Section D2



Section D3



SECTION A

General considerations in the planning of prisons

INTRODUCTION: BUILDING A FUNCTIONAL PRISON

The objective of a prison is threefold:

- To protect society from offenders who cannot serve their sentence within the community due to the severity or nature of their crime
- To carry out the sentence imposed by a recognized legal process
- To provide a safe and decent regime to help rehabilitate offenders so that they can lead useful and purposeful lives while in prison and upon release

For any long-term facility, the decisions made at the front end of the design process will have far reaching implications throughout the operational life-cycle of a prison facility, with significant impact upon its functionality and the ability of prison management to conduct a safe, secure, and decent regime that meets international norms.

Because of the time, cost, and operational implications of changing the design process in the course of planning and construction, it is crucial that the initial planning be as thorough and comprehensive as possible.

An essential component of sound prison design, and a major element of this manual, is to include considerations of prison management as early as possible in the planning process. Without sufficient attention to these operational implications, prison staff will seek to maintain order within the constraints of existing infrastructure, and often in violation of international norms and expectations. By attending to these factors, a design can significantly contribute to both a safe and decent outcome for prisoners and staff.

It is also important to note that each individual prison or refurbishment project is unique and presents its own challenges and opportunities—a “one size fits all” approach is not appropriate, as one prison design or refurbishment model cannot be transposed to different locations. Similarly, when considering even basic compliance or best practices in prison design and refurbishment, care must be taken to decide whether specific measures can be successfully incorporated into the proposed project setting.

The rest of this section includes some additional general considerations to be kept in mind during the design of prisons. A few are generally beyond the direct control of a design development team, while others are essential components of a smart and effective design. In all situations, however, an awareness of these considerations should inform the design process.

Under eight headings, the remainder of this section briefly covers the following:

- A1** Fundamentals of Prison Design
- A2** Prison Systems
- A3** Overcrowding
- A4** Human Decency and Dignity
- A5** Rehabilitation and Reintegration
- A6** Phasing of Prison Systems
- A7** Detention of Children
- A8** Security Features

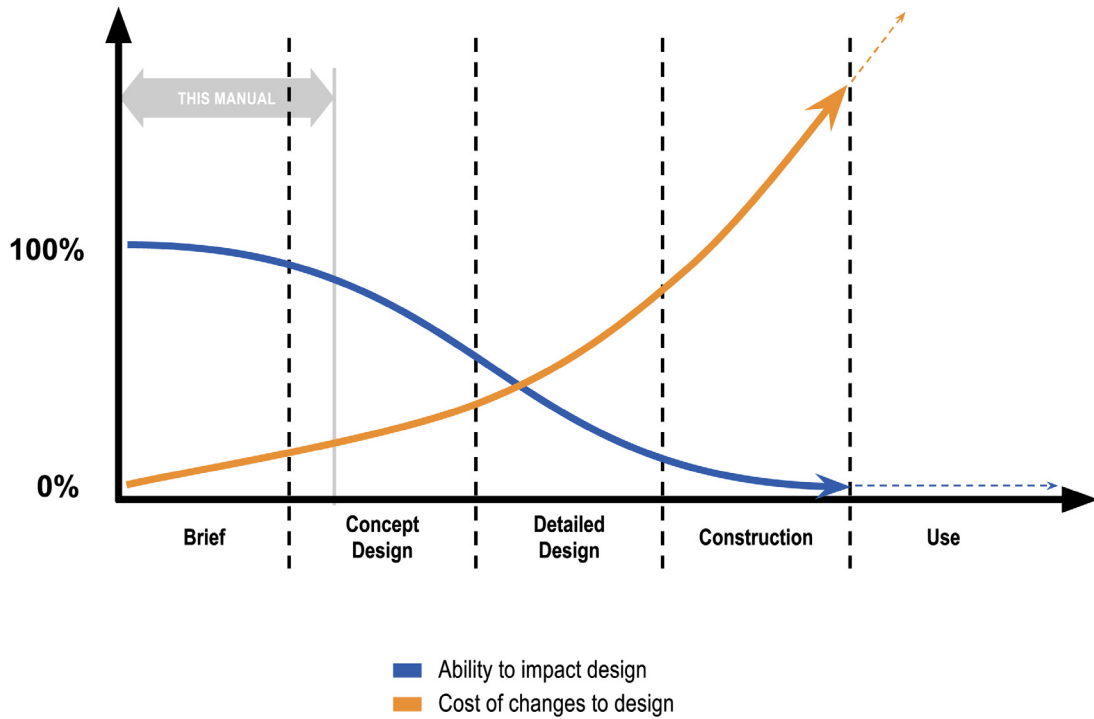


Figure 2: Cost of changes in the design process

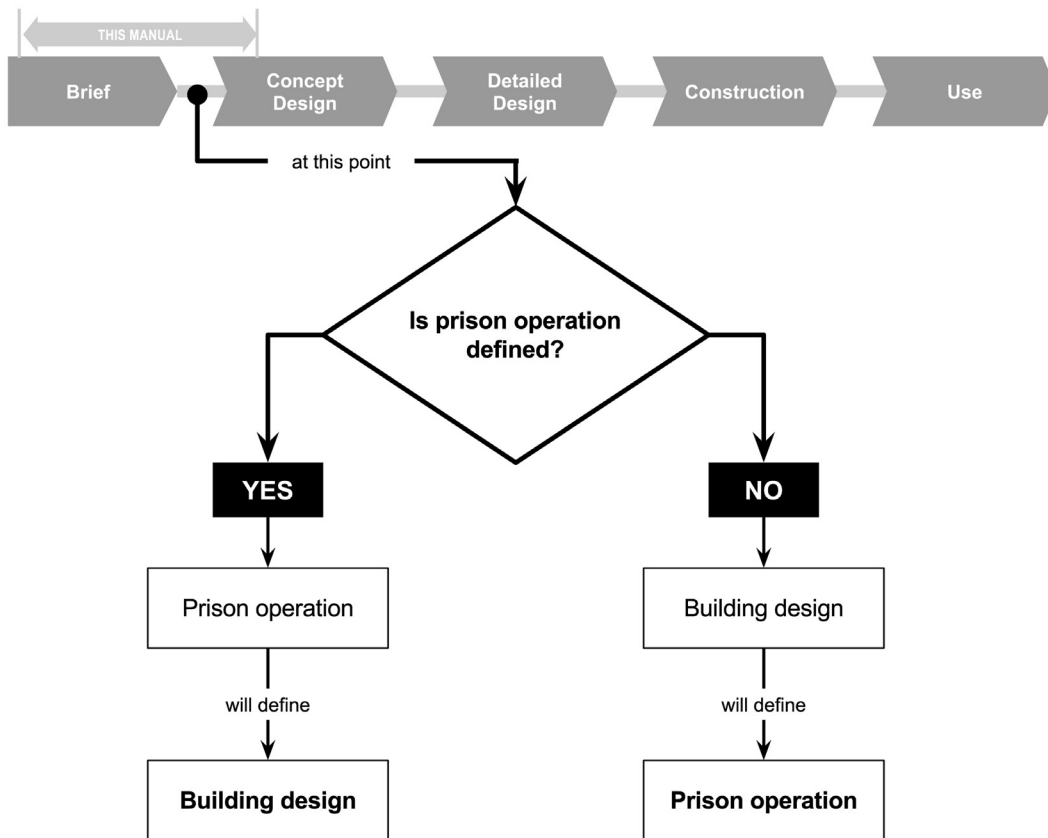


Figure 3: Operational implications of prison design

A1 FUNDAMENTALS OF PRISON DESIGN

The design and planning of prison facilities should take into account a few basic propositions:

1. Physical requirements for prisons involve more than cell dimensions
2. A prison requires more space than the sum of areas required for each function
3. Good security increases prisoner freedom
4. A prison costs more to build than other buildings
5. Separation of categories

Over the next couple of pages, we briefly discuss these five points in turn.

1. Physical requirements for prisons involve more than cell dimensions

A prison should provide safe and secure conditions for prisoners and staff, and a decent quality of life. This depends on the provision of basic living conditions (light, water, sanitation, etc.)³¹ for an appropriate number of prisoners in a given physical living space, the necessary regulation and control of movement, and various facilities to provide an effective regime that supports the rehabilitation of prisoners.

Some of these conditions are easily defined and have measurable parameters. However, a prison is neither safe, functional nor humane by providing sufficient space and essential services. Though cells may be large enough to accord with international expectations, prisoners must also be allowed to spend most of their waking hours outdoors or in day-rooms to every extent that this is possible and practicable. Likewise, prisons should have the physical infrastructure to promote a safe environment that supports the rehabilitation of prisoners, providing them with access to work, education, and programmes to help them address their offending behaviour.

2. A prison requires more space than the sum of areas required for each function

In planning for a prison, it is critical to understand the difference between net space and gross space. However, there are multiple approaches for calculating net to gross ratios, and planners should be aware of these choices and their implications. Some design briefs include areas for mechanical, electrical, and IT rooms, as well as for toilets and showers, while others do not. As a result, design briefs can vary considerably in their depiction of net area. It is important to clarify this aspect to ensure that the total area requirements are understood.

In the diagram on the next page and throughout this document and the accompanying tool, net usable area (NUA) is all the floor area that can be used by people, for functions or equipment. It excludes space occupied by building structure, walls, corridors, staircases, and elevators. Gross floor indoor area (GFIA) includes all of the above and all internal walls, but not external walls. All areas in this guidance document are net usable areas, unless otherwise indicated.

The gross floor area (GFA) is the total amount of space that a building occupies, including external walls. For a prison in a warm climate, with mostly outdoor circulation (without corridors), the net to gross percentage may be around 30-40 percent. In a colder climate and for multi-storied buildings with indoor circulation, the relationship may be closer to 50-70 percent.

¹ Mandela Rules, Rules 13-16; 22(2); 42.

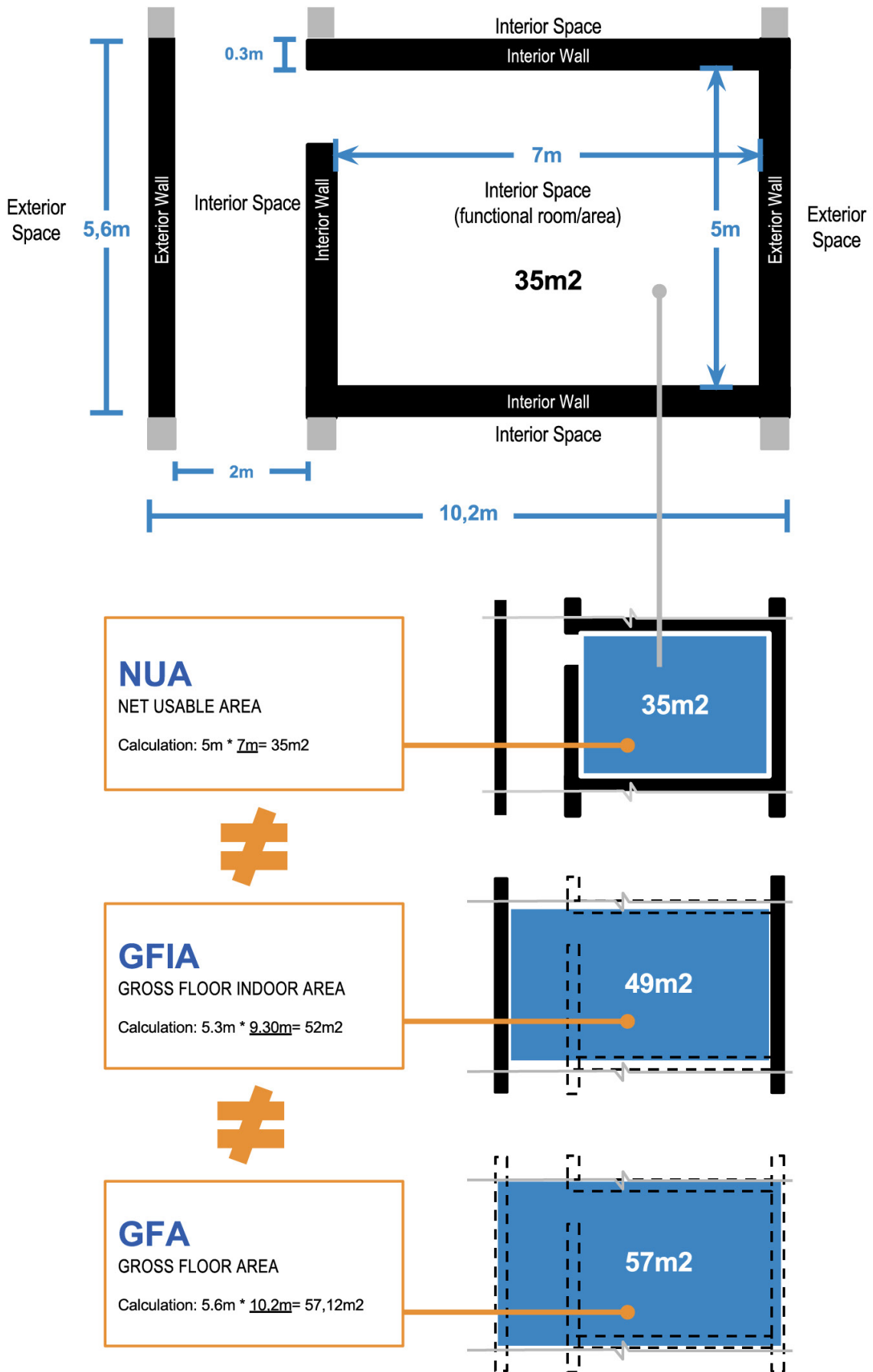


Figure 4: Net vs Gross

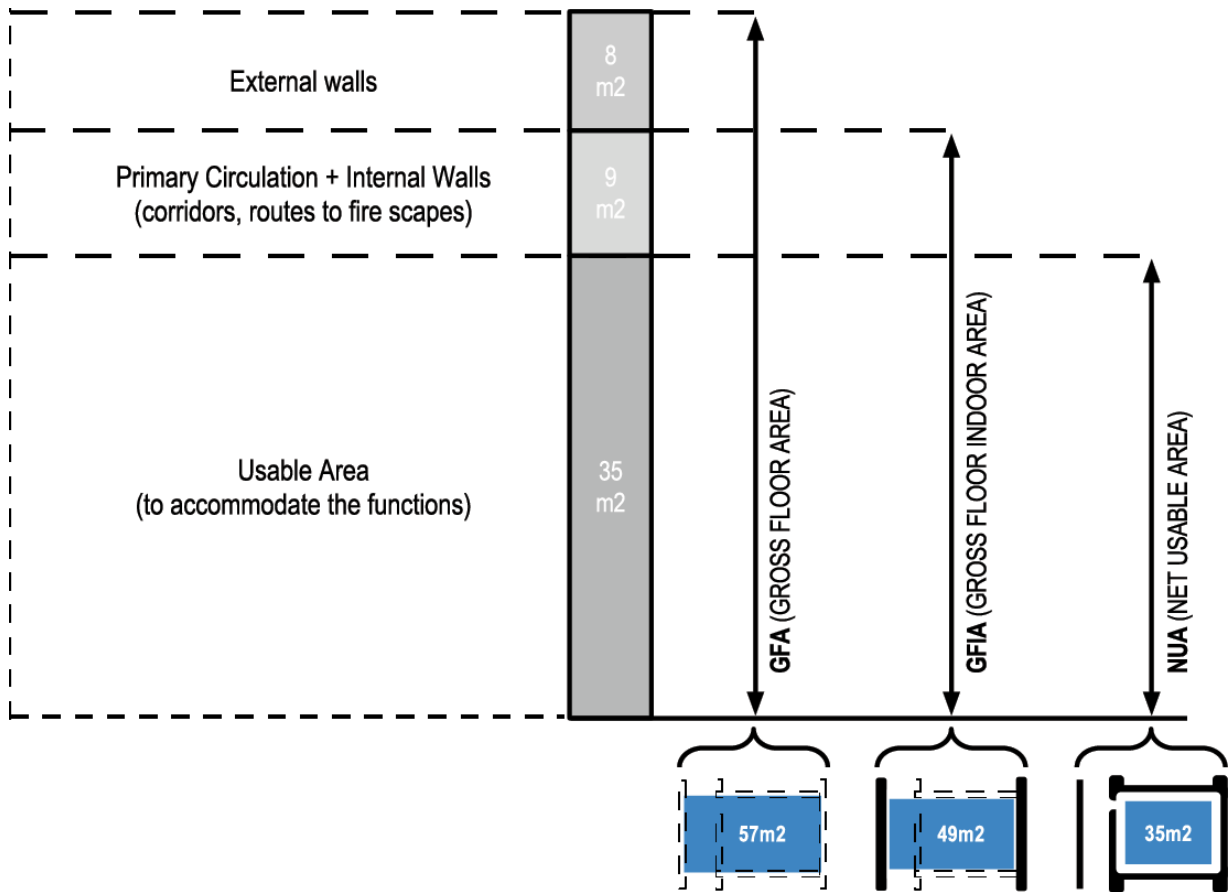


Figure 5: Area definitions

3. Good security increases prisoner freedom

A prison that is controlled, safe and secure can allow the prisoner population a greater degree of freedom.

Given a secure cellblock yard, for example, prison staff can allow prisoners free access to the open space. However, if there are questions about their ability to secure control, prison staff is likely to prevent prisoners from moving outside their locked cells, thus reducing or eliminating the use of spaces intended to benefit prisoners.

From a building design standpoint, prisons are partly process-oriented (like airports or factories) and partly space-oriented (like schools or offices). The active motion of prisoners (process) is tightly controlled, but prisoners ought to be free to move around within specific spaces. In the same vein as above, if prisoner movement between spaces is not well controlled, then prison staff will control prisoners within spaces. Creating a physical environment where prisoner movement is easily controlled can allow prison staff to let prisoners out of their cells during day hours to spend more time engaged in positive activities.

4. A prison costs more to build than other buildings

Unless it is a low risk, open prison, a prison is generally enclosed with at least one, and often two, walls or fences, depending upon the level of risk that the prisoners pose to prison security and the public. Prisons with high risk prisoners will likely have internal fences to create zoning to control movement within the prison and to define specific areas of activity such as work, education, administration, etc. Also, because prisons are part of public security infrastructure, building codes generally require them to be built to a higher structural standard than commercial buildings, implying additional cost.

For these and other reasons required to secure a prison, the necessary materials will generally be more durable than for other buildings. Walls may be thicker, requiring more material and labour, particularly in low-tech environments, or secured by the use of stronger and more expensive materials.

Windows and doors for a prison can be many times more costly than those for an office or a school, as they generally need to be augmented with specialized features, ensuring that security is maintained alongside good lighting and ventilation. Prisons normally have many more doors than typical buildings, both indoors and outside, in order to control prisoner movement. Ceilings and floors must be made robust to prevent prisoners from breaking into the upper levels of the prison (such as the roof space) or tunnelling down in an attempt to escape or cause disruption in the prison. Likewise, fixtures and fittings such as toilets, taps, door hardware, hooks, railings, latches, cabinets, furniture, etc., must be made of durable materials to reduce the likelihood of damage, sabotage, or manipulation toward violence or self-harm.

Because prisons are expensive to build, it is important to understand the profile of the prisoners that the prison intends to hold. Prisons that hold higher security prisoners tend to be more expensive due to the necessary security features that must be incorporated into the design. Understanding the risk level of prisoners allows the prison design to be adapted to the appropriate level of security, avoiding unnecessary security features and the associated costs.

Finally, particularly in developing countries, prisons must often provide their own infrastructure for water, sewage, power, and sometimes roads. For all of the above reasons, prisons entail significantly increased costs in comparison to other building infrastructure.

The funding process for new and refurbished prisons will vary according to the country, its political, social and economic situation, as well as other factors such as financial support from outside donors. In general, at the time when the construction or refurbishment of a prison is approved, adequate finances should be allocated for the costs of the prison infrastructure and its subsequent operation, including maintenance.

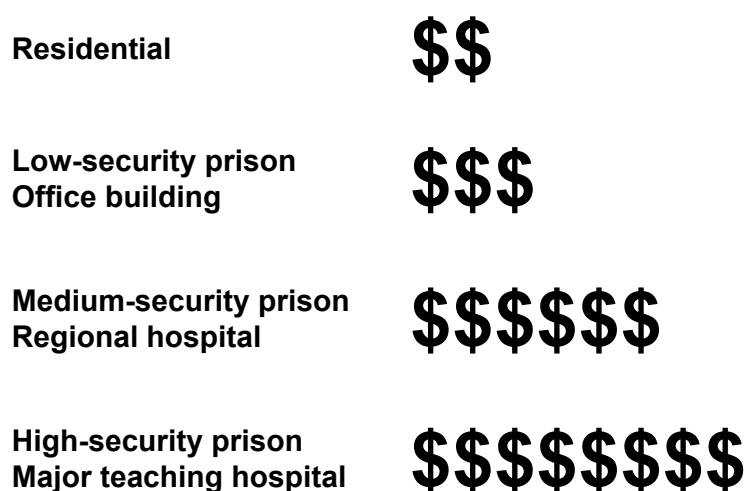


Figure 6: Illustrative costs of prison development

5. Separation of categories

Rule 11 of the Mandela Rules is crucial to consider in the planning of prison infrastructure, essential to both the design of functional prison infrastructure and the provision of safe, decent, and humane conditions. It is worth quoting in its entirety:

11. The different categories of prisoners shall be kept in separate institutions or parts of institutions taking account of their sex, age, criminal record, the legal reason for their detention and the necessities of their treatment. Thus,

a. Men and women shall so far as possible be detained in separate institutions; in an institution which receives both men and women the whole of the premises allocated to women shall be entirely separate;

b. Untried prisoners shall be kept separate from convicted prisoners;

c. Persons imprisoned for debt and other civil prisoners shall be kept separate from persons imprisoned by reason of a criminal offence;

d. Young prisoners shall be kept separate from adults.

Ideally, before any new prison is planned and designed, a review of the country's current prison infrastructure would ascertain whether existing prisons can be better utilised to separate different prisoner groups, i.e. to create a women's prison as opposed to multiple mixed facilities.

Where circumstances necessitate that multiple groups of prisoners be located within a single prison site, it will be necessary to ensure that the design of the prison can accommodate a complete visual and auditory separation of prisoner groups. This is particularly important when it comes to separating men from women, adults from children in detention, and pre-trial prisoners from convicted prisoners. Without adequate consideration of the separation of categories, the safety of vulnerable prisoners will be at risk and staff will have a difficult task of managing the prison in accordance with its responsibilities under the Mandela Rules and other international norms. In the course of managing the physical separation of different prisoner categories, it is also imperative that the prison regime does not violate the principle of non-discrimination, which requires that each category of prisoner receive equal access to all available resources and services.²

For more information on prisoner categories, see Section B: Prison Profile, .03 and .04.

² Mandela Rules, Rule 2; 5(2).

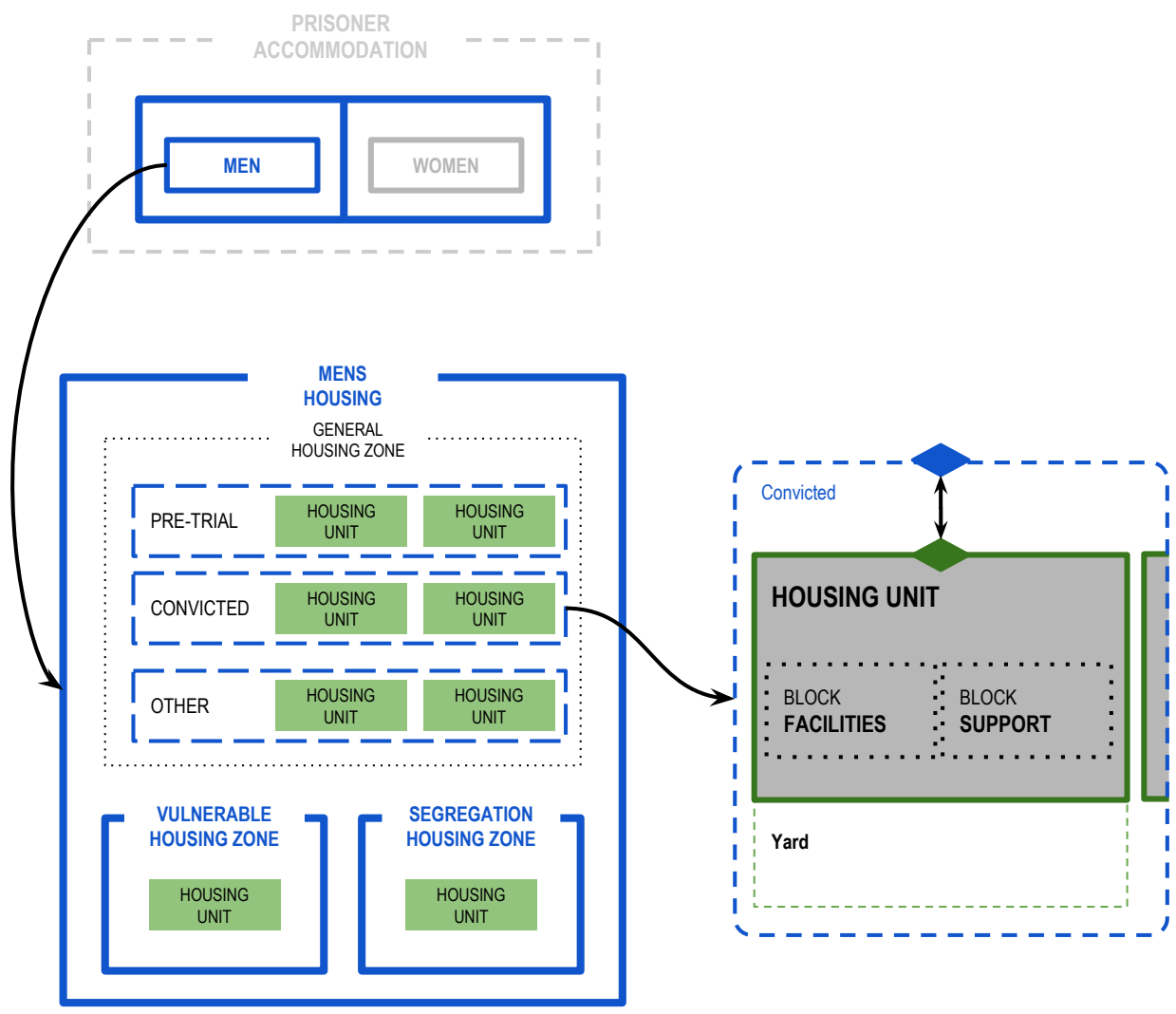


Figure 7: Separation of categories

A2 PRISON SYSTEMS

It must be recognized that prisons operate as part of a wider criminal justice system and cannot be considered in isolation from this broader system—an effective, humane and rehabilitative prison will depend on multiple factors beyond the direct control of prison planners and authorities.

Problems within prisons, such as overcrowding, are typically symptomatic of larger problems within the criminal justice system. Reforms of criminal codes and sentencing guidelines, the provision of alternative measures³ and early and conditional release programmes, and broader judicial, social, economic, and political policies will impact the quality of prisoner lives much more than the construction of one, or even several new prisons that are compliant with minimum international requirements.⁴

Moreover, though prisons are often found in inaccessible locations out of the public eye, in terms of their accessibility and connectivity, prisons also:

- **Co-exist with other government bodies** such as the courts, police and probation and depend upon the broader criminal justice system
- **Are reliant upon the availability of healthcare, education, and psychological services** to provide care and rehabilitation activities (see Mandela Rule 27)
- **Rely on suppliers for food stocks** where there is no farming activity (see Mandela Rule 22)
- Have **connections with other prisons** to produce goods for use within the prison system, to raise revenue for the upkeep and running of a prison, provide mutual support in the event of a serious incident (such as a riot), or to transfer prisoners (see Mandela Rule 89)
- Should have **access to a road system, electricity, drinking water and drainage, as well as other resources** such as gas, coal or wood for cooking
- Should be **accessible to the public to allow family visits** to prisoners (see Mandela Rules 58, 59)
- Should be **accessible to emergency services** (where they exist)
- Should provide **access to work opportunities and rehabilitative programs** (see Mandela Rules 4, 96)
- Should be **accessible to religious groups and other prisoner care organisations** to provide support to prisoners (see Mandela Rules 65, 90)

When planning new prisons, the proposed location of the prison must be considered in light of the above points in order to enable the functional operation of prisons. If some of these provisions do not exist, such as access to clean drinking water, the design of the prison will have to incorporate provisions to supply them.

Note that criminal justice systems vary from country to country. It is important that a planner/designer has an understanding of the prison's role in the relevant criminal justice system and how its operations will interact with it. This will help to influence the design of the prison to ensure its operational effectiveness. For example, if prisoners are often transferred in and out of court, a prison may need a large reception area.

3 For more information, see: UNODC. *Handbook on Alternatives to Imprisonment*, 2007; International Centre for Prison Studies [*hereafter* ICPS]. Guidance Note 15: Developing alternative sentences. 2005.

4 For more information, see: UNODC. *Handbook on Strategies to Reduce Overcrowding in Prisons*. 2013; ICPS. Guidance Note 4: Dealing with prison overcrowding. 2005; For current trends in imprisonment practices and a set of recommendations to improve them, see Penal Reform International [*hereafter* PRI]. *The use and practice of imprisonment: current trends and future challenges*. May 2014.

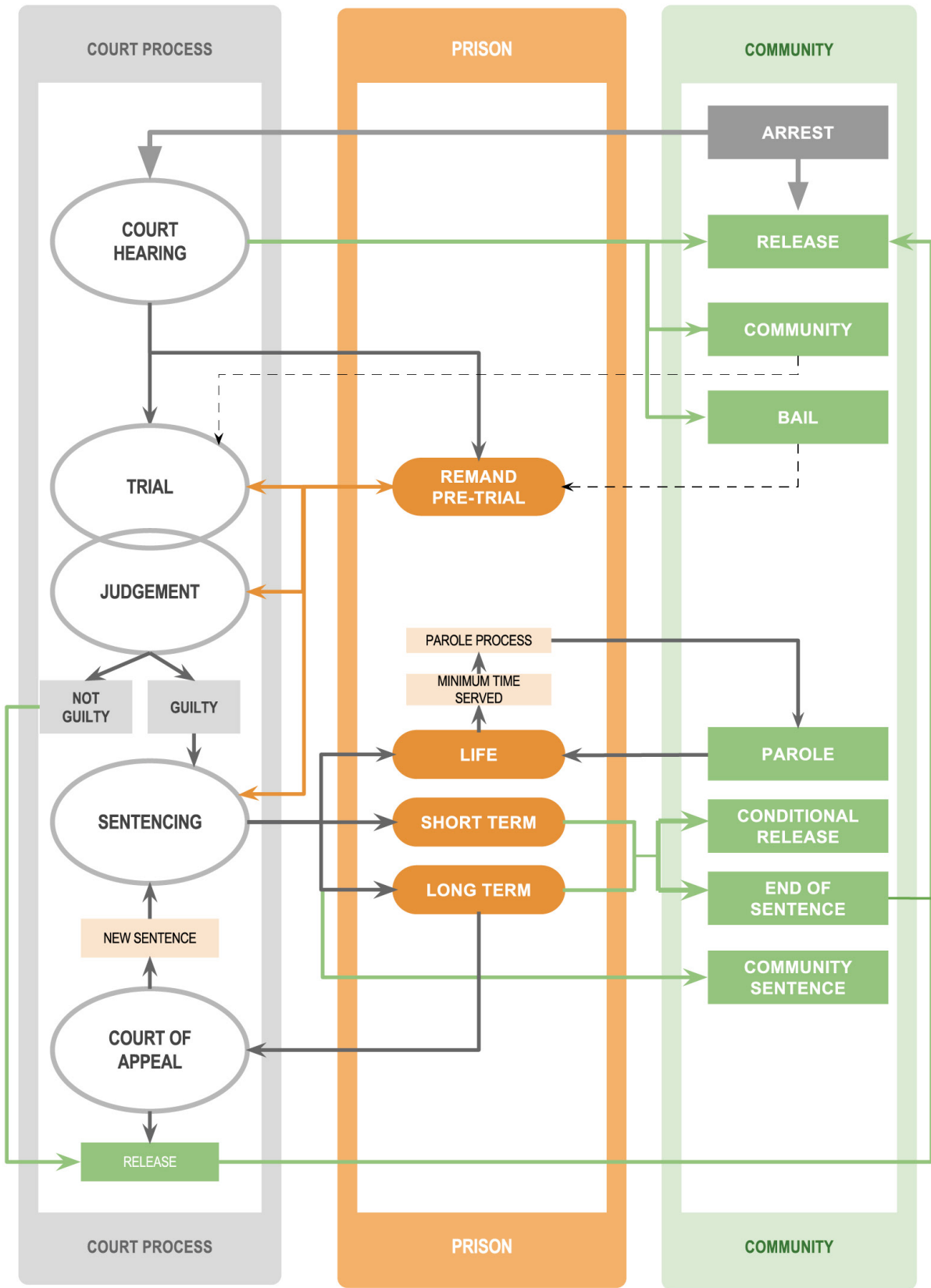


Figure 8: Role of prison in typical justice process

A3 OVERCROWDING

The overcrowding of prisons and prison systems is an extensive and widespread problem that occurs when the population of existing facilities exceeds their designed capacity.⁵ Prisons that exceed their capacity often result in violations of detainees' human rights.

While prison capacity is measured according to different methodologies, about a hundred countries have prison systems that are more than 10 percent overcrowded, according to 2015 figures available from the International Centre for Prison Studies.⁶ More than 20 nations are overcrowded by 200 percent, while some exceed 300 percent of system capacity. In short, overcrowding has too often become an established and accepted fact of prison life.

Overcrowding has many causes: the growth of prison populations, insufficient prison infrastructure, high imprisonment rates and harsh sentencing guidelines, excessive pre-trial detention, lack of non-custodial measures and sanctions, and various social, economic, and political factors all contribute to the problem.⁷

The most immediate consequence is that many prisoners do not have the minimum space requirements consistent with human rights standards. However, overcrowding also affects the ability of prisons to provide adequate food, sanitation, and health services, while increasing the incidence of disease and the difficulty of safe and effective management of prisons.

The UNODC *Handbook on Strategies to Reduce Overcrowding in Prisons*⁸ lists several challenges to prison management posed by overcrowding, including:

- The growth of prisoner numbers requires **increased numbers of prison staff**
- The required **classification and separation of prisoners**⁹ becomes more difficult
- The **safety and security of prisoners and staff** is endangered
- **Prisoner rehabilitation and contact with the outside world** becomes more difficult to implement and manage
- The **health of prisoners** is compromised by over-burdened water and sanitation systems, and lack of access to open spaces

For all of the above reasons, overcrowding presents a significant practical difficulty in the design of prisons. For example, a prison that is strictly planned to accommodate 400 prisoners may include a septic tank that will not be able to meet the needs of a population that exceeds 600 prisoners due to overcrowding, if this is the permanent state of the prison population. On the one hand, the provision of a larger septic tank and services that anticipate overcrowding may be a practical solution (or at least a mitigating measure) to this problem. On the other hand, such measures seem to implicitly permit overcrowding.

These are difficult problems to resolve, with obvious tensions between the ambitions of international standards and the unfortunate realities of prison systems. As mentioned in the previous subsection, the construction of new prisons is an insufficient response to overcrowding. Given the scale of the problem, systemic changes are typically necessary. Particularly in the case of under-resourced prison systems, careful consideration should be given to focusing resources on institutional reforms that reduce the scope of imprisonment and pre-trial detention, promote alternatives to imprisonment, and other measures and policy changes in the criminal justice system.¹⁰ These are likely to be quicker, cheaper and more effective routes to reducing overcrowding.

With respect to the challenges of overcrowding in the development of new prison infrastructure, more relevant guidance is provided in Section A6 on Phasing and Section C on Masterplanning. Most fundamentally, any proposed solution must be agreeable to all stakeholders and meet the prisoners' basic needs.

⁵ Mandela Rule 89(3) notes that "It is desirable that the number of prisoners in closed prisons should not be so large that the individualization of treatment is hindered. In some countries it is considered that the population of such prisons should not exceed 500. In open prisons the population should be as small as possible."

⁶ ICPS. Occupancy Level. http://www.prisonstudies.org/highest-to-lowest/occupancy-level?field_region_taxonomy_tid=All

⁷ For a diagram of reasons for prison overcrowding, see the following illustration from PRI: http://www.penalreform.org/wp-content/uploads/2013/06/2004-overcrowding-poster-en-fr_1.pdf

⁸ UNODC. *Handbook on Strategies to Reduce Overcrowding in Prisons*. 2013. See also: UNODC. *Handbook on Alternatives to Imprisonment*. 2007.

⁹ Mandela Rules, Rule 11.

¹⁰ For more guidance, see: UNODC. *Handbook on Strategies to Reduce Overcrowding in Prisons*, Part II. 2013; UNODC. *Handbook on Alternatives to Imprisonment*. 2007.

A4 HUMAN DECENCY AND DIGNITY

An established body of international and regional laws and standards recognizes the inherent dignity of the human person and binds states and their agents to treat individuals with humanity and respect for their physical and moral integrity.¹¹

The deprivation of liberty constitutes the prisoner's punishment, not the circumstances of his or her confinement. However, in many instances around the world, prisoners continue to suffer persistent indignities and are subject to considerable cruelty, even torture.

As a result, in accordance with the aims of International Covenant for Civil and Political Rights, Optional Protocol 2 on the abolition of the death penalty, there must be an absolute prohibition on design, construction or rehabilitation of prison facilities that implement the death penalty.¹²

Also, no facility should be designed, constructed or rehabilitated that contains tools or equipment designed to inflict torture, cruel, inhuman or degrading treatment or punishment, including dark isolation rooms.¹³

Humane treatment of prisoners is both ethical and practical, a fundamental part of good management that provides a safe and effective environment for prisoners and staff.

As in the discussion of overcrowding, the management of prisons in a humane manner requires considerations far beyond the scope of any development team focused on a single project. Sound policy, good leadership, and effective selection, training, and management of prison staff are all crucial.¹⁴

It is also important to acknowledge the important role that development teams have in helping to create prison designs that facilitate the safe and humane treatment of prisoners. By designing prison spaces for an efficient separation of categories, for example, development teams can allow prisoners to exercise in the open air, with access to natural light and ventilation. By designing for search rooms and modesty screens in showers, development teams can help preserve the decency and dignity of prisoners. By designing prison spaces for work, educational, and recreational activities, a prisoner's time in prison can be more rehabilitative and purposeful. In sum, by ensuring that physical spaces are arranged for effective management of the flow of people, goods, and services, well-designed prisons can allow offenders a greater amount of physical integrity, freedom and dignity.

11 Some of the most prominent examples include: Universal Declaration of Human Rights, 1948; Convention on the Elimination of All Forms of Discrimination against Women, 1979; The Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, 1984; Body of Principles for the Protection of All Persons under Any Form of Detention or Imprisonment [*hereafter* Body of Principles], 1988; Convention on the Rights of the Child [*hereafter* CRC], 1989; Basic Principles, 1990. Convention on the Right of Persons with Disabilities [*hereafter* CRPD], 2006.

12 UN General Assembly. Second Optional Protocol to the International Covenant on Civil and Political Rights, aiming at the abolition of the death penalty [*hereafter* ICCPR Optional Protocol 2]. G.A. Res 44/128. 1989.

13 Mandela Rules, Rule 1, 43.

14 Mandela Rules, 74-82. For more information see: OHCHR. *A Manual on Human Rights Training for Prison Officials*. 2005; ICPS. *A Human Rights Approach to Prison Management*. 2009; ICPS. Guidance Note 8: Prison staff and their training. 2005; ICPS. Guidance Note 9: Humanising the Treatment of Prisoners. 2005.

A5 REHABILITATION AND REINTEGRATION

The purpose of a prison goes beyond the containment of prisoners and the protection of the public at large.

The prison is also a place where prisoners should be provided with opportunities that will enable them to address their offending behaviour so that, upon release, they can reintegrate into society and live useful, law-abiding and purposeful lives. It is this approach that provides society with enduring protection against recidivism.¹⁵

When designing prison infrastructure, careful consideration should be given to the profile of the offenders to be imprisoned. Infrastructure may include: offices to locate staff involved in rehabilitation work (i.e. psychologists or counsellors); education facilities and workshops for prisoners to learn new skills; counselling rooms for one-on-one sessions and group work; a multi-faith room; a farming area and facilities; a gym; and even a radio station.

At the end of a prisoner's sentence, infrastructure support may also include offices for prison probation and/or pre-release staff, and low security accommodation that is separate from the main prison for offenders and intended to allow an outgoing prisoner to work in the community and learn work skills in preparation for his release.¹⁶

It is important to recognize the distinction between rehabilitative measures and mandatory work. The UNODC *Handbook on the Prevention of Recidivism and the Social Reintegration of Offenders* notes that some prisons resemble labour camps and many "perpetrate abuses as part of so-called 'work programmes' [that]...put prisoners to work to keep them occupied, as a form of punishment or simply because they provide a cheap form of labour."¹⁷

While there may be benefits to prisoner labour, particularly if the work is paid, the focus should be placed on rehabilitative measures. As employment is crucial to prisoners' ability to reintegrate into society, programmes should seek to provide prisoners with marketable skills.¹⁸

By ensuring that appropriate infrastructure is in place to facilitate rehabilitative programmes, designers and development teams can enable prison management and their staff to deliver purposeful regimes that improve the prisoners' quality of life.

15 Mandela Rules, Rule 59. For more information, see: UNODC. *Introductory Handbook on the Prevention of Recidivism and the Social Reintegration of Offenders*. Criminal Justice Handbook Series. 2012; UNODC. *Custodial and Non-Custodial Measures: Social Reintegration*. Criminal Justice Assessment Toolkit. 2006.

16 Mandela Rules, Rules 4, 87-90.

17 UNODC. *Introductory Handbook on the Prevention of Recidivism and the Social Reintegration of Offenders*. Criminal Justice Handbook Series. 2012, 52.

18 Mandela Rules, Rules 96-103.

A6 PHASING OF PRISON SYSTEMS

It is acknowledged in the Mandela Rules that it will take time to bring prisons and prison systems into compliance with international human rights norms, and that it is “evident that not all of the rules are capable of application in all places and at all times.”¹⁹

Systems with significant overcrowding pose a particular challenge for reform efforts. Even new prisons are likely to become more populated than desired because of the levels of overcrowding in the prison system as a whole. Though one prison reduces the strain on the whole system, it does so incrementally. It would be unusual (and even undesirable) for a newly built dormitory to provide the required 3.4m² space per person while other cellblocks and prisons provide less than 1m². Indeed, population is much more likely to be distributed evenly throughout the prison system. Prisoners will have more space than before, but not yet the full required area per person.

While this means that the system as a whole does not necessarily meet the Mandela Rules and other relevant standards, the intent must be to encourage and plan for steady progress toward compliance within a reasonable time frame. The appropriateness of a given time frame is open to interpretation but a 5 to 15 year period is suggested, given the existing state of the prison system and lead times required for funding, design and construction of physical infrastructure, as well as the training of professional prison staff.

For guidance on the phasing of construction and improvements to existing prison infrastructure, see Section C: Masterplanning.

¹⁹ Mandela Rules, Preliminary Observation 2.

A7 DETENTION OF CHILDREN

It must be stated unequivocally at the outset that children should not be imprisoned.²⁰ If detention is necessary, it should occur in specialized detention facilities.

As in the discussion of overcrowding, it is nonetheless recognized that the practice of juvenile detention does not always reflect this principled expectation. From an infrastructure perspective, in all cases of juvenile detention, design considerations must ensure the provision of care, protection, and specific educational and social needs of detained children to encourage the development of their full capability as human beings.

The Beijing Rules are clear that children in custody “shall receive care, protection and all necessary individual assistance—social, educational, vocational, psychological, medical and physical—that they may require in view of their age, sex and personality.”²¹ These requirements demand sufficient infrastructure, as well as facilities to assist the access of families and any external professional support that may be involved in the care, and rehabilitation and reintegration of children back into their communities.

In the case of children who are detained because of a violation of the law, it is essential for adults and juvenile detainees to be entirely separate from each other. Complete visual and auditory separation must be ensured. In prison refurbishment or expansion projects where children are held together with adult prisoners or within the same campus, every effort must be made to create a design solution that separates adults from children, and allows no contact between the two groups.

Accommodation for children should be provided in the form of individual or double rooms. Small group dormitories may be considered in circumstances where there will be adequate staff supervision to prevent issues such as bullying.

In the case of children who are residing with parents in detention, the best interests of the child should drive decision-making and infrastructure considerations. According to the Bangkok Rules, “[c]hildren in prison with their mothers shall never be treated as prisoners.”²² Women prisoners who have their children with them in prison are to be given “the maximum possible opportunities to spend time with their children,”²³ and the environment for the children’s upbringing is to “be as close as possible to that of a child outside prison.”²⁴

Designers and prison authorities face significant challenges in achieving compliance with the above requirements in the context of prison infrastructure. For this reason, it is again worth stressing that any detention of children should occur in specialized facilities. In all cases where this is not possible, a strict separation of categories must be ensured; the design and operations of the facility must also seek to mitigate the potential psychological and developmental impact of detention on children.

20 Mandela Rules, Preliminary Observation 4(2).

21 UN General Assembly. United Nations Standard Minimum Rules for the Administration of Juvenile Justice [*hereafter* Beijing Rules]. 1985. A/RES/40/33. Rule 13.5.

22 UN General Assembly. United Nations Rules for the Treatment of Women Prisoners and Non-Custodial Measures for Women Offenders [*hereafter* Bangkok Rules]. 2010. A/C.3/65/L.5. Rule 49.

23 Bangkok Rules, Rule 50.

24 Bangkok Rules, Rule 51(2).

A8 SAFETY AND SECURITY FEATURES

Below, a series of entries outline some of the most significant considerations for the secure control and management of prisons.

Readers should note that the specifics of wall design, structures, security materials and other details are not here discussed, but that these aspects form a major part of a secure facility and require careful consideration in light of the security risk posed by prisoners.

A8.1 Layers of security

A prison's security level should be commensurate to the security risk posed by the prisoners it is to hold.²⁵ The higher the risk, the greater the amount of physical layers, or boundaries, that will need to be in place to deter, hinder and prevent prisoners from escaping, and maintain an adequate measure of control over the prison environment. Establishing a sound Prison Profile (see Section B), including an understanding of prisoner risk, is therefore the first step of establishing the required level of security.

Level 1:

Prisons with Level 1 security features have the most security layers to prevent prisoners from escaping. The layers function almost as a prison within a prison, because of additional prisoner-free zones and security features that are put in place.

Level 2:

Level 2 prisons lack the central prisoner-free zone but still have perimeter fence lines in place, to prevent prisoners from reaching the perimeter wall. Additional zoning measures may also be established to control movement and make escape more difficult.

Level 3:

Prisoners at this level merit a greater amount of trust but features such as secure accommodation and a perimeter wall should be in place to hinder escape attempts. Some zoning may also be appropriate around sensitive areas of the prison such as a pharmacy, or the security department.

Level 4:

Prisoners housed at this level of accommodation pose the lowest risk of escape. Sometimes referred to as open prisons, these facilities are likely to provide rooms or small dorms that are locked overnight. The perimeter fence line exists to mark the boundary of the prison property rather than to prevent any serious attempt at escape. Level 4 prisons in remote areas or ones that have extensive ownership of surrounding land may not require boundary fencing.

²⁵ Mandela Rules, Rule 89.

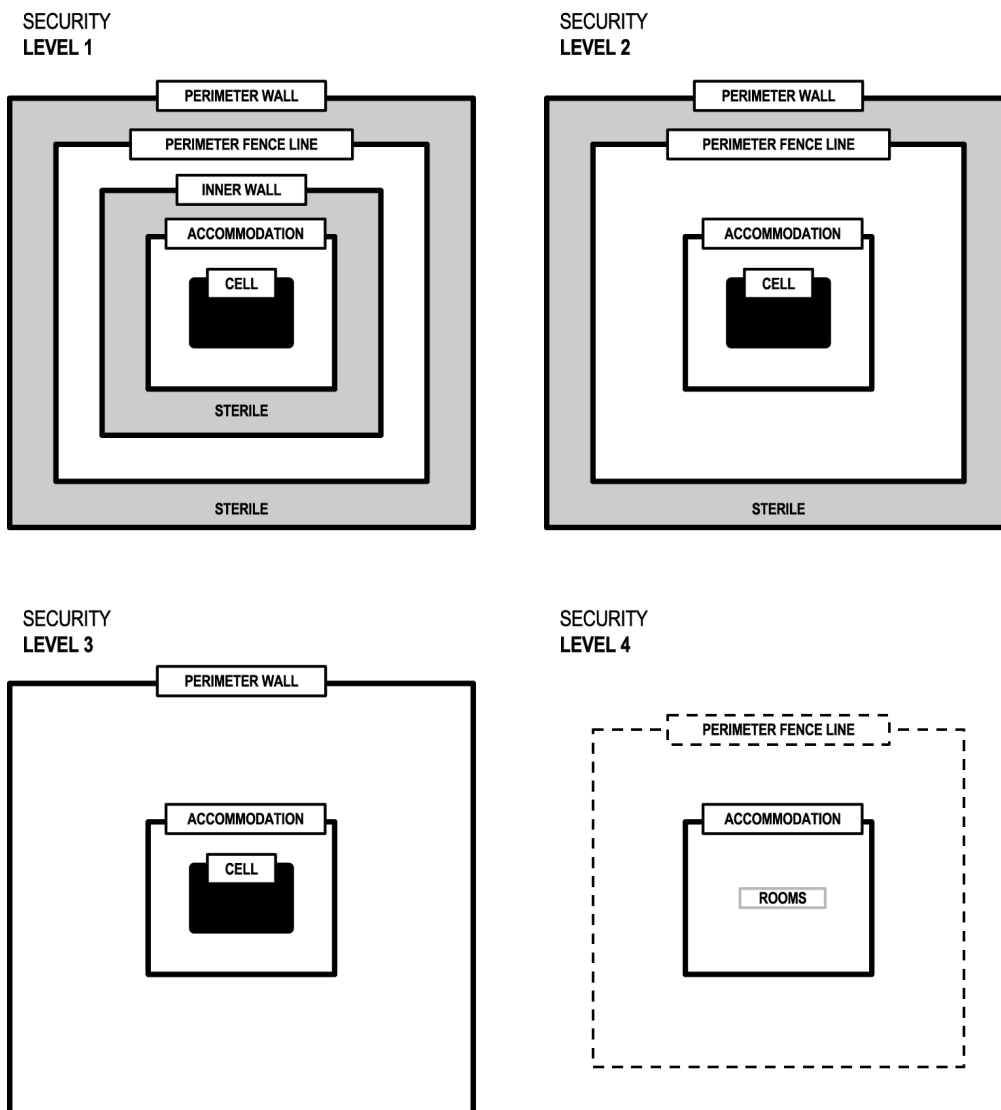


Figure 9: Layers of security*

A8.2 Approaches to prison security

One of the core functions of a prison is to maintain security, which should be understood in terms of three entwined and interdependent approaches:

Static/physical security

Static security includes hard infrastructure that may include locks, gates, doors, walls, fences, prisoner-free areas, watch towers, control/access points, search equipment, CCTV, etc.

It is essential to build/refurbish a prison to the risk level of its prisoners. Prisons with excessive security measures can be needlessly expensive and restrictive to the regime within the prison, impacting negatively upon the prisoner lives and the range of rehabilitative activities available to them.

Furthermore, it is critical that the design, construction or rehabilitation of prison facilities do not include facilities and equipment in contravention of human rights principles. In particular, no facility should be designed, constructed or rehabilitated to include the use of chains or irons as instruments of restraint, or dark isolation cells and cellblocks.²⁶

* Adapted from Peter Charles Krasnow. *Correctional Facility Design and Detailing*. 1998, 5. Also see: Sharon Shalev. *Supermax: controlling risk through solitary confinement* (Cullompton: Willan Publishing, 2009), 104.

²⁶ Mandela Rules, Rule 43(1); 47(1).

Procedural security

Prisons develop procedures (sometimes referred to as standard operating procedures) to assist staff in the fulfilment of their duties so as to maintain and enhance security.

These procedures may be documented for reference and can include subjects such as searching prisoners, escorting vehicles, maintaining prison records, categorizing prisoners, gathering intelligence about prisoners, etc. If available to designers/planners, any such documentation can provide an insight into how comparable prisons in a country approach security and what features may need to be included to meet the required security levels.

Dynamic security

Static security consists of passive measures built into the physical infrastructure of a prison, while dynamic security is based on the active role of prison staff within the prison environment. By cultivating trustworthy professional relationships between staff and prisoners, prison staff is likely to be more effective in responding to problems within the general population of the prison. Moreover, the same relationships create the most effective form of security as staff is able to effectively communicate with prisoners and manage problems before they escalate into situations that require static or procedural security measures.²⁷

While dynamic security is not primarily an infrastructure issue, the design of prison infrastructure can help facilitate effective interactions between prisoners and staff. Ensuring that prison staff has clear lines of sight over communal and open spaces will help staff to maintain safety and security, and to respond to potential issues in a timely and effective manner.

A8.3 Foyer types

Commonly referred to as sally ports, foyers perform various functions depending on their location and operational requirement. Foyers may serve more than one function at a time, which may be classified into five broad types:

Type 1: Search

Prisoners either entering or leaving a building may need to be searched in an adjoining room. A member of prison staff may position themselves in the foyer to prevent prisoners from passing through the area without a search.

The search room should be at least 2.5m x 3m. Searches should be both necessary and proportional, that is, conducted in accordance with the necessity of safety and security, and conducted in the least intrusive way for the required extent of the search.²⁸

Prisoners are to be searched one at a time by two prison staff of the same gender. To ensure that the dignity of prisoners is maintained, intrusive searches such as strip searches should be limited. If absolutely necessary, they should be conducted behind either a closed door or curtain by two prison staff of the same gender. To assist staff in the search process, the prisoner may stand on a slightly raised plinth. Tap/ rub down searches may often be as sufficient and can be carried out in the open.

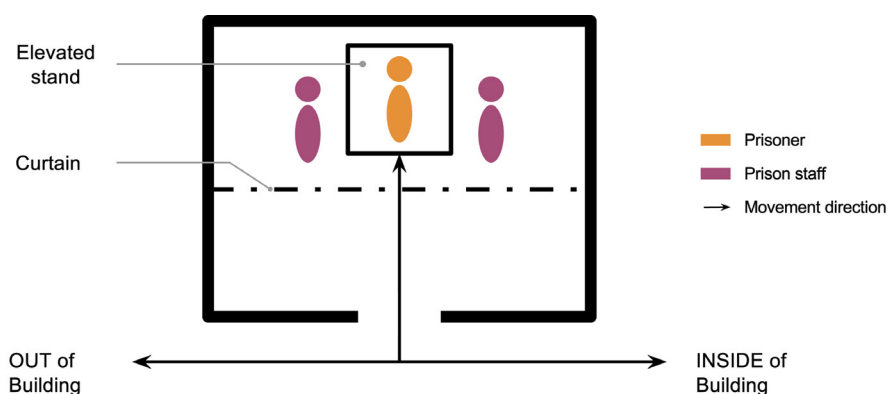


Figure 10: Example of a search room-foyer

²⁷ Mandela Rules, Rule 76(c).

²⁸ Mandela Rules, Rules 50-52.

Type 2: Controlled movement

Subject to the type of prison regime, different categories of prisoners may need to be moved from one part of the prison to another during the course of the day, and without contact with other prisoner categories, as with men and women, for example. A foyer can function as a holding place for prisoners until clearance is given that it is safe and appropriate for the group to proceed.

Type 3: Counting

It is essential for prison staff to know exactly where prisoners are at any given time during the day. Foyers can act as a useful enclosed area for a member of staff to count a group of prisoners and ensure they are all present, before moving them to another part of the prison.

Type 4: Hub

Prisons can be complex environments that operate numerous activities at the same time, and in close proximity to one other, as in education areas, for example. In such instances, foyers can act as hubs to direct prisoners on towards their final destination.

Type 5: Identity check

Foyers at spaces such as the main gate can be used to verify the identity of people entering and leaving the prison, and ensure they have the authority to do so.

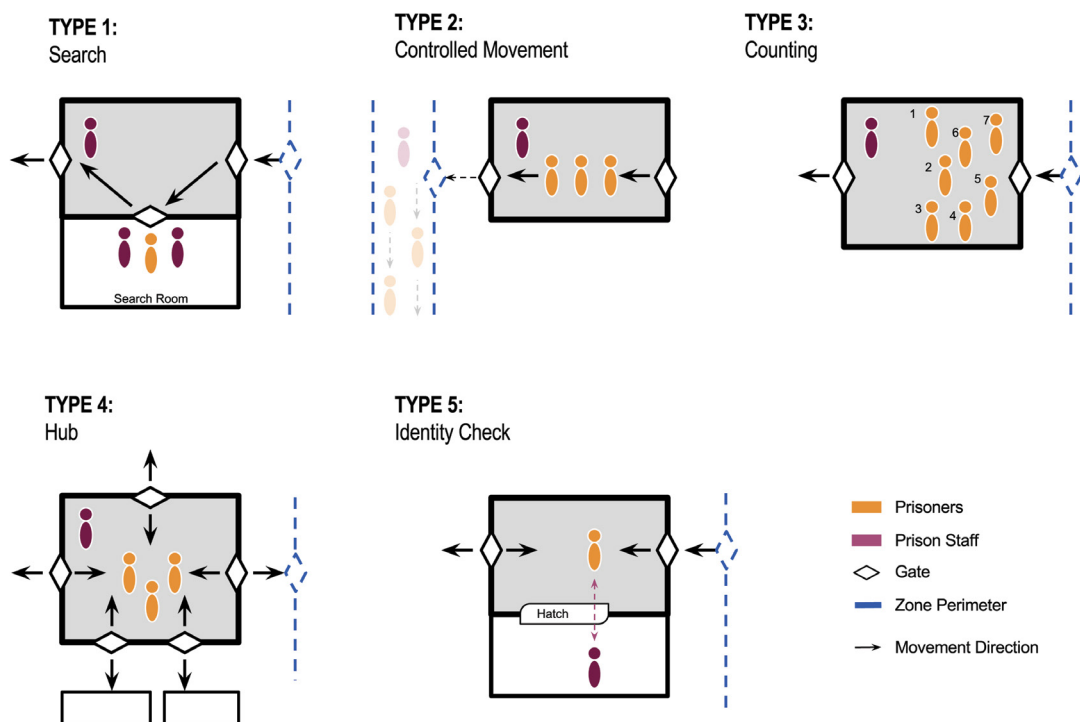


Figure 11: Foyer types and functions

A8.4 Gate locking mechanisms

Prisons must be equipped with locking systems that reflect the required security level in order to maintain safety, order and control over prisoner movement. Manual and electric systems can be employed, with many prisons relying on a mixture of both to achieve the necessary level of security.

Electrical locking systems can offer a sound method of containing prisoners and controlling their movement. They may also be more efficient and reduce the amount of staff required to manage the locking and unlocking of prisoners at peak times (such as morning unlock and evening lock-up). Electric gates may be especially

useful at the vehicle and pedestrian locks in the main gate area. However, the use of electrical locking systems should only be considered if power is available and when the reliability, maintenance and repair of such a system can be properly ensured.

Manual locking systems differ greatly from country to country. Some prison systems still use padlocks while others have more sophisticated lock and key systems. Padlocks are especially vulnerable to sabotage and breakage so, for the purposes of modern prison design, a quality prison-grade lock and key system should be preferred. Such systems can be expensive but are robust enough to absorb heavy use and are resistant to tampering by prisoners; a few different types are discussed below.

Type 1:

These locks provide the highest level of security and are usually placed at entrance points into accommodation units, inner perimeter gates, workshops and some zoning gates that protect areas of high security or vulnerability. For extra security, these locks also have a double locking system. The double lock is utilised when the prison goes into night patrol state and prison staffing levels are greatly reduced. They may also be employed in the case of a threat of imminent escape. The double locking system is particularly useful if there is a key loss incident or prisoners have managed to procure a duplicate of the main key.

Type 2:

These locks are similar to those in Type 1, but lack the double locking system. These locks are usually applied to solid wooden storm doors that cover and protect gates with Type 1 locks. In this way, they provide an extra layer of protection from prisoner tampering, and may also be found on gates and doors that section areas inside workshops and accommodation units, as well as general zoning around the prison. When weather conditions are fine, these doors may be left open but lock-back devices must be in place to hold the door open.

Type 3:

Type 3 locks are employed on office doors, store rooms with low risk materials inside, staff toilets and classrooms. There may be a range of these keys for specific areas within the prison, in order to limit access only to authorised staff.

Type 4:

Type 4 locks are specifically used for cells. They may have circular “spinner” on the lock to clearly indicate that the bolt is extended across and into the door frame. The lock may also have a button to allow staff to fix the bolt open and out of the door frame, so that staff can enter a cell without fear of being locked inside.

As a final note, to maintain security in prisons that use a manual key system, staff should only be assigned the relevant keys that are essential for their duties. For example, a member of the discipline staff may have access to cell keys, while a member of the prison’s psychology team may not require such a key for their duties. However, emergency measures should be in place to ensure that prisoners are evacuated safely in the event of a fire or a natural disaster, and this consideration should inform the allocation of keys.

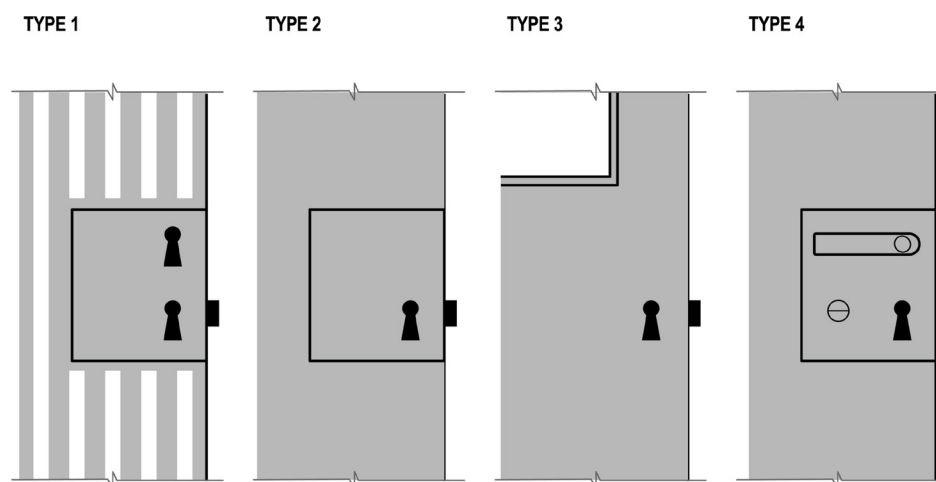


Figure 12: Types of manual locking systems

A8.5 Prison alarm/alert systems

Developed prison systems have alarm/alert systems that notify staff in the case of an incident or a fire. As with all electronic systems, consideration should be given to the available level of maintenance support. Systems that cannot be maintained should not be installed. Additionally, systems that rely on power for operation must understand the quality of incoming power supply and its security, or use alternative systems such as a back-up generator, which may entail a significant cost.

Some examples of alert systems may include press buttons that are situated at strategic points throughout the prison; an emergency telephone system that is separate from the general system; a radio system with alarm buttons on receivers; and sirens and bells that are linked to the general alarm system.

Fire safety

Detection systems for fire, heat and smoke must also be considered and implemented wherever possible and practicable. The measures should be fit for purpose, designed in consideration of the prison location and the availability of local services, and coordinated with local authorities. In addition to the alert systems discussed below, prisons may train prisoners to help mitigate the risk, severity, and frequency of fires, particularly in overcrowded conditions.

Similar to other push button systems (see below), a push button can be used to raise the alarm about a fire in a particular area of the prison. The control room can then alert the local fire department and/or the prison's designated fire officer so that the prison's fire fighting/evacuation plans can be triggered. Emergency lighting that highlights escape routes and emergency exits can be crucial life-saving features.

Where water supplies are adequate, dry riser or sprinkler systems may be put in place to assist staff and emergency services in controlling a fire. Controllable smoke escape vents in building roofs should also be considered. Where water supplies are inadequate for sophisticated fire control systems, adequate water/sand buckets and fire extinguishers must be placed strategically around the prison. A portable water tanker with pump and hoses may be necessary in situations where there are no emergency fire services available, or to help provide an efficient method to quickly control a fire.

Press/push button alarms are situated at strategic points around the prison so that staff can raise the alarm in case of an incident in their vicinity. Push button alarms are linked to the control room and a board that highlights where the alarm was raised. The control room can then alert staff to respond via the radio network, a designated emergency telephone system and/or alarm bells.

A designated emergency telephone system is separate from the general telephone system in the prison. It links the control room with all key staff points in the prison (such as residential units, workshops, kitchen, healthcare, etc.) These telephones may be a different colour from general telephones or may have a different ring tone to differentiate them, as well as an easily memorized number to connect to the control room.

A prison radio network may allow staff to raise an alarm via the VHF radio system. Some radios are able to pinpoint the radio to a location within the prison to aid the control room to identify where an incident has occurred. The radio system may also have a bleep alert to notify staff of urgent information that is upcoming. The control room may also require a radio system connected to external emergency services.

Sirens and bells may also be linked to the general alarm system to draw staff attention to an incident.

A key alarm system may be installed to alert gate staff in the case that a member of staff walks out of prison with security keys still on their person.

A8.6 Other safety and security features

Emergency staff access stairwells

Buildings in prisons containing Level 1-3 prisoners may require designated stairwells for staff to access the building during emergencies such as a riot situation. These stairwells must have doors that swing inwards, to prevent prisoners from barricading them.

Prisoner-free zones

Geophone devices that sense ground vibration, light beam sensors that sense movement and infrared detection devices may be positioned within prisoner-free areas to detect prisoners trying to escape, especially at night.

Drainpipes

To prevent prisoners from climbing up drainpipes to gain access to rooftops, an overhang around the pipe can be put in place. Pipework fixtures that hold the drainpipe in place but will not support the weight of a person can also be put in place.

Lightning conductor cables

When used on the sides of buildings and walls, cables must be fixed tightly to the wall, allowing no scope for a prisoner to use them to scale a structure.

Ladder storage

At all times, ladders within a prison should be accounted for. A secure store, usually located within the maintenance area, can be useful for the storage of ladders.

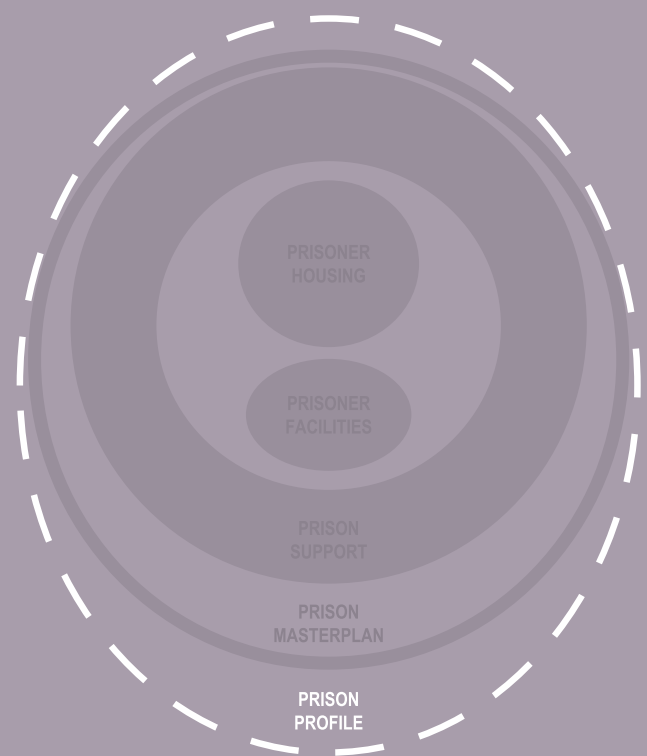
Double gates and doors: floor bolts

Double gates and doors must be designed so that prisoners cannot lift both floor bolts out of the ground at the same time, and then push the entrance point open as a means of escape.

CCTV systems

CCTV systems can be very useful for the monitoring of prisoners and staff, and ensure that a proper management regime is being implemented. The CCTV system can also be focused upon an incident, and recorded for evidence, to help resolve an incident or deploy more resources to it. CCTV cameras can be static, facing one particular direction, or movable to allow control room staff to aim at and zoom in to an area, such as tables in the visits area where the passing of contraband may be attempted. Cameras can also be triggered to operate if movement is detected nearby, as in a prisoner-free zone, to alert of a breach in security. Recordable CCTV systems may also be used in sensitive areas of the prison, such as segregation units. Depending on the level of technological sophistication, infrared cameras can be useful in providing CCTV coverage at night. As with other materials used in prisons, any cameras should be robust enough to resist attempts at sabotage.

Finally, the operation of CCTV systems should include the necessary considerations of privacy. Prisoners should be clearly informed about what is recorded in a cell. While some monitoring bodies have argued for the removal of blind spots in coverage in order to prevent suicides, consideration should be given to privacy needs in the use of toilets, showers, and hand basins. For example, the toilet area may appear blurred on the screen.



SECTION B

Prison profile

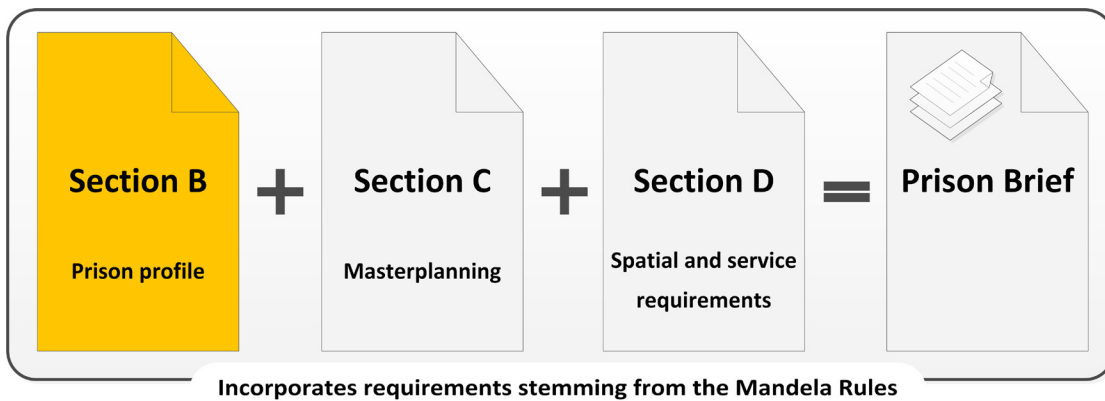
INTRODUCTION

A prison profile identifies certain basic requirements of the prison, such as the number and category of prisoners to be housed, the expected lifespan of the prison, and the necessary number of staff for its operation.

The data contained in the prison profile are essential to ensure that user needs receive adequate consideration in planning the physical capacity of the prison. In addition to defining the user requirements, a prison profile identifies stakeholders and resources to be consulted during the prison design process.

In the same vein, this section establishes the basis for the development team to specify the physical and service requirements discussed in Section D. These three sections together—Sections B, C and D—combine to form the Prison Brief, which this document aims to help develop, in order to inform the more detailed design beyond the scope of this manual.

Following the structure on the following page, this section contains specific questions that enable the user to determine the characteristics of the prison profile. A blank prison profile template follows.



ASPECTS OF A PRISON PROFILE

Prisoners	.01	Security risk level	
	.02	Total prison roll	
	.03	Prisoner categories	
	.04	Vulnerable groups	
Prison	.05	Expected lifespan	
	.06	Typology of the prison	
	.07	Probability of expansion	
Operations	.08	Level of technology (management and operations)	
	.09	Maintenance of facilities	
	.10	Prisoner transfer: method	
	.11	Prisoner transfer: frequency	
	.12	Visitors expected	
	Staff	.13	Total staff
.14		Breakdown of staff	
Location	.15	Geographic location	
	.16	Site/plot constraints	
	.17	External security issues	
	.18	Availability of services infrastructure	
	.19	Availability of skilled staff	
	.20	Availability of supplies	
	.21	Availability of construction materials	
	.22	Availability of construction labour	
	Other	.23	Stakeholder engagement and support
		.24	National legislation and local standards

PROF1 PRISONERS

.01 Security risk level

It is important to establish the necessary security level of the prison, commensurate with the risk level of the prisoners to be housed, and not based solely on the type and length of the prison sentence. Introducing excessive security features into the design is costly and may have a negative impact upon the prison regime and daily operations.¹

Using the following table as guide, what is the expected breakdown of the prisoner population and the anticipated risk they present?

Prison type	Risk Level	Prisoner description
Closed prison	Level 1	Maximum security. Prisoners whose escape would be highly dangerous to the public or national security.
	Level 2	Prisoners who do not require maximum security, but who present some level of danger and are a threat to escape.
	Level 3	Prisoners who cannot be trusted in open conditions but who are unlikely to try to escape.
Open prison	Level 4	Prisoners who can be reasonably trusted not to try to escape, and are given the privilege of an open prison.

The above table is based on a typical classification system²—an alternative model based on the Scottish Prison Service proposes the following:

- **High supervision:** an individual for whom all activities and movements require to be authorised, supervised and monitored by prison staff.
- **Medium supervision:** an individual for whom activities and movements are subject to locally specified limited supervision and restrictions.
- **Low supervision:** an individual for whom activities and movements, specified locally, are subject to minimum supervision and restrictions (and could include temporary licence and unsupervised activities in the community).

These are but two examples of classifying prisoners according to their risk profile. Due consideration must be given to local systems of justice, including methods of identifying prisoner risk. Evaluations may consider a recent history of serious violence, means and willingness to escape or cause serious indiscipline, evidence of substance abuse, a recent history of impulsive behaviour, and indication of any vulnerability in the prison location.³ These examples are not meant to be prescriptive, but are instead provided to guide thinking on this crucial aspect of the prison profile. In any case, the security level of the prison should not be based on a superficial consideration of the type and length of prisoner sentences, but on a fuller consideration of the risk posed by prisoners.

.02 Total prison roll

The total number of prisoners to be accommodated is essential in ensuring that appropriate infrastructure is provided for the housing and support of prisoners. This is especially true in circumstances where the development of prison infrastructure is expected to be phased in over time.

1 Mandela Rules, Rules 89, 93.

2 Adapted from: HM Prison Service. Prison Service Instruction 03/2010. March 2010.

3 Ibid.

.03 Prisoner categories

One of the most essential principles in the Mandela Rules is that “different categories of prisoners shall be kept in separate institutions or parts of institutions taking account of their sex, age, criminal record, the legal reason for their detention and the necessities of their treatment”.⁴

Most of the prisoner accommodation in a stable, well-run prison system is for the general population of prisoners: those offenders, usually men, who have been convicted and are serving their sentences as expected. However, it is often the case that other categories of prisoners are present in the same facility. In such a case, the rule for the separation of different categories requires that they be housed separately.

To consider some of these categories in turn:

Pre-trial prisoners

Pre-trial prisoners (also known as “remands”) must be housed separately from convicted prisoners, as they are considered innocent and should not be mixed with prisoners who have been found guilty in a court of law.⁵

The Mandela Rules state that pre-trial prisoners should sleep alone in single cells unless this is contrary to cultural norms.⁶ As a result, the designer needs to be aware of the relative volumes of convicted and pre-trial prisoners to ensure that adequate facilities are provided to meet this requirement.

However, some detention facilities have more pre-trial prisoners than convicted offenders. As the capacity of a judicial system improves (for example, through the introduction of community sentencing), the ratio of pre-trial to convicted prisoners is likely to diminish. In such a case, prisoner accommodation that initially houses pre-trial prisoners will later house convicted prisoners. This possibility should be taken into consideration and cells designed (at an initial or later phase) for permanent use.⁷

Own protection prisoners

Prisoners who have been separated from the mainstream prison population for their own protection (sometimes referred to as vulnerable prisoners) can be accommodated in a similar prison design layout as the general population, unless their physical or psychological needs dictate otherwise. The reason for their separation is usually to provide protection from other prisoners who may otherwise target them for abuse.

In an integrated regime, all prisoners are expected to integrate into a general population (with consequences in terms of punishment under the Prison Rules if they do not). Alternately, there may be separate management regimes for own protection prisoners; this option will generally require more prison staff and educational and vocational professionals.

The decision on having an integrated regime, two separate regimes, or two separate prisons should be made as early as possible in the planning process.

If the different categories are to be accommodated in the same prison, care must be taken that general population and own protection prisoners have their own activity facilities, or that the same facilities can be shared at different times of the day.

Prisoners that have high self-harm and/or suicidal tendencies should be accommodated in cells that have been designed without ligature points and standard glass windows. This is to reduce the risk of self-harm through strangulation or cutting. Furthermore, there should be high visibility into the cells to enable prison staff to monitor such prisoners. In prisons where a peer support scheme may be helpful, a two person cell with the above design features may be appropriate.

Protected or high risk prisoners

Secure units may be described as a “prison within a prison”. Depending on their specific purpose, secure units are designed to house prisoners who face a significant internal or external threat to their lives and need to be

⁴ Mandela Rules, Rule 11.

⁵ Mandela Rules, Rule 112.

⁶ Mandela Rules, Rule 113.

⁷ For more information and resources on the treatment of pre-trial prisoners and associated issues, see: Open Society Justice Initiative. *Pretrial Detention and Torture: Why Pre-trial Detainees Face the Greatest Risk*. 2011; UNODC. *Handbook on Alternatives to Imprisonment*. 2007; UNODC. *Handbook on Strategies to Reduce Overcrowding in Prisons*. 2013.

protected, or those who are a risk to escape and present a high security risk to the public. In such a case, extra static security features and additional prison staff may be required to protect the prisoners or the public at large.

Prisoners of war

Prisoners of war must be housed separately from civilian prisoners and treated in accordance with the Geneva Conventions.⁸ It is best to maintain entirely separate facilities for military prisoners when the number of military prisoners is great. If this is impossible or impractical, careful consideration must be given to changing the layout or use of the existing infrastructure to achieve complete separation.

Women prisoners

In the construction or refurbishment of prisons, it is essential for men and women prisoners (and associated facilities) to be entirely separate from each other.⁹

In existing prisons that house both men and women and are to be refurbished, architects and planners will need to give serious consideration to how the layout and existing infrastructure can be changed to achieve complete separation.

Complete separation means that women are absolutely separated from a security point of view, but also that there is no visual or sound transfer, wherever this is possible to achieve. Furthermore, women should not have to walk through areas that house men in order to access education or work areas.¹⁰

The design and construction of accommodation for women prisoners may be different from male counterparts and may need to consider different functional needs. The typical background, offending patterns, history of abuse, rehabilitation and support needs and care giving responsibilities of women prisoners should influence planners and architects to design facilities that are innovative and gender sensitive.

Other prisoners

In the design of prisons, it may be necessary to consider the implications for civil prisoners and persons arrested or detained without charge.¹¹

.04 Vulnerable groups

Prisoners with special needs must be housed appropriately with the requisite considerations and support.¹² These groups may include:

Elderly prisoners¹³

The accommodation of elderly prisoners entail a number of considerations: a single story unit should be considered so that they do not have to climb stairs; some of the cell doors should be made wider to allow easy access for a wheelchair; slopes should replace stairs where possible; handrails and grabs should be placed next to toilets and showers; facilities to assist healthcare should be included (such as a physiotherapy room or dispensary); cell call bells should be accessible from within the cell; if the accommodation block is to have landscaping around it, the planting areas should be elevated so that prisoners who are physically limited or in wheelchairs can access and maintain the area. Other considerations, such as failing eyesight or limited hearing, may also affect the design solution.

8 International Committee of the Red Cross (ICRC). Geneva Convention Relative to the Treatment of Prisoners of War (Third Geneva Convention). 1949.

9 Mandela Rules, Rule 11(a).

10 For more information and resources on women prisoners and associated issues, see: Prison Reform Trust, *International good practice: alternatives to imprisonment for women offenders*. 2014; Dignity Institute. *Conditions for women in detention*. 2014; UNODC. *Handbook for prison managers and policymakers on women and imprisonment*, 2nd ed. Criminal Justice Handbook Series. 2014; UNODC and WHO. *Women's Health in Prison: Action Guidance and Checklists to Review Current Policies and Practices*. 2011; UNODC. *Gender in the criminal justice assessment tool*. Criminal Justice Assessment Toolkit. 2010; National Institute of Corrections. *Facility Planning to Meet the Needs of Female Prisoners*. 2007; Penal Reform International and Thailand Institute of Justice, *Guidance Document on the United Nations Rules for the Treatment of Women Prisoners and Non-Custodial Measures for Women Offenders (the Bangkok Rules)*. 2013.

11 Mandela Rules, Rules 121, 122.

12 Mandela Rules, Rules 2(2), 5(2).

13 For more information and resources on care for older prisoners, see: WHO. *Prisons and Health*. 2014, Chapter 19; UNODC. *Handbook on Prisoners with Special Needs*. 2009, Chapter 6.

It should be noted that there is a significant recent trend of an increasingly aged population of prisoners in many developed countries, with associated implications for prison infrastructure.¹⁴ Given the expected lifespan of prison infrastructure, any such trend in existing or future demographics must be considered in the design of the facility.

Persons with disabilities¹⁵

Prisoners who are ill or have physical and/or mental disabilities (but do not need to be hospitalized) should be situated in an environment with appropriate support staff and services. The principle of reasonable accommodation should prevail to permit “appropriate necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden...to ensure to persons with disabilities the enjoyment of exercise on an equal basis with others”.¹⁶

For those prisoners for whom movement and mobility is an issue, the design considerations for elderly prisoners are appropriate, including single story units and accessibility considerations such as wide doors, handrails and other measures detailed above.

Children

As discussed in A7 on Detention of Children, children should not be imprisoned.¹⁷ If detention is necessary, it should occur in specialized detention facilities.

The Beijing Rules are clear that children in custody “shall receive care, protection and all necessary individual assistance—social, educational, vocational, psychological, medical and physical—that they may require in view of their age, sex and personality.”¹⁸ These requirements demand sufficient infrastructure, as well as facilities to assist the access of families and any external professional support that may be involved in the care, rehabilitation and reintegration of children back into their communities.

In the case of children who are detained because of a violation of the law, it is essential for adults and juvenile detainees to be entirely separate from each other. In prison refurbishment or expansion projects where children are held together with adult prisoners or within the same campus, every effort must be made to create a design solution that separates adults from children, and allows no contact between the two groups.

Accommodation for children should be provided in the form of individual or double rooms. Small group dormitories may be considered in circumstances where there will be adequate staff supervision to prevent issues such as bullying.

Facilities that enable education and vocational skills training must be incorporated into the design, as well as other activities that support the emotional, psychological and physical well-being of detained children.¹⁹

Mother and baby accommodation/unit²⁰

Many prison systems allow their women prisoners to keep their babies with them in the prison up to a specific age (usually two or three), unless there are behaviour risks in the mother’s relationship toward the baby or a health risk posed to the baby by being kept in the prison. However, it is the best interest of the child that should drive decision-making in this regard, and allowing the mother to keep the child is conducive to the well-being of both, especially when it comes to building the attachment between them.²¹

For more guidance and information, see ACCOM5 Mother and Baby Units (MBUs).

14 See, for example: Human Rights Watch. *Old Behind Bars: The Aging Prison Population in the United States*. 2012.

15 For more information and resources on physical and mental disabilities and associated issues, see: UNODC. *Handbook on Prisoners with Special Needs*. 2009; WHO. *Prisons and Health*. 2014, Chapter 17; WHO. *Health in Prisons: A WHO guide to the essentials in prison health*. 2007, Chapter 11.

16 UN General Assembly. Convention on the Rights of Persons with Disabilities [hereafter CRPD]. 2007. A/RES/61/106.

17 Mandela Rules, Preliminary Observation 4(2).

18 Beijing Rules, Rule 13.5.

19 For more information and resources on juvenile justice and associated issues, see: PRI. *Protecting children’s rights in criminal justice systems: a training manual and reference point for professionals and policymakers*. 2013; UNICEF/The Children’s Legal Centre. *Guidance for Legislative Reform on Juvenile Justice*. 2011; UNICEF. *Toolkit on Diversion and Alternatives to Detention*. 2009; UNODC/UNICEF, *Manual for the Measurement of Juvenile Justice Indicators*. 2006; UNODC. *Criteria for the Design and Evaluation of Juvenile Justice Reform Programmes*. 2011; UNODC. *Protecting the Rights of Children in Conflict with the Law*. 2005.

20 For more information and resources on health care for women and associated issues, see: WHO. *Prisons and Health*. 2014, Chapter 18; WHO. *Health in Prisons: A WHO guide to the essentials in prison health*. 2007, Chapter 13; UNODC. *Handbook for prison managers and policymakers on women and imprisonment, 2nd ed.* Criminal Justice Handbook Series. 2014.

21 Mandela Rules, Rules 28, 29.

PROF2 PRISON

.05 Expected lifespan

What is the expected lifespan of the prison? The life expectancy of the facility will frame a number of decisions before the development team and influence the range of choices for material selection, construction techniques, etc. For instance, the use of tents may be appropriate in certain emergency circumstances, while insulated shipping containers may be used in a transitional setting; of course, neither of these options is tenable for a medium- or long-term facility.

The body of this document focuses mainly on medium- and long-term facilities. For guidance on emergency and transitory prisons, see Appendix 1: Rapid Deployment Options.

Prison type	Risk Level	Prisoner description
<1.5	Short	Emergency prison set up to meet an immediate crisis
<5		A transitional prison in place while a more permanent solution is planned that will better meet international norms
5<20	Medium	A prison designed with the expectation of a 5-20 year lifespan
>20	Long	A prison designed with the expectation of a lifespan that is more than 20 years

.06 Typology of the prison

The general layout of the prison ought to be considered as early as possible as the level of integration of the facilities will dictate whether certain spaces can be shared between prisoner groups, or if multiple spaces for the same function can be provided.

An **integrated prison** has the highest degree of integrated facilities, generally in a single building. In this system, the prison is completely integrated as one large operation and may be appropriate to house, for instance, a prison population consisting entirely of high risk males who are incarcerated for long-term sentences.

A **cluster system** has a moderate degree of closely coupled facilities in multiple buildings. In this system, different prisoner categories may be housed separately but share access (at different times) to common facilities such as a central kitchen, workshops, a gym, etc. By the virtue of the size of its component parts, a cluster system may be easier to manage than a fully integrated prison holding many types of prisoner categories. In particular, it may be appropriate to house, for instance, a prison population consisting of all male prisoners falling under various categories.

A **campus system** has the lowest degree of integrated facilities and functions as a series of discrete operations, generally over a large site. There will be even less shared facilities than in the cluster system, and the separation between the clusters will be more pronounced. Such a system is preferable for housing prisoner categories that must be kept strictly separate, such as a prison with men, women, and juvenile detainees and at lower security levels.

In addition to operational advantages, the choice of clustered and campus approaches may also present economic advantages. Instead of having to provide infrastructure services to multiple prisons, a well-planned clustered system can reduce the costs by co-locating operations at a single location. In such a case, however, great care must be taken to ensure the full and complete separation of prisoner categories, particularly that of women from men, and any juvenile detainees from adults.

.07 Probability of expansion

Is the capacity of the prison likely to be expanded in the future? Is there physical space allotted for the expansion, and has masterplanning taken it into account? How will future access to the site be ensured in the event that later phases have been planned, or are foreseeable in the future? Will a transitional facility be converted into a medium- or long-term facility, and how? What operational implications arise as a result of future expansion? See Section C: Masterplanning, for additional guidance.

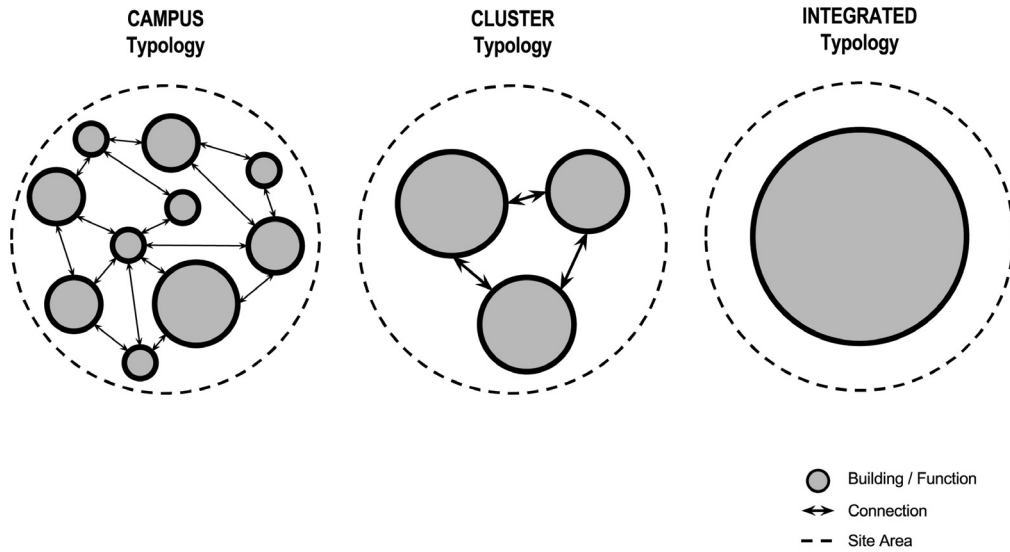


Figure 13: Typical prison layouts, 1

PROF3 OPERATIONS

Because a prison complex has contained boundaries to preserve security and prevent escape, adequate planning and design must incorporate considerations for its many operational functions to be effective and efficient.

These may include far ranging functions, such as work, education, exercise and rehabilitation activities, as well as healthcare, induction, storage, administration, food preparation, prisoner accommodation areas, hygiene stations, search rooms, food serveries, mess halls, prisoner movement, security work, and other functions depending on each prison's distinct operational needs.

.08 Level of technology (management and operations)

What is the extent of locally available technology for the prison facilities? The technological possibilities will shape design decisions with an eye to the management and operation of the prison, security measures, communications, prisoner rehabilitation and more. If the level of technology is expected to increase during the life of the prison, the design should take this into account.

Level	Description
1	No electric supply, telecommunications, computer systems, technical knowledge and/or support
2	<50% reliable electricity supply, telecommunications, basic computer systems, limited technical knowledge and/or support
3	50-99% reliable electricity supply with backup generator (and sufficient provision of fuel), good telecommunications, computer system in place, CCTV and some other electronic security systems in place, technical knowledge and/or support available
4	99%+ reliable electricity supply with back-up generator, excellent telecommunications system, networked computer, CCTV and other electronic security systems in place, on-site technical support and external backup support in place.

.09 Maintenance of facilities

Maintaining a prison ensures that it can continue to operate smoothly and securely. Will the maintenance of the prison facilities be managed by designated prison staff, or will these services be contracted out to providers outside of the prison? How will the maintenance of facilities be funded? Has a fund been established for this purpose? If there are insufficient provisions for funding, or maintenance is not readily available, the design of infrastructure should aim at lowest possible costs for operations and maintenance. Likewise, to ensure hygienic and dignified conditions in the case of delayed maintenance, design considerations may, for instance, incorporate a higher than required number of toilets.

.10 Prisoner transfer: method

The transfer of prisoners must ensure they are “exposed to public view as little as possible, and proper safeguards shall be adopted to protect them from insult, curiosity and publicity in any form.”²² How are prisoners transported to and from the prison: by a bus, a large van, a small van, or other means? The size of vehicles entering and moving through the prison campus may affect the size of the gate, roadways and parking. Prisoner reception areas may also need to be designed to accommodate vehicles for the transport of prisoners, and to process prisoners in batches, to maintain the separation of prisoner groups in the case of frequent or large transfers.

.11 Prisoner transfer: frequency

How often are prisoners transferred to and from the prison: high frequency (daily to weekly), medium frequency (weekly to monthly), or low frequency (greater than monthly). Prisons that transfer prisoners on a high-frequency basis may need to have reception areas and main gates to accommodate the extra traffic.

.12 Visitors expected

Using information from prisons of a similar size and demographic in the country, how many visits are expected to occur during the week? What is the maximum size of visitor groups? For more information on open, closed, official and conjugal visits, see the relevant Section F1: Visits.

22 Mandela Rules, Rule 73.1.

PROF4 STAFF

.13 Total staff

How many total staff will the management of the prison require? The number should include not just security personnel but all the necessary staff for the prison's functions and support facilities, including medical, administrative, educational, and other relevant staff. The expected figure may vary widely and requires careful consideration as it will impact infrastructure requirements, including staff training facilities, changing rooms, mess, toilets, etc. The operational context of the facility, risk profile of prisoners, level of technology, extent of support services, frequency of transfers, and other factors are all important to consider.

A high security prison for 500 prisoners housed in single occupancy cells may, for instance, require some 100 prison staff to function at its busiest hours. However, this 1:5 ratio of prison staff to prisoners may decrease significantly if prisoners are housed in double occupancy cells, or 25 dormitories of 20 prisoners. Needless to say, management of a prison becomes more difficult with lower ratios of staff to prisoners, as the risk of incident increases.

Another significant consideration is the so-called "shift relief factor", which calculates how many individuals it takes to fill a single job position, taking into account various shifts, sick leave, vacation, training days, and so on, in order to reasonably assure a sufficient number of staff.²³

.14 Breakdown of staff

What is the expected breakdown of the staff that will work in the prison?

As complex working environments that require both generic and specialised staff, prisons require an understanding of different types of staff, their numbers and any specialised working conditions they may require. The inclusion of these considerations helps support prison staff in fulfilling their professional functions. Additionally, the age and gender of staff may shape certain design considerations to provide sufficient installations to cater to specific needs.

²³ For a much more comprehensive resource on staffing for prisons, see: National Institute of Corrections. *Staffing Analysis: Workbook for Jails*, 2nd ed. 2003; National Institute of Corrections. *Prison Staffing Analysis: A Training Manual with Staffing Considerations for Special Populations*. 2008.

PROF5 LOCATION

.15 Geographic location

Where is the prison located? Is there a site already defined? Is the prison located in an urban, suburban, rural or remote setting? Note any relevant elements that may affect the design of infrastructure, especially those related to the prison's connectivity to other parts of the criminal justice system, specialist services and the local community at large. What is the availability of public transportation for staff and visitors? Are there nearby services for fire fighting?

If there is a choice in site selection, planners should be aware that remote locations imply additional costs and complications in the design of prisons. Significant among these may be considerations of: lack of access to food, water, and fuel supplies; lack of access to medical care, fire fighting and other essential services; problems of access for visitors and staff; fewer trained operational and medical staff; fewer work and rehabilitative opportunities; more difficult and costly transfer of prisoners and procurement of supplies; lack of access to relevant non-governmental organizations (NGOs) and independent external monitoring mechanisms; the suitability of the site in consideration of disaster risk resilience, the possible need for staff accommodation, and more. The site selection for the prison should also include considerations of the prisoner population and the possibility of housing them close to home, in proximity to their families and friends.

Other relevant considerations may include the existing status of road linkages, any security concerns in transit, and the possibility of earthquakes, flooding during the rainy season, or heavy snowfall in winter.

.16 Site/plot constraints

Note any relevant site related elements that may affect the design of infrastructure. Are there restrictions on what type of structures can be built on site in terms of height, style, etc.? The topography, slope and soil conditions may be relevant concerns, and access implications must be considered.

.17 External security issues

Note any security issues that may affect the design of infrastructure. For example, is the threat of attack by a terrorist or criminal group a relevant consideration? If so, what extent of hardening of the gate and watchtowers are necessary to successfully repel an attack? Are extra layers of perimeter protection and zoning required? What is the proximity of the prison to external support (police or military)?

.18 Availability of services infrastructure

The Mandela Rules emphasize the need for good hygiene and sanitation.²⁴ What is the availability of water supply, waste water management and solid waste management? Is there adequate infrastructure for power supply, telecommunications, and other relevant services? Are there maintenance staff to support the ongoing operation of these services?

.19 Availability of skilled staff

What is the local availability of trained operational and specialist staff who will work in the prison? Is the prison situated near a population centre from which staff could be recruited? Will the provision of accommodation be required to house staff and their families due to the prison's remoteness?

.20 Availability of supplies

What is the local availability of any relevant supplies, such as food, medicines, fuel, etc.? Note that a sudden spike in purchases in a local context with limited resources can increase project costs, but also result in increased commercial opportunity and growth in the availability of local supplies and services over time.

.21 Availability of construction materials

What is the nature and availability of local construction materials? Will these be appropriate to meet security requirements in the construction of the prison, or will more specialized materials require delivery from another location? Note that a sudden spike in purchases in a local context with limited resources can increase short-term construction costs, and that the accessibility of the site (in terms of road quality, for example) can be a significant issue in the supply of large quantities of construction materials.

.22 Availability of construction labour

What is the availability and skill of local construction contractors? Are construction workers available close to the construction site, will they need to be brought in by transport, or perhaps accommodated in a temporary building nearby? Do the construction workers have the sufficient skills to carry out the construction of the prison or will qualified and experienced workers need to be brought in from another location?

²⁴ Mandela Rules, Rules 15-22; 35.

PROF6 OTHER

.23 Stakeholder engagement and support

What infrastructure needs to be in place with regard to stakeholders that will support the prison? For instance, are there adequate facilities for religious groups to provide religious services? Are there education rooms for external teaching initiatives, or office space for independent prison monitoring boards to conduct interviews with prisoners? Are there enough rooms for external agencies to deliver group therapy sessions?

.24 National legislation and local standards

In addition to the Mandela Rules and other international standards and norms for the management and care of prisoners, what other national legislation and relevant factors may need to be considered? Consider all standard operating procedures that will impact on the day-to-day functioning of the prison. Note any relevant facts about the judicial system, national legislation, local conditions in the prison system, etc.

Note:

The above considerations are embodied in the following Prison Profile template, to enable an easy and standardised evaluation of these issues.

Note:

Brief explanatory notes and guidance for the completion of this template are provided in the pages of the document from which this template is derived: Technical Guidance for Prison Planning, Section B: Prison Profile.

01. Risk level

Prison type	Risk Level	Prisoner description
Closed prison	Level 1	Maximum security. Prisoners whose escape would be highly dangerous to the public or national security.
	Level 2	Prisoners who do not require maximum security, but who present some level of danger and are a threat to escape.
	Level 3	Prisoners who cannot be trusted in open conditions but who are unlikely to try to escape.
Open prison	Level 4	Prisoners who can be reasonably trusted not to try to escape, and are given the privilege of an open prison.

Risk category	Men	Women

02. Total prison roll

Men	Women	Juvenile	TOTAL

03. Prisoner categories

What are the expected demographics of the prisoner population?

	Men	Women
Pre-trial		
Convicted		
Vulnerable prisoners		
Other:		
Other:		
Other:		
Other:		
Other:		
Total		

04. Vulnerable groups

For planning and design purposes, within the above prisoner population, how many are expected to fall within the following categories?

	Men	Women
Life sentence		
Long-term (10+ years)		
Short-term (<1 year)		
Transgendered		
Elderly		
Persons with disabilities		
Mother and baby		
Vulnerable prisoners due to the nature of their offence		
Self-harm/suicidal		
Other:		
Other:		
Other:		
Total		

Prisoners may fall into one or more of the above categories. It is useful to understand the types of prisoner the prison is to hold so that where possible, services and support can be built into the design.

05. Expected lifespan

What is the expected lifespan of the prison?

Time in years	Status	Description	Applicable?
<1.5	Short	Emergency prison set up to meet an immediate crisis	<input type="checkbox"/>
<5		A transitional prison in place while a more permanent solution is planned that will better meet international norms	<input type="checkbox"/>
5-20	Medium	A prison designed with the expectation of a 5-20 year lifespan	<input type="checkbox"/>
>20	Long	A prison designed with the expectation of a lifespan that is more than 20 years	<input type="checkbox"/>

06. Typology of the prison

Typology	Applicable?
Integrated (most integrated facilities)	<input type="checkbox"/>
Cluster (moderately integrated facilities)	<input type="checkbox"/>
Campus (least integrated facilities)	<input type="checkbox"/>

07. Probability of expansion

Is an expansion of the prison being foreseen in the future?

Probability of Expansion	Applicable?
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Unplanned but needed	<input type="checkbox"/>

08. Level of technology (management and operations)

What is the extent of locally available technology that the prison infrastructure is expected to function at?

Level	Description	Applicable?
1	No electric supply, telecommunications, computer systems, technical knowledge and/or support	<input type="checkbox"/>
2	<50% reliable electricity supply, telecommunications, basic computer systems, limited technical knowledge and/or support	<input type="checkbox"/>
3	50-99% reliable electricity supply with backup generator, good telecommunications, computer system in place, CCTV and some other electronic security systems in place, technical knowledge and/or support available	<input type="checkbox"/>
4	99%+ reliable electricity supply with back-up generator, excellent telecommunications system, networked computer, CCTV and other electronic security systems in place, on-site technical support and external backup support in place.	<input type="checkbox"/>

09. Maintenance of facilities

Are the maintenance facilities fully self-contained, or provided by outside services?

Maintenance of facilities	Applicable?
Fully self-contained	<input type="checkbox"/>
Provided by others	<input type="checkbox"/>

10. Prisoner transfer: method

Prison transfer (method)	Applicable?
Bus	<input type="checkbox"/>
Large van	<input type="checkbox"/>
Small van	<input type="checkbox"/>
...	<input type="checkbox"/>
...	<input type="checkbox"/>

11. Prisoner transfer: frequency

Prison transfer (frequency)	Applicable?
High frequency (daily to weekly)	<input type="checkbox"/>
Medium frequency (weekly to monthly)	<input type="checkbox"/>
Low frequency (greater than monthly)	<input type="checkbox"/>

12. Visitors expected

Using information from prisons of a similar size and demographics in the relevant country, how many visits are expected to occur during the week?

Day	Open	Closed	Official	Conjugal
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Weekly Total				

13. Total staff

Total staffing employed	Men	Women
Discipline staff (All ranks)		
Civilian support staff (All grades)		
Medical staff		
Total		

Expected daily staffing levels	Men	Women
Discipline staff (All ranks)		
Civilian support staff (All grades)		
Medical staff		
Total		

15. Geographic location

Is there a site already defined? Is the prison located in an urban, suburban, rural or remote setting? What is the availability of public transportation for staff and visitors? Are there nearby services for fire fighting?

If there is a choice in site selection, planners should be aware that remote locations imply additional costs and complications in the design of prisons. Other relevant considerations may include the existing status of road linkages, any security concerns in transit, and the possibility of earthquakes, flooding during the rainy season, or heavy snowfall in winter.

Geographic location of the prison	Applicable?
Urban	<input type="checkbox"/>
Suburban	<input type="checkbox"/>
Rural	<input type="checkbox"/>
Remote	<input type="checkbox"/>
Notes:	

16. Site/plot constraints

What constraints are present on the relevant site/plot of land?

Site/plot constraints
Notes:

17. External security issues

Are there any external security threats to be considered in the design of the prison?

External security issues
Notes:

18. Availability of services infrastructure

Services infrastructure	Available	Not available
Water supply	<input type="checkbox"/>	<input type="checkbox"/>
Waste water management	<input type="checkbox"/>	<input type="checkbox"/>
Solid waste management	<input type="checkbox"/>	<input type="checkbox"/>
Power supply	<input type="checkbox"/>	<input type="checkbox"/>
Telecommunications	<input type="checkbox"/>	<input type="checkbox"/>
Notes (including maintenance considerations):		

19. Availability of skilled staff

What is the local availability of trained operational and medical staff who will work in the prison?

Availability of skilled staff
Notes:

20. Availability of supplies

What is the local availability of any relevant supplies, such as food, medicines, fuel, etc.?

Availability of supplies
Notes:

21. Availability of construction materials

What is the nature and availability of local construction materials?

Availability of construction materials
Notes:

22. Availability of construction labour

What is the availability and skill of local construction contractors?

Availability of construction labour
Notes:

23. Stakeholder engagement and support

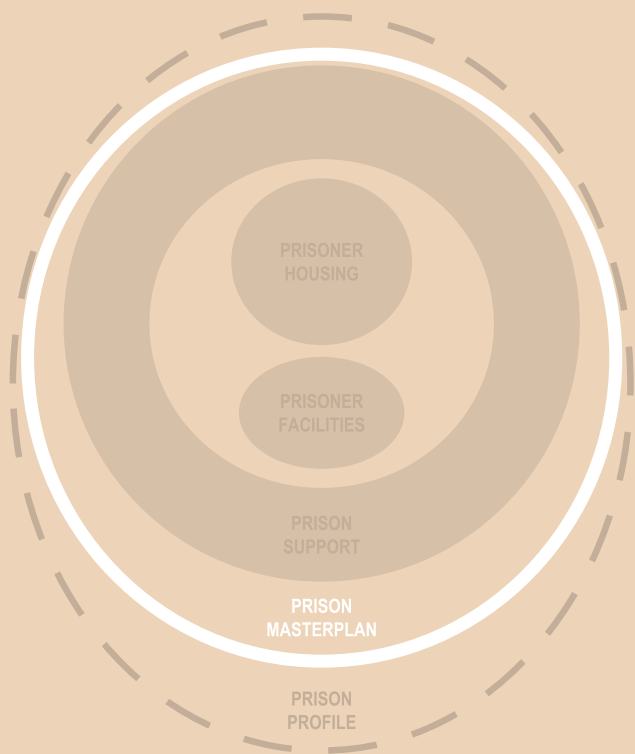
What stakeholders and available resources should be consulted and incorporated to enable a successful building/refurbishment of the prison?

Stakeholders/resource holders
International
National
Local

24. National legislation and local standards

As well the international standards and norms for the management and care of prisoners, what other national legislation and local standards and standards may need to be considered? Note any relevant facts about the judicial system, national legislation, standard operating procedures and local conditions in the prison system, etc.

Notes on national legislation, local standards, etc.
Notes:



SECTION C

Masterplanning

INTRODUCTION

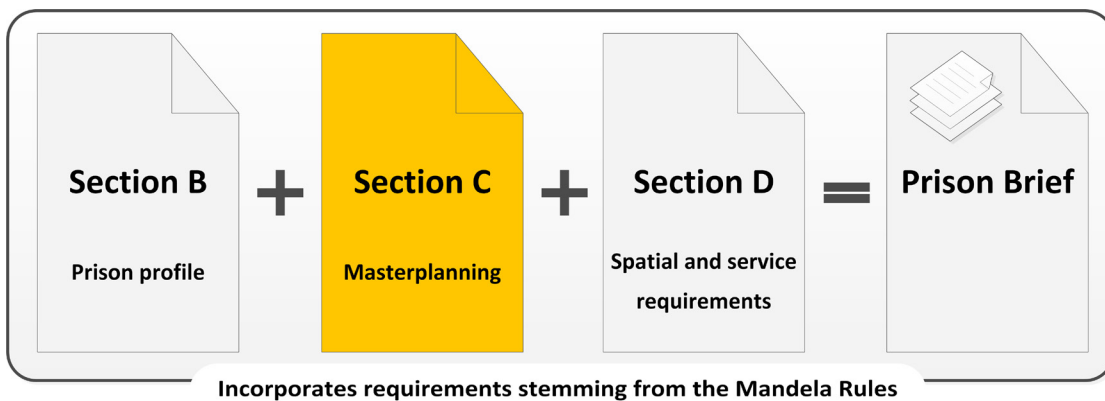
Masterplanning involves a holistic understanding of the layout of the facility and planning for its development. While some preliminary understanding of the Prison Profile is necessary to begin the masterplanning process, the exercise of masterplanning will often bring additional considerations to surface, informing the infrastructure requirements, and further shaping and refining the Prison Profile.

A masterplanning approach combines an understanding of prison requirements and site plans to establish the proper construction sequencing and layout of the works on site. Even if construction work is staged over many years, until a facility is fully developed and equipped, sound masterplanning will anticipate the best way to achieve a fully functioning facility through a series of construction stages.

In the refurbishment of existing facilities, it is particularly important to consider any necessary decanting of prisoners, access to the site, and other implications on management processes and the operation of the prison.

To every possible extent, the design of all new prisons and refurbishments should be masterplanned from the beginning, including all phases of construction. The campus layout, security level of the prison, availability of services infrastructure, site/plot constraints, probability of expansion, technology level, and other elements of the Prison Profile must be thoroughly understood in order for masterplanning to be successful.

This section is primarily focused on the masterplanning of permanent facilities but the same considerations pertain to the planning of emergency or short-term facilities. For more specific guidance on these, see Annexure 1: Rapid Deployment Options.



1. SITE CONSIDERATIONS

The site of a detention facility has far reaching consequences for the design and planning of its infrastructure. In particular, there are significant implications for the availability of infrastructure services such as water, power, and sanitation, and access to medical care, fire fighting and other essential services. Likewise, the possibility of natural hazards such as earthquakes, floods, or heavy storms or snowfalls will need to be considered to ensure the resilience of the infrastructure. Other significant aspects include access to rehabilitative opportunities, the facility's connectivity to other parts of the criminal justice system, accessibility for visitors, availability of transport infrastructure, and the logistics for the procurement of supplies, just to name a few.

If there is a choice in site selection, the trade-offs involved in urban, suburban or rural locations are a primary consideration. These are chiefly related to the size of the site and the connectivity of the infrastructure to the broader infrastructure and criminal justice systems, relevant in guiding planners' efforts to service all the necessary requirements for safe, functional, hygienic and humane facilities.

For example, instead of having to provide infrastructure services to multiple prisons, an extensive, well-planned campus system (such as that afforded by the vast space of a rural location; see the following section for distinctions between integrated, cluster, and campus systems) can reduce costs by co-locating operations at a single location and making it easy to manage the separation of prisoner categories.

However, while the choice of clustered and campus approaches may present certain operational advantages and even offer economic opportunities to an underdeveloped region, remote locations can also imply additional costs and complications in the design of prisons. Without access to essential services, and the absence or lack of operational and medical staff, work and rehabilitative opportunities, and more difficult and costly transfer of prisoners and procurement of supplies, a remote location may be unsuitable for a detention facility, or prohibitively expensive. Worst of all, an insistence on the construction of facilities that ignore the above implications will often result in prison environments that do not meet the international norms and standards for the treatment of prisoners.

For all of these reasons, site selection is a crucial consideration that should be addressed as early as possible in the planning stage, in order to research and prepare for any limiting factors which may affect the design of prison infrastructure.

2. SITE PLANNING

The general layout of the prison ought to be considered as early as possible as the level of integration of the facilities will dictate whether certain spaces can be shared between prisoner groups, or if multiple spaces for the same function can be provided.

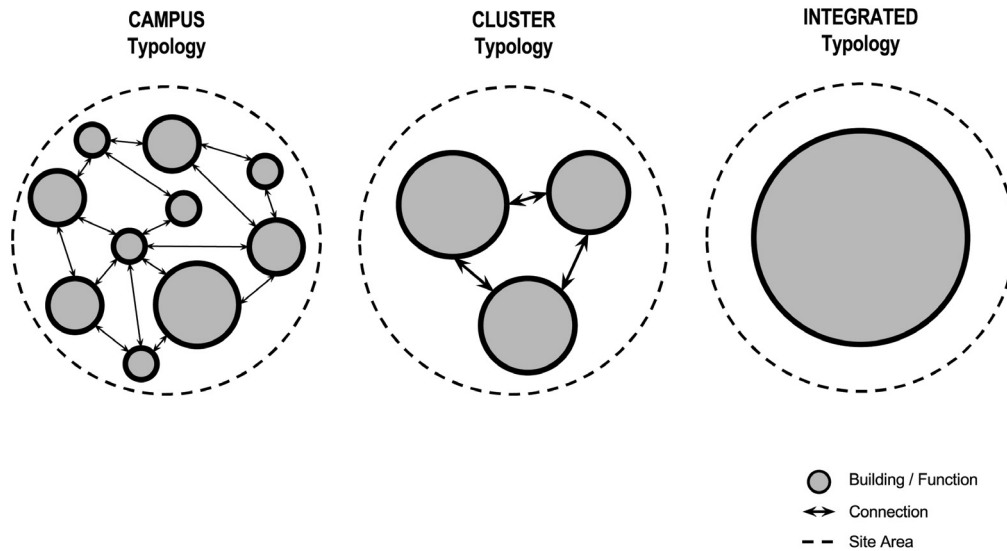


Figure 14: Typical prison layouts, 2

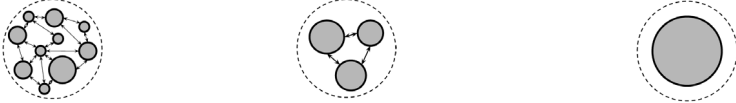
A **campus system** has the lowest degree of integrated facilities and functions as a series of discrete operations, generally over a large site. There will be even less shared facilities than in the cluster system, and the separation between the clusters will be more pronounced. Such a system is preferable for housing prisoner categories that must be kept strictly separate, such as a prison with men, women, and juvenile detainees; convicted prisoners from pre-trial prisoners; civil prisoners from other prisoner categories, etc.

A **cluster system** has a moderate degree of closely coupled facilities in multiple buildings. In this system, different prisoner categories may be housed separately but share access (at different times) to common facilities such as a central kitchen, workshops, a gym, etc. By the virtue of the size of its component parts, a cluster system may be easier to manage than a fully integrated prison holding many types of prisoner categories. In particular, it may be appropriate to house, for instance, a prison population consisting of all male prisoners falling under various categories.

An **integrated prison** has the highest degree of integrated facilities, generally in a single building in an urban setting. In this system, the prison is completely integrated as one large operation and may be appropriate to house, for instance, a prison population consisting entirely of high risk men who are incarcerated for long-term sentences. If a multi-story building is being contemplated, sight boundaries and the privacy of adjoining properties must also be considered to prevent, for example, male prisoners looking over nearby households.

Because the prison will often constitute the entirety of the site area, there are particular implications for refurbishment projects. Any necessary decanting of prisoners, for example, is likely to include the transfer of prisoners to other facilities, with implications for the broader prison system and the living conditions of prisoners.

Below and on the following page, two diagrams provide a handy comparison of the three typical prison layouts. The appropriateness of a layout for a given set of circumstances will be highly influenced by the security level of the prison: Figure 15 shows the specific differences between the typologies in relation to the building location, height, circulation, and perimeter, among other considerations;¹ Figure 16 displays a matrix of typical layouts for various prison security levels.



		CAMPUS		CLUSTER	INTEGRATED		
		Extended campus	Campus		Integrated	Integrated linear	Integrated stacked
BUILDINGS	PRISON HOUSING	Separate	Separate	Separate	Connected	Combined (only 1 Building)	
	PRISON FACILITIES		Combined (1 or various buildings)		Combined (only 1 Building)		
	PRISON SUPPORT						
BUILDINGS STORIES	PRISON HOUSING	1	1 or 2		1 or Multistory	2, 3 or more	
	PRISON FACILITIES		1 or 2	1, 2 (or more)			
	PRISON SUPPORT						
CIRCULATION & ACCESS	PRISON HOUSING	Exterior	Exterior	Interior Circulation & Exterior Access	Interior (mainly horizontal)		Interior (mainly vertical)
	PRISON FACILITIES		Exterior / Semi-Exterior / Interior				
	PRISON SUPPORT						
PERIMETER	S1 Prison Perimeter	Fence / Wall			Fence/wall/buildings form the perimeter		
SITE DESIGN CONSIDERATION		Larger footprint (substantial sites in non urban locations)		Intermediate footprint	Compact Footprint (for limited site area conditions and urban locations)		
OPERATIONAL IMPLICATIONS		Lower security with more open prisoner movement		Intermediate implications	Higher security with limited prisoner movement (maximizes staff observation, supervision & control)		

Figure 15: Comparison of masterplan typologies

¹ Adapted from Jay Farbstein. *Correctional Facility Planning and Planning*. 1986. Also see: Peter Charles Krasnow. *Correctional Facility Design and Detailing*. 1998.

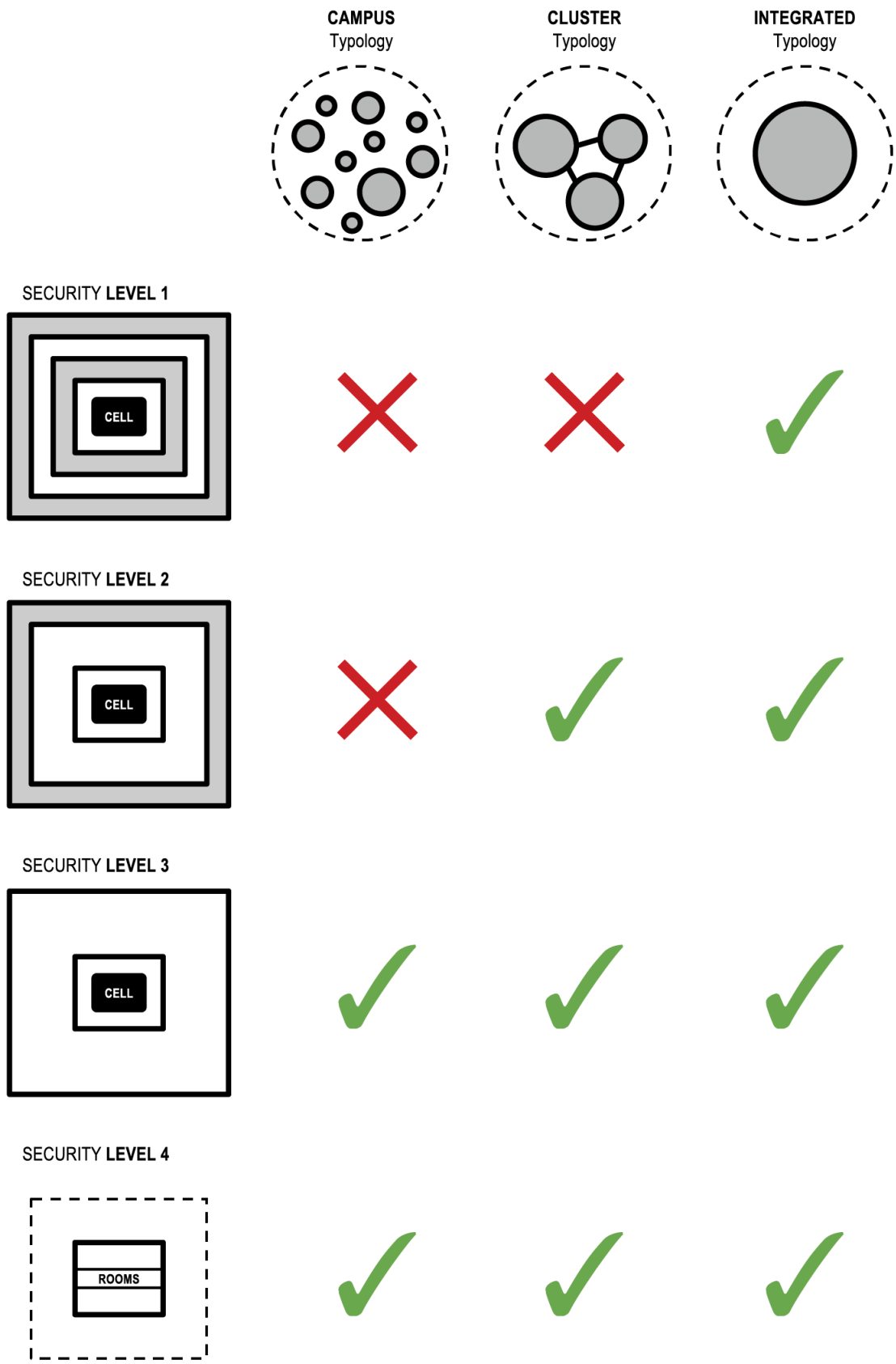


Figure 16: Matrix of typical layouts for prison security levels

3. DESIGN AND CONSTRUCTION PHASING

There are some environments in which short-term facilities may be needed quickly, without an ability to at once ensure the provision of complete facilities. These include post-conflict or post-disaster situations, as well as environments where the government may need assistance to effectively control the country.

If, for any reason, all the necessary facilities cannot be finished at once, the challenge of masterplanning is to structure the development of the infrastructure in such a way that the prison functions effectively at each phase of construction and in the transitions between phases.

Any short-term facilities will at least require water, sanitation, shelter, food preparation, a security barrier and perimeter controls, showers, laundry, power, and heating or ventilation, depending on the climate. If long-term buildings will be added over time, careful consideration should be given to the suitability of the site for a transformation from a short-term to a permanent facility.

Phased use of infrastructure

In light of the above, it will often make sense to also phase the use of infrastructure. For example, when all the phases of construction are complete, a certain building will only be used for the administration of the prison. However, in the initial phases of construction, the same building may host a smaller administrative area while also housing the security department, prison staff, and a visitation area.

In other instances, the relative merits of an approach will have to be weighed against the possible alternatives. Consider a prison that houses prisoners in overcrowded dormitories and has only a small administrative area: a first phase of improvement may add more dormitory space before adding additional administrative space and training and work programs; on the other hand, the negative effects of overcrowding can be mitigated by moving prisoners out of the dormitories, and so priority may be given to the development of workshops and farms, to allow prisoners to work while the second phase of improvements is in development. The overall improvement of prisoners' well-being should drive decision making.

Prioritization of expansion

A transition from a short-term to a permanent facility may be phased in the following manner:

Phase 1	Phase 2	Phase 3
<ul style="list-style-type: none"> • Basic administration • Toilets • Shower • Cellblocks • Kitchen and food preparation area • Permanent security barrier • Security separation (to control prisoner movement) • Basic healthcare 	<ul style="list-style-type: none"> • More administration • Security administration and control room • Prisoner reception and processing area • Visits area • More cellblocks • Internal zoning • Gatehouse 	<ul style="list-style-type: none"> • Facilities for prison staff • More complete healthcare facilities • Education blocks • Workshops • Other accommodation to support rehabilitation activities (i.e. counselling and groupwork rooms)

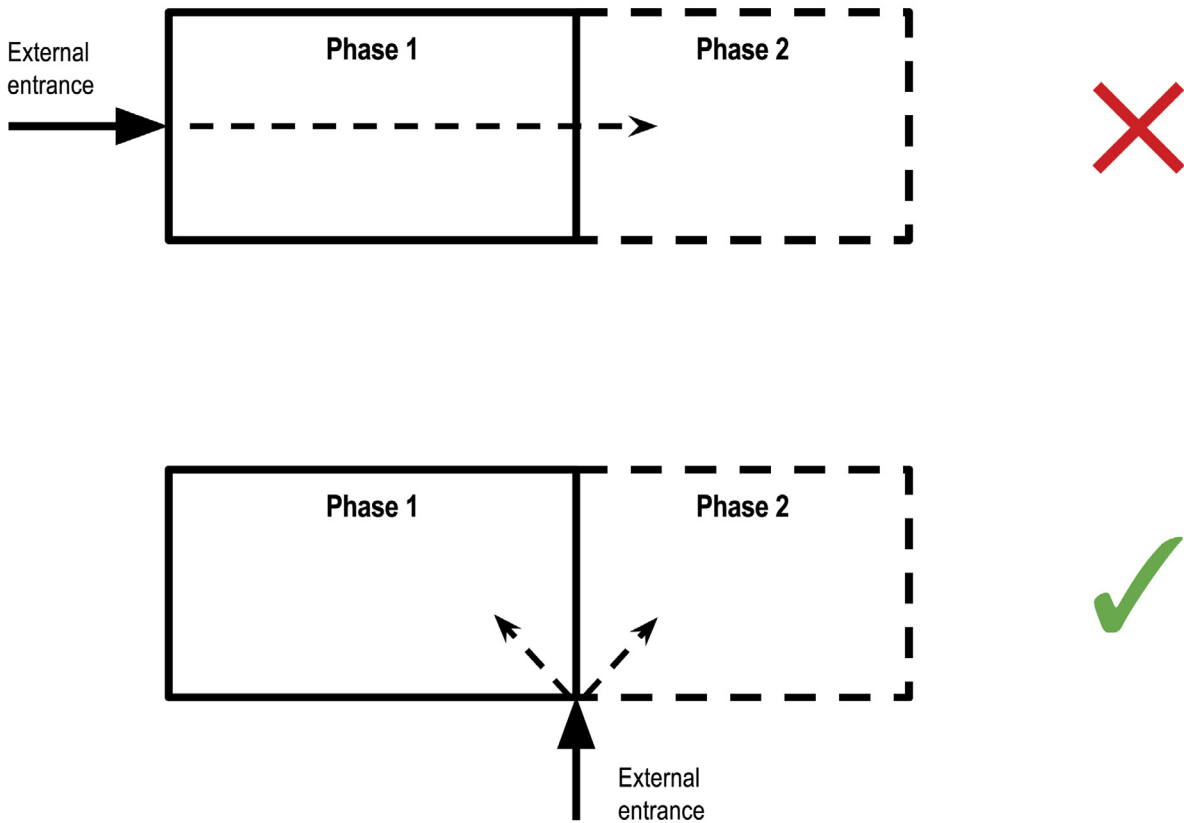


Figure 17: Planning access for later construction phases

Expansion space

If prison facilities are to be expanded in the future, there must be sufficient consideration of the required works and the required space for such works. Site constraints, constructability, the decanting of prisoners and other considerations discussed below will need to be incorporated in planning activities.

Constructability

Close attention must be paid to ensure that initial phases do not block construction access to later ones. This goes well beyond mere physical access, and also considers the impact on prison security, services infrastructure such as water and sanitation, and contractors' work areas. Particular care is required in the layout of water, sanitation, central cool and hot water plant connections, IT and communications systems, and electrical lines, in order to avoid temporary service outages as much as possible.

4. CONSTRUCTION AND MANAGEMENT ISSUES IN THE REFURBISHMENT OF EXISTING FACILITIES

The refurbishment, development or expansion of an existing prison is especially complicated and can bring significant challenges to the management of its daily operations. Safeguards need to be in place to ensure that security is not compromised and that living conditions for prisoners do not deteriorate.

To ensure collaboration and agreement between the stakeholders, a liaison person from the prison's senior management team should act as a central point of communication for the project manager and site manager.

Decanting

Prison refurbishment and development programmes are likely to involve the decanting of existing prisoners into another part of the prison, or elsewhere within the wider prison system, so that building work can occur uninterrupted. In prisons and prison systems where overcrowding is particularly problematic, decanting may exacerbate the situation and necessitate the introduction of alternative measures by national authorities. Some of these may include temporary prisons such as retired military bases for low risk offenders, an expansion of conditional release licenses or early releases of low risk offenders approaching the end of their sentence.

Gate movement

The main gate is one of the weakest points in prison security. Building work within a prison will see a significant increase in traffic through this area, which creates security issues and impacts upon the regular daily operations of the prison, such as food and supply delivery. For the duration of the building renovation, a secondary breach in the wall line may create a works gate to allow building materials to enter, and building waste to be removed. If not designed and managed appropriately, this measure presents clear security risks.

Management of site, materials and tools

Construction techniques have a substantial impact on the space required for the management of site and construction. For example, if pre-cast panels are being used, the size of the panels will dictate the necessary size of the crane to be accommodated. In a similar vein, the location of the casting for the panels, the arrangement for transport, provisions for a loading area and the method of erection will all affect the required size of the construction site.

The control and management of building materials and tools is another important aspect of maintaining security within the prison. Consideration should be given to establishing a secure "lay-down yard" just outside of the prison so that materials can be dropped off and stored until required for use. A smaller secure area inside the prison may also be required for convenient drop-off and collection on site. Systems must be in place to ensure that tools are accounted for on a daily basis and that any losses are immediately reported to prison authorities. Where possible, tools should be removed from the prison overnight and stored in secure conditions until the following day.

Management of vehicles

Vehicles used in construction work may need to be accompanied by a member of prison staff to control their movement around the prison, open gates, and observe the behaviour of prisoners. Vehicles should be locked when not in use and other systems, such as the holding of keys and the disconnection and removal of batteries, may be employed overnight.

Staffing

Construction personnel that is to work on the site of an existing prison should be vetted to ensure that their employment does not present any security issues. Some prison systems do not allow ex-offenders to work within a prison perimeter for a set period of time. Prison authorities must reserve the right to decline an individual's access to the prison if it is believed they present a threat to security. Construction staff may also need to be given photo identification cards so that the legitimacy of their entry into the prison can be verified.

Health, safety and security

Construction personnel should be made aware of their responsibilities towards maintaining health and safety throughout the prison site and be equipped with protective clothing that will enable them to safely complete their work. It is very likely that construction personnel will require their own offices, change rooms, toilets, showers and lunch rooms, to avoid the functioning of existing prison facilities. The implications for space, services and security requirements are major factors that must be considered during masterplanning.

5. MASTERPLANNING CONSIDERATIONS FOR THE DESIGN OF HUMANE PRISONS

Prison design expresses the philosophy of imprisonment and can be a tool towards rehabilitation.² In addition to the specific recommendations contained in this document, development teams should attempt to design the prison facilities in a manner that considers the psychological health of the prisoner and creates a positive and mentally stimulating environment for prisoners. In contrast to traditional approaches, innovative prison design tries to make facilities less “prison-like” and more focused on the rehabilitation of prisoners. Relevant considerations include:

Indoor spaces

Providing well lit and ventilated spaces, particularly in accommodation areas, can help to reduce feelings of claustrophobia. Bright and calming colour schemes can be used to create positive and calm spaces within the prison facilities. If it will not compromise security, windows should also be placed at a height where prisoners can look out of them. Attention to these factors can significantly affect the well-being of prisoners.

Natural lighting

Sufficient levels of natural lighting are important in maintaining the health and well-being of prisoners and staff. Prison buildings should be designed and oriented to maximise the amount of natural light entering them. This is especially important in countries where natural light levels significantly diminish during the winter months. While traditional prison designs often favoured smaller windows to reduce the opportunities for prisoner escape, contemporary designs use robust materials to allow the installation of larger windows without compromising security.

Sound

In an effort to reduce noise, consideration should be given to the use of materials and panels that dampen the acoustics of a space, especially in large communal areas. Cells that connect to open communal spaces should have a closed frontage rather than open bars. This allows prisoners the opportunity to withdraw from a noisy environment into a quieter space.

Views

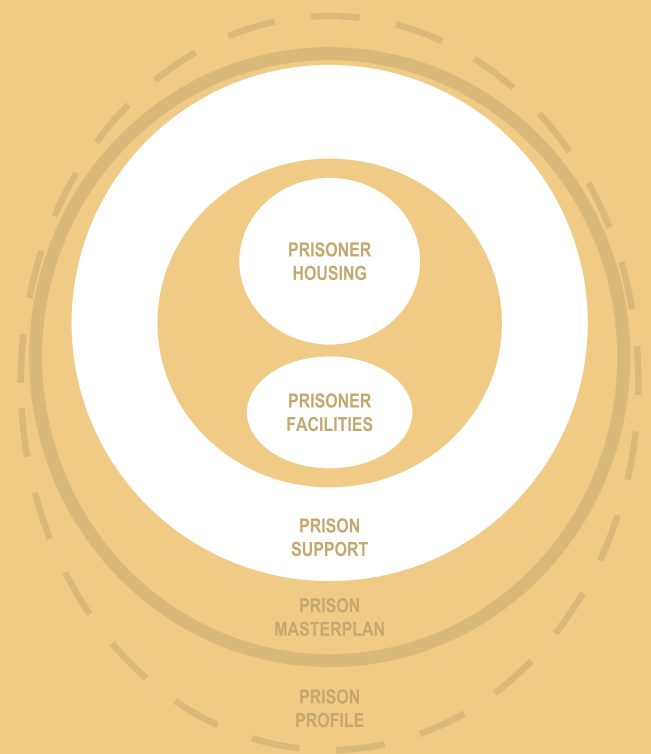
The topography of the land where the prison is situated should be examined to establish if any natural views can be incorporated into the design, especially from the prisoner accommodation and recreation areas. Allowing prisoners to see “beyond the wall” may help in reducing feelings of isolation and detachment from the outside world.

Outdoor spaces

Outdoor spaces can be developed so as to encourage the stimulation of prisoners. Gardens and flowerbeds, for example, can teach prisoners useful vocational skills in gardening while making the prison a better place to live, work in, and visit. Good planting layouts and schemes can help to soften the appearance of the prison environment against its harder features such as walls and fences. Creating different outdoor spaces that allow prisoners to experience seasonal changes should also be considered.

Prisons with developed art programmes may exploit open spaces within the prison to paint murals and display sculptures that the prisoners have produced. Communal external spaces can give opportunities for prisoner activities such as education classes and religious instruction to be delivered in an outdoor context, potentially enhancing the experience and learning.

² For a thoughtful discussion of the subject and good practices, see Marayca Lopez. How to build for success: prison design and infrastructure as a tool for rehabilitation. Penal Reform International. 2014. <http://www.penalreform.org/blog/build-success-prison-design-infrastructure-tool-rehabilitation/>



SECTION D

Spatial and service requirements

INTRODUCTION

Information gathered in the Prison Profile and Masterplanning sections helps identify the physical and service requirements laid out in this Section D, which are essential to the formulation of a sound and informed Prison Brief and the subsequent development of detailed design documentation.

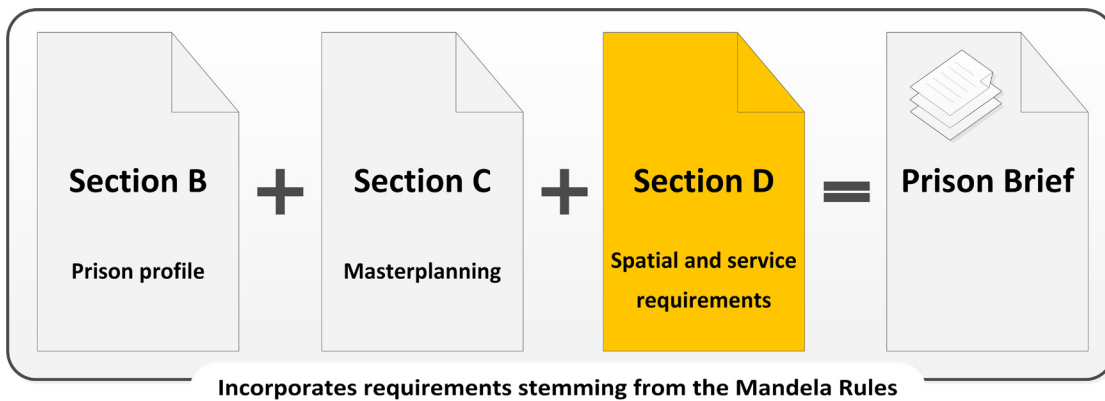
This section provides guidance to inform the decision making of development teams, including specific considerations with regard to individual infrastructure components.

The guidance is structured in three subsections:

- 1. Prisoner Accommodation**
- 2. Prisoner Facilities**
- 3. Prison Support**

Each subsection is further divided into a number of categories, which are introduced with references to relevant international standards and norms. Operational and security considerations are explored, as well as any specific design considerations, followed by brief guidance on individual elements of prison infrastructure. For many categories, a functional diagram illustrates the linkages between various spaces.

The codes that identify individual infrastructure components are aligned with the codes in the accompanying space planning and budgeting tool, helping development teams plan an adequate Prison Brief with sufficient space and budget considerations.



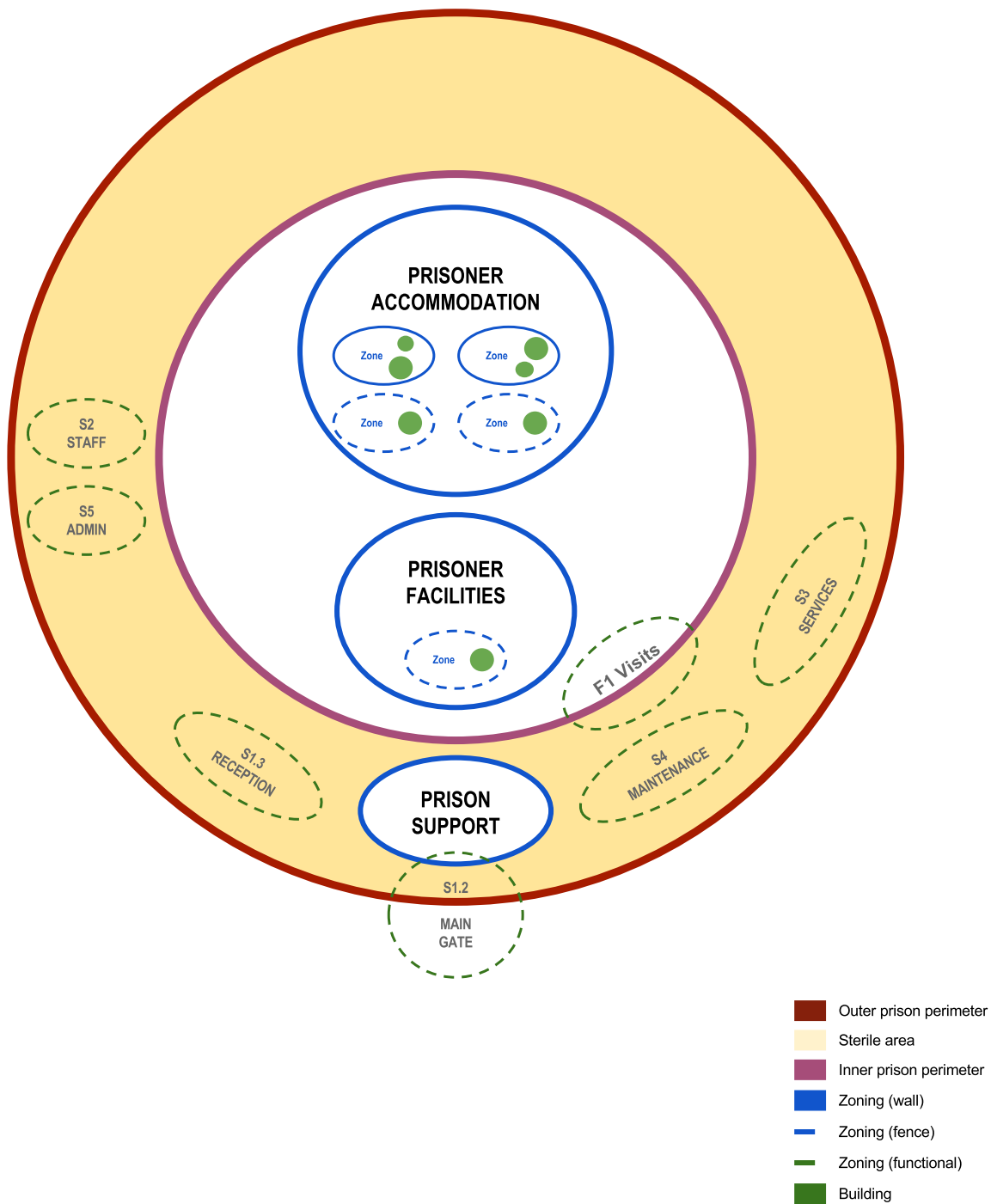


Figure 18: Illustration of zoning criteria (security level 2)

Zoning of infrastructure categories

Figure 18 demonstrates the location of the three sections contained in Section D—Prisoner Accommodation, Prisoner Facilities, and Prison Support—within the zones of the prison perimeter.

COMPONENTS INDEX

ACCOMMODATION

Housing units

- A1.01 Single cells
- A1.02 Shared cells
- A1.03 Dormitories
- A1.04 Vulnerable prisoner

Block facilities

- A2.01 Toilets (standard)
- A2.02 Showers/bathing facilities
- A2.03 Yard
- A2.04 Dayroom
- A2.05 Toilets and bathing (Prisoners with disabilities)
- A2.06 Telephone booths
- A2.07 Multi-purpose room

Block support

- A3.01 Staff office(s)
- A3.02 Gates and locking
- A3.03 Cleaning room
- A3.04 Electrical room
- A3.05 Mechanical room
- A3.06 Bedding and stores
- A3.07 Supervisors office/meeting room
- A3.08 Interview/counselling room
- A3.09 Servery

Solitary confinement

- A4.01 Isolation cells
- A4.02 Staff office(s)
- A4.03 Search room
- A4.04 Holding cell
- A4.05 Meeting room(s)
- A4.06 Shower facilities
- A4.07 Yard(s)
- A4.08 Laundry facilities
- A4.09 Servery
- A4.10 Laundry store
- A4.11 Staff toilet/hygiene point

Mother and baby units

- A5.01 Cells
- A5.02 Showers
- A5.03 Medical room
- A5.04 Interview/counselling room
- A5.05 Community space
- A5.06 Visitors entrance foyer
- A5.07 Visitor toilets
- A5.08 Prisoners entrance foyer
- A5.09 Search room
- A5.10 Visitors waiting area
- A5.11 Visits/family area
- A5.12 Outdoor area

- A5.13 Staff offices
- A5.14 Manager office
- A5.15 Storage area
- A5.16 Staff toilets
- A5.17 Kitchen
- A5.18 Laundry
- A5.19 Hygiene point

PRISONER FACILITIES

Visits

- F1.01 Prisoner waiting area
- F1.02 Prisoner search room
- F1.03 Visitor gate/reception
- F1.04 Visitor waiting area
- F1.05 Visitor search room
- F1.06-07 Visitor toilets
- F1.08 Contact visits area
- F1.09 Non-contact visits area
- F1.10 Conjugal visit area
- F1.11 Official visit room(s)
- F1.12 Outdoor visiting area
- F1.13 Staff observation points

Education - classrooms

- F2.10-11 Classrooms
- F2.12 Prisoner search room
- F2.13-14 Prisoner toilets
- F2.15 Storage
- F2.16 Staff office(s)
- F2.17 Staff toilet
- F2.18 Classroom yard
- F2.19 Computer lab

Education - library

- F2.21 Study area
- F2.22 Shelving area
- F2.23 Prisoner search room
- F2.24-25 Prisoner toilets
- F2.26 Staff office(s)
- F2.27 Staff toilet

Education - (other)

- F2.30 Prison radio station

Work - workshops

- F3.10-14 Workshops
- F3.15 Prisoner search room
- F3.16-17 Prisoner toilets

- F3.18 Staff office(s)
- F3.19 Staff toilet
- F3.20 Loading bay/work yard

Work - farms

- F3.21 Storage (tools)
- F3.22 Storage (harvest)
- F3.23 Animal husbandry
- F3.24 Prisoner search room
- F3.25-26 Prisoner toilets
- F3.27 Waste management
- F3.28 Gardens/farming yard
- F3.29 Greenhouse(s)

Healthcare facilities

- F4.00 Consultation and waiting room
- F4.01 Staff office
- F4.02 Infirmary
- F4.03 Toilets and bathing facilities (accessible)
- F4.04 Dental office
- F4.05 Pharmacy and store
- F4.06 Outdoor facilities
- F4.07 Cleaning room
- F4.08 Isolation ward
- F4.09 Medical imaging
- F4.10 Birthing centre/nursery
- F4.11 Drug depend. ward
- F4.12 Mental health ward
- F4.13 Storage facilities
- F4.14 Outpatient facilities
- F4.15 Mortuary facilities
- F4.16 Inpatients day room

Hygienic facilities

- F4.20 Laundry
- F4.21 Barber/hairdresser

Kitchen areas

- F5.10 Delivery/dispatch
- F5.11-12 Food cooking and preparation (kitchen)
- F5.13 Waste collection
- F5.14 Cleaning area
- F5.15-17 Storage area
- F5.18 Staff office(s)
- F5.19 Staff toilet
- F5.20 Change room

Mess areas

- F5.21 Servery
- F5.22 Dining area (mess)
- F5.23 Prisoner search room
- F5.24-25 Prisoner toilets

Physical Recreation

- F6.01 Gym room
- F6.02 Storage
- F6.03 Indoor court(s)
- F6.04 Outdoor pitches and court(s)
- F6.05 Prisoner search room
- F6.06 - F607 Prisoner toilets (standard and accessible)
- F6.08 Prisoner showers
- F6.09 Staff office
- F6.10 Staff Toilet

Other facilities

- F7.00 Religious space(s)
- F7.01 Multi-faith room(s)
- F7.02 Counselling room(s)
- F7.03 Other office(s)

PRISON SUPPORT

Security - prison perimeter

- S1.10 Walls/fencing
- S1.11 Watchtowers
- S1.12 Security lighting

Security - main gate

- S1.20 Pedestrian access
- S1.21 Vehicle access
- S1.22 Gate office

Security - reception

- S1.30 Processing area
- S1.31 Staff office
- S1.32 Search room(s)
- S1.33 Holding cells
- S1.34 Prisoner toilets
- S1.35 Shower/bath facilities
- S1.36 Belongings storage
- S1.37 Bed/clothing storage
- S1.38 Interview rooms
- S1.39 Kitchenette

Security - security department

- S1.40 Control room
- S1.41 Security office(s)
- S1.42 Briefing room
- S1.43 Search room
- S1.44 Command suite
- S1.45 Armoury and equipment
- S1.46 Archive room
- S1.47 IT room
- S1.48 Kitchenette
- S1.49 Toilets and showers

Staff facilities

- S2.10 Staff canteen
- S2.11 Staff yard/open space
- S2.12 Staff locker room
- S2.13 Staff gym

Staff accommodation

- S2.20 Prison director's housing
- S2.21 Staff housing
- S2.22 Other community buildings

SERVICES INFRASTRUCTURE

Water supply and sanitation

- S3.10 Main water tank
- S3.11 Water treatment facility
- S3.12 Rainwater harvesting
- S3.13 Septic tank
- S3.14 Sewage treatment plant

Electrical

- S3.20 Main electrical room
- S3.21 Diesel generator

HVAC

- S3.31 Heating and chiller plant

IT

- S3.41 Main IT room

Maintenance department

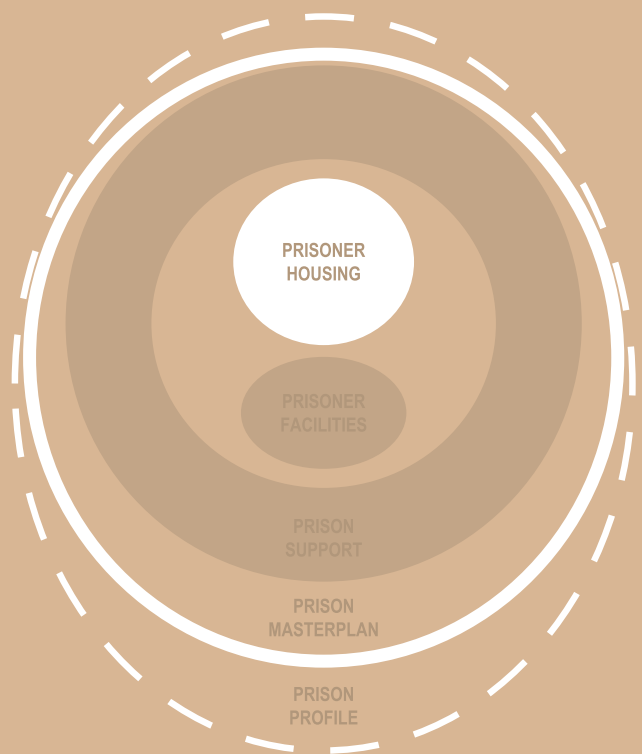
- S4.10 Maintenance office
- S4.11 Maintenance workshop
- S4.12 Maintenance storage

Central stores

- S4.20 Store manager's office
- S4.21 Delivery and distribution area
- S4.22 Waste storage/recycling
- S4.23 Solid fuel storage
- S4.24 Liquid fuel storage
- S4.25 Gas cylinder storage

Administration

- S5.01 Visitors reception
- S5.02 Officer in charge offices
- S5.03 Records and file storage
- S5.04 HR offices
- S5.05 Finance and procurement
- S5.06 Office support space
- S5.07 Meeting room
- S5.08 Kitchenette
- S5.09-10 Staff toilets
- S5.11 Inspector's office(s)
- S5.12 Cleaning room



1. PRISONER ACCOMMODATION

SECTION D1: PRISONER ACCOMMODATION

ACCOM1	Housing Units
ACCOM2	Block Facilities
ACCOM3	Block Support
ACCOM4	Solitary Confinement
ACCOM5	Mother and Baby Units (MBUs)

The objective of the prisoner accommodation section is to identify the space and housing requirements for the number and category of prisoners identified in the Prison Profile.

Guidance on **housing units** includes information on single and shared cells, dormitories and accommodation for vulnerable prisoners.

Guidance on **block facilities** provides information on basic necessities such as toilets, showers, dayrooms, and yards, while the **block support** section supplies information on staff offices, security measures, and the maintenance of electrical and mechanical infrastructure, and sanitary conditions in the cellblock.

Guidance on **solitary confinement** and **mother and baby units** provides specific guidance on the infrastructure requirements of these facilities.

ACCOM1 HOUSING UNITS

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 11	The different categories of prisoners shall be kept in separate institutions or parts of institutions, taking account of their sex, age, criminal record, the legal reason for their detention and the necessities of their treatment; thus: <ol style="list-style-type: none"> a. Men and women shall so far as possible be detained in separate institutions; in an institution which receives both men and women, the whole of the premises allocated to women shall be entirely separate; b. Untried prisoners shall be kept separate from convicted prisoners; c. Persons imprisoned for debt and other civil prisoners shall be kept separate from persons imprisoned by reason of a criminal offence; d. Young prisoners shall be kept separate from adults.
Rule 12	<ol style="list-style-type: none"> 1. Where sleeping accommodation is in individual cells or rooms, each prisoner shall occupy by night a cell or room by himself. If for special reasons, such as temporary overcrowding, it becomes necessary for the central prison administration to make an exception to this rule, it is not desirable to have two prisoners in a cell or room. 2. Where dormitories are used, they shall be occupied by prisoners carefully selected as being suitable to associate with one another in those conditions. There shall be regular supervision by night, in keeping with the nature of the institution.
Rule 13	All accommodation provided for the use of prisoners and in particular all sleeping 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.
Rule 14	In all places where prisoners are required to live or work, <ol style="list-style-type: none"> a. The windows shall be large enough to enable the prisoners to read or work by natural light, and shall be so constructed that they can allow the entrance of fresh air whether or not there is artificial ventilation; b. Artificial light shall be provided sufficient for the prisoners to read or work without injury to eyesight.
Rule 15	The sanitary installations shall be adequate to enable every prisoner to comply with the needs of nature when necessary and in a clean and decent manner.
Rule 16	Adequate bathing and shower installations shall be provided so that every prisoner can, and may be required to, have a bath or shower, at a temperature suitable to the climate, as frequently as necessary for general hygiene according to season and geographical region, but at least once a week in a temperate climate.
Rule 17	All parts of an institution regularly used by prisoners shall be properly maintained and kept scrupulously clean at all times.
Rule 18	<ol style="list-style-type: none"> 1. Prisoners shall be required to keep their persons clean, and to this end they shall be provided with water and with such toilet articles as are necessary for health and cleanliness. 2. In order that prisoners may maintain a good appearance compatible with their self-respect, facilities shall be provided for the proper care of the hair and beard, and men shall be able to shave regularly.
Rule 21	Every prisoner shall, in accordance with local or national standards, be provided with a separate bed and with separate and sufficient bedding which shall be clean when issued, kept in good order and changed often enough to ensure its cleanliness.
Rule 22(2)	Drinking water shall be available to every prisoner whenever he or she needs it.
Rule 42	General living conditions addressed in these rules, including those related to light, ventilation, temperature, sanitation, nutrition, drinking water, access to open air and physical exercise, personal hygiene, health care and adequate personal space, shall apply to all prisoners without exception.
17.1-18.10	European Prison Rules, 2006
Conditions 3, 4	Kampala Declaration, 1996
Principle XII, XVII	Principles and Best Practices of the IACHR, 2008
Rule 27	Beijing Rules, 1985
Rules 31-35	Havana Rules, 1990
Rule 1, 4	Bangkok Rules, 2010

Introduction

International principles and standards prescribe that prisoners “should have living conditions which are compatible with human dignity” and which do not “aggravate the suffering already caused by the loss of liberty.”¹ Accommodation in prisons must meet the health needs of detained individuals, in particular with regard to climate, air, space, lighting, heating and ventilation.²

Appropriate sleeping accommodation, in particular with regard to the number of prisoners per cell, will vary in different cultural and geographic contexts. While the provision of individual sleeping accommodation may be considered appropriate in certain cultural contexts, in other locations shared sleeping accommodation is preferred and may actually contribute to a more peaceful atmosphere. In some instances, it may be desirable for two prisoners to share a cell, particularly where a vulnerable prisoner may be able to be mentored by a trusted prisoner. A similar situation may apply with assistance to a prisoner with physical disabilities. These situations require careful management but may provide significant benefits to the prisoners.

According to the Havana Rules, detained children should be accommodated in small group dormitories or individual bedrooms, in consideration of local standards.³ Furthermore, any accommodation should be unobtrusively supervised to ensure the protection of individuals.⁴

As noted previously, different categories of prisoners must be accommodated in separate and secure areas of a facility or in separate facilities. While it is preferable to maintain a total separation of facilities, such measures are often restricted by a lack of funding and physical constraints.

In all cases, facilities must be designed in a manner that protects the safety and security of each individual category, including women, untried prisoners and other prisoner categories, potentially including children. To ensure the safety and security of the various categories of prisoners, separation must be ensured with physical barriers, as well as visual and aural barriers.

Both physical and sensory barriers should be addressed in the design of corridors, access to outdoor spaces, health, education and workshop facilities, and other shared prison spaces. This does not preclude the use of shared facilities as a sensible budgetary measure but the physical design and operational management of such facilities must be carefully considered. Moreover, it is essential that the physical separation of different categories of prisoners does not violate the principle of non-discrimination, which requires that each category receives equal access to all available resources and services.⁵

Effective separation of prisoners and equal access to services is an important consideration, particularly in the design of small or medium prisons. Larger prisons may be able to provide more separate areas than shared spaces, and provide additional benefits due to economies of scale. However, the viability of the facility has to be considered in the context of the logistical, staffing and management expertise required for larger facilities.

As different prisoner categories have various needs, accommodation and support facilities will need to incorporate these considerations to meet international standards and norms. While access to services will be largely shaped through the management and administration of facilities, the incorporation of these considerations into the design of a facility will better enable management to ensure equal access to water and sanitation, outdoor spaces, training and education facilities, health care, and more.

Additionally, there are specific requirements with regard to accessibility for individuals with physical disabilities, which must be incorporated into all design, construction and rehabilitation activities. For all new construction, at least 10 percent of all housing units should be accessible in each cellblock. All common and administrative facilities should be made fully accessible according to UNODC *Handbook on Prisoners with Special Needs* or local requirements, whichever is more stringent. Only areas for servicing equipment are exempt from disability access requirements.

Development teams should note that the requirement for accessibility will affect the space requirements for toilets/showers/baths, sleeping and support facilities, and have other implications for the design of horizontal and vertical circulation, door openings and clearance spaces, signage and way finding initiatives. The same measures apply for the refurbishments of prisons, except when technically or financially infeasible.

1 *The Kampala Declaration on Prison Conditions in Africa* [hereafter Kampala Declaration]. 1996. Prison Conditions, 3-4.

2 See also: EPRs, Rule 18.1; Principles and Best Practices of the IACHR, Principle XII.

3 Havana Rules, Rule 33.

4 Ibid.

5 Mandela Rules, Rule 13.

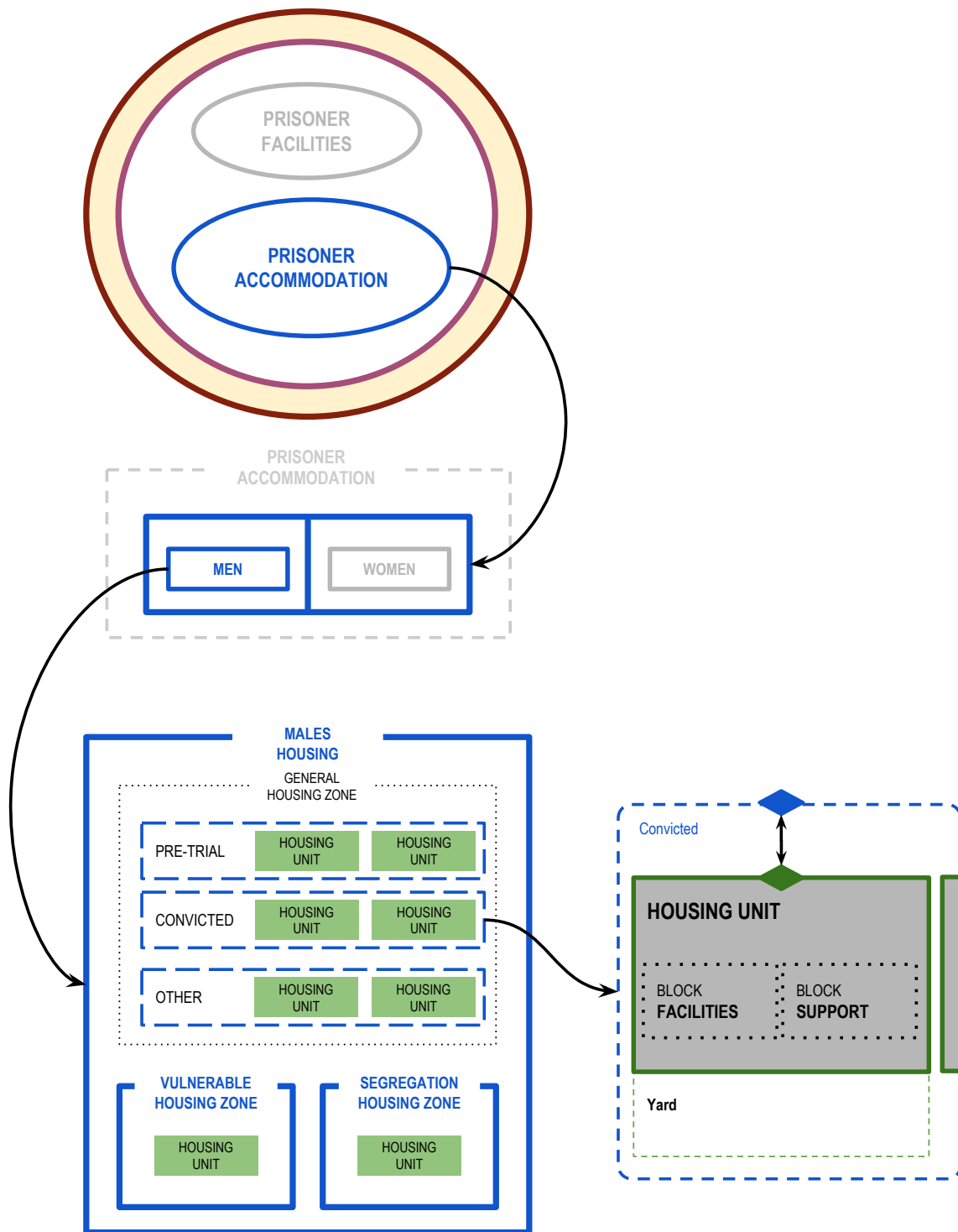


Figure 19: Separation of categories in accommodation

Operational considerations

In most prisons, cells and dormitories are grouped together with nearby support and outdoor areas into housing units commonly called cellblocks (sometimes called wings, accommodation units, house blocks and other terms). Cellblocks allow the opportunity to separate different categories of prisoners, as required by the Mandela Rules.

The cellblock is the area where prisoners live, exercise and spend most of their time. A cellblock contains cells and dormitories for sleeping, a dayroom, and a yard to provide access to sunlight and fresh air. Prisoners may also eat and do their laundry in this area.

The number of prisoners living within a cellblock should be carefully managed but the exact figure will depend on the nature of accommodation in a cellblock, the risk profile of the prisoners, and other factors. In a cellblock with many cells, higher numbers of prisoners may still be manageable. On the other hand, in a cellblock with dormitories, the risk of losing control over safety and security increases with higher number of prisoners. In lower security or open prisons, smaller accommodation units may be more appropriate than large ones. In all cases, however, the recommended specifications for the minimum floor area per prisoner should be applied, and exceeded wherever possible.

Within a cellblock, one tightly controlled access point allows prison staff to keep count of the prisoners coming in and out of the building, while other evacuation points can be used in the event of an emergency, such as a fire, or to allow staff into the cellblock in the case of disorder. The common areas are necessarily monitored and patrolled by security personnel, but a degree of social interaction and relative freedom is thus provided, improving the circumstances of prisoners and reducing the likelihood of serious disorder. If cellblocks are designed appropriately, cell doors can be unlocked in the morning and prisoners allowed in the yard or dayroom until night.

With sure oversight and control over prisoners, prison administration and staff can allow prisoners to move within their cellblock, dayroom, and yard during daylight hours. This freedom is extremely important for prisoners' physical and mental health, particularly in overcrowded prisons and cells. Without this sense of assurance in established procedures, prison staff may simply keep prisoners locked in their cells.

Generally speaking, prisoners should be outside of their dormitories and cells for at least ten hours per day, to take part in a range of activities for which there may be institutional facilities: exercise, working, training, religious activities, gardening, cleaning, going to the library, associating with other prisoners, playing games, etc. Prisoners should be engaged in these purposeful activities to give their day a meaningful routine.

Allowing prisoners outdoors has a number of associated benefits—prisoners can move freely, bathe, clean their clothes, and gain access to fresh air and sunlight; rooms can be cleaned, aired, and deloused, bedding can be washed and excrement containers emptied if flushing toilets are not present in each room. The health of prisoners is thus improved, and the incidence of disease reduced.

Depending on the security classification and nature of the facility, cellblocks may vary in design: from buildings similar to residential housing in free form site layouts through to regimented cellular structures laid out in rows. The optimum solution can only be determined with the use of a detailed design brief (such as the one that this document and associated tools aims to help develop), budget expectations and an understanding of the operational management processes to take place within the cellblocks.

Finally but vitally, it should be noted that cells of different sizes in the same building (singles, doubles and small dorms) allow prison staff the flexibility to move prisoners to meet operational needs. For example, there will be instances where it is necessary to place a prisoner with high-risk behaviours in a single cell, in order to protect the safety of other prisoners. Creating a number of options for prison staff will allow a well-managed prison to reduce the number of incidents between prisoners and so create a greater degree of safety and security.

Security considerations

As cellblocks may hold prisoners for large portions of time, consideration is required to ensure adequate security features to prevent escape, observe prisoners and control their movement.

It is crucial that all cells and dormitories are designed in a manner that allows for the unobtrusive supervision of prisoners by prison personnel. This is necessary to protect the safety and security of all accommodated individuals, as well as prison staff. Special attention may be needed to the design of sight lines in situations where bunk beds may otherwise obscure the view into the cell.

Robust gates and doors coupled with locking systems are essential elements in preventing prisoners from escaping. In higher security prisons or cellblocks that hold prisoners who are higher risks to escape, careful consideration will need to be given to the material selection for walls, floors and ceilings, in order to stop prisoners from tunnelling or breaking through into other areas of the prison. Similarly, windows will need to be made of materials that are difficult to saw through. Specially designed windows with security features can be expensive but offer better security and reduce instances of escape.

Visibility is a key factor towards maintaining good security. The internal layout of the cellblock should allow staff to monitor the movement of prisoners when they are allowed out of their cells. Clear sight lines should allow observation of communal areas such as day rooms.

If the technology level of the prison allows it, closed-circuit television (CCTV) offers another layer of monitoring. However, an over-reliance on CCTV may discourage staff from patrolling the cellblock and interacting with prisoners in the promotion of good dynamic security. Instead of terminating CCTV systems in a staff office of a cellblock, consideration should be given to terminating them in a central control room for a good overall picture of the prison. A CCTV system that is recordable can be particularly useful during investigations into breaches of security, allegations of abuse, and for use as evidence in disciplinary or court cases. Prisoners (and indeed some staff) may not welcome having a CCTV system present and may try to sabotage it. Therefore, the CCTV system should be robust and functional in such an environment and should not be accessible to prisoners or unauthorised staff.

Security procedures managed by prison staff contribute significantly towards the security and good order of the prison. However, dynamic security is often the factor that prevents escapes and incidents.

Dynamic security is achieved through the development of positive working relationships between prison staff and prisoners. With proper interaction between the two, problems can be addressed before they have escalated into major issues. And with a good professional rapport between prison staff and prisoners, information about potential threats to security, such as indiscipline or an escape, will often be disclosed.

As a result, the support of dynamic security must be a consideration in drafting the prison layout. Observation offices that isolate staff from prisoners, for example, do little to address this important aspect of security. By contrast, offices that allow convenient access into prisoner areas promote dynamic security, especially if the general risk from the prisoner population is not high. In cellblocks of more than one floor, offices may be provided on each floor. Such measures reduce the likelihood of prison staff congregating at the ground floor office, not patrolling effectively, and potentially creating no-go areas within the prison.

Design considerations

Ventilation and climate control

To protect the health and well-being of detained individuals, it is essential that facilities maintain sufficient ventilation and temperature control.⁶

To this end, all new constructions that utilize cell or dormitory windows or ventilation grilles must ensure that the ventilation area is equal to or exceeds four percent of the net floor area of the room in question.⁷ These areas are effective areas, not including the areas of bars, grilles or other obstructions. For example, a perforated grille with a 50 percent free opening area will need to be larger than four percent of the net floor area to achieve the required ventilation area. The actual area requires calculation based on airflows expected through the grille. ICRC recommends between .1 and 1.4m³/minute/person or between .2 and .2m³/minute/m².⁸ In locations with a large number of tuberculosis patients, an increased airflow rate is necessary.⁹

In the case of renovation to existing cells or dormitories, wherever possible, the ventilation area should be expanded to meet the four percent requirement. Where infeasible, the ventilation area must be an absolute minimum of 0.1m² per person.

6 Mandela Rules, Rules 13-14.

7 International Code Council. *International Building Code*. 2009, 1203.4.1.

8 ICRC. *Water Sanitation, Hygiene and Habitat in Prisons*. 2005, 36.

9 For more information on specific measures with regard to tuberculosis, see: WHO. *Prisons and Health*. 2014, Chapter 8; UNODC. *Manual of Environmental Interventions for Tuberculosis Control in Prisons*. 2012; USAID. *Guidelines for Control of Tuberculosis in Prisons*. 2009.

The heat gained from the sun can be easily controlled with shading on windows which face north or south. It is very difficult to control the heat gain in windows that face east and west. For this reason, building windows should face north and south wherever possible.

In warmer climates, it is necessary to increase the ratio of ventilation area to floor area, and ensure sufficient cross-ventilation. This is particularly important in facilities that may readily overheat due to the nature of construction and lack of insulation.

In hot climates, high ceilings make rooms much more comfortable. Low ceilings should only be used in rooms which are not occupied for very long (like storage rooms, toilets, showers). Where a prison does not have access to electricity, natural ventilation systems such as roof mounted ventilators should be installed in addition to increased ventilation areas and cross-ventilation.

If a prison has access to electricity, there may be forced ventilation systems and/or ceiling fans to ensure sufficient ventilation and temperature management. It may be necessary to install fans that have been designed especially for prisons, to prevent the use of ceiling fans as weapons.

Mitigation of radiant heat gain can be made through installations of radiant heat barriers inside the roof void space. Additional ventilation of the roof void will assist in moving static hot air built up in the void.

In cooler climates, the heating of cells and daytime spaces requires careful consideration. There will be a significant reduction in the long-term heating cost of a prison if the buildings are properly insulated and designed to reduce heat loss. The extent of required heating and the nature of its delivery to living spaces will vary widely depending on factors such as passive environmental design, insulation levels and security considerations.

Heating equipment may be misused, or made into weapons, so centralized delivery through ventilation systems and/or floor/ceiling radiant heating systems may be preferred. In circumstances where electrical systems are not feasible, wood fired stoves or other combustion systems may be the only choice available. The design of the distribution system as well as heating and fire-protection measures will be significant issues to be addressed during the design process.

The definition of an acceptable temperature range for the comfort of prisoners depends on local expectations, variables such as humidity, temperature and air movement (all of which affect comfort conditions), as well as the design of the facility and management procedures. As such, each situation needs to be examined on an individual basis. With that caveat, a typical temperature range expectation may be:

- 15-25°C for temperate climates
- 20-30°C for warm climates

As a final note, the ability for individual control of ventilation has a significant influence on comfort levels. Permitting this liberty to prisoners may lead to further management control issues; on the other hand, it reduces the need for prison staff to manage these functions two or more times per day, depending on the climactic and weather considerations. In such a case when prisoners have control of ventilation, the design and robustness of the adjusting mechanism is an important design element.

Lighting

The Mandela Rules require that prisoners have adequate light where they live or work. For all new constructions, the net clear glazed window area—excluding bars, grilles, or other obstructions—in a cell, dormitory or daytime activity space must be at least eight percent of the net floor area of the room.¹⁰The use of textured, wired or obscure glazing panels will affect the transmission of light and requires a greater glazed window area.

In the case of renovation to existing cells or dormitories, wherever possible, the window area should be expanded to meet the eight percent requirement. Where infeasible, the window area must be an absolute minimum of 0.1m² per person.

¹⁰ International Code Council. International Building Code. 2015, 1205.2.

Good day lighting from windows can generally be expected to extend into a room to a depth of about twice the distance from the floor to the top of the window. The height of prison windows should be set to allow views out of the room, particularly in dormitories, cells, and isolation cells. Tall windows provide light and ventilation while views out provide some relief to prisoners; windows must be sufficient in size to allow the entrance of fresh air whether or not there is artificial ventilation.¹¹

Artificial lighting is to be provided in all areas where prisoners live or work and must be strong enough for prisoners to read or work without injuring their eyesight. The minimum level of lighting depends on the nature of the space with regard to reflectivity/absorption of light, the required tasks and the period of occupancy. A typical lighting level of 100 lux at 800mm⁴⁷ above the finished floor for at least 75 percent of each occupied space is considered to be adequate, but this may be reduced or increased depending on the reflection value and texturing of surfaces and colours, external shading, and climate considerations. More appropriate lux levels for specific spaces/uses may be beneficial in reducing capital and life cycle costs.

Artificial lighting will depend on the availability of electrical services and alternatives such as solar PV lanterns, or fuel burning lanterns. The quality of the alternatives to conventional electrical lighting needs to be examined in relation to fire and security risks, management procedures and local expectations.

Finally, security and well-being for both prison staff and prisoners is improved with effective light levels and controls. However, light levels can also be misused as a form of punishment. To help prevent such measures, dark cells must not be incorporated into a prison's design.

¹¹ For most recent and up-to-date standards, see the latest International Building Code and *Lighting Handbook* from IESNA.

Housing unit components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; prisoner categories; vulnerable groups; expected lifespan; typology of the prison; probability of expansion; level of technology; maintenance of facilities; prisoner transfer: frequency; geographic location; site/plot constraints; availability of construction materials and labour, national legislation and other standards.*

Components

A1.01 - A1.02 Single and shared cells

Cells are rooms that are typically designed to sleep one or two prisoners. For the protection of prisoners, the Mandela Rules declare that it is not desirable to have two prisoners in one cell.¹² However, in many countries, double cells are considered acceptable if the two prisoners get along.

In light of the above, the advised number of prisoners per cell will vary depending on the social, cultural, and operational context. Another consideration is the nature and severity of crimes committed and the physical security of the prisoner (in the case of child offenders, for example, or members of particular ideologies). In overcrowded prisons, however, cells will often house more prisoners than their design accommodates. In all cases, it is important that potential cellmates are assessed for compatibility to ensure that no prisoner is placed at risk in the arrangement.

A cell is required to have 5.4m² of floor space for one person, and the space between walls may not be less than 2.15m.¹³ For two people, there must be at least 6.8m² of floor space, if single beds are used.¹⁴ No prisoner accommodation room may be less than 5.4m².¹⁵

Wherever possible, toilets should be provided within a cell to prevent the need for soil/sanitary buckets. If no toilets are provided, soil/sanitary buckets must be provided with nearby facilities that allow the safe and hygienic disposal of waste.¹⁶

Specifications:

Floor area (net):	At least 5.4m ² , for single cell accommodation (ICRC) At least 3.4m ² per person, for shared accommodation.
Distance b/w walls:	At least 2.15m (ICRC)
Height of the room:	At least 2.45m, but more may be needed in warmer climates (ICRC)
Ventilation area:	At least 4% of the net floor area (IBC) Where infeasible, must be greater than .1m ² /person.
Day lighting area:	Total clear glazed window area, at least 8% of the net floor area. (IBC) Where infeasible, must be greater than .1m ² /person.

¹² Mandela Rules, Rule 12(1).

¹³ ICRC. *Water Sanitation, Hygiene and Habitat in Prisons*. 2013, 18.

¹⁴ Ibid., 18-24.

¹⁵ Ibid., 18-24.

¹⁶ Mandela Rules, Rule 15

A1.03 Dormitories

Dormitories are spaces that house groups of prisoners. Bunk beds are often used to maximize the floor space available for prisoner use. Allowing 1.6m² per bed, a four person dormitory with single beds may measure 13.6m² (3.4m² x 4), while a four person dormitory with double bunk beds will provide an equal amount of open space at 10.4m² [(3.4m² x 4) – (1.6m² x 2)].¹⁷

The size of the dormitories will largely depend upon the number of prisoners to be housed within them, and the level of risk those prisoners pose to the good order and discipline of the prison.¹⁸ Dormitories housing between four and 25 prisoners are easier to manage and control than larger ones. A dormitory for a larger number of prisoners may pose a significant control problem in the case of a disturbance. Similarly, in the case of a contagion, larger dormitories can make it difficult to prevent the spread of disease among the prisoner population.

Practically speaking, and in acknowledgment that large dormitories are often severely overcrowded, it may be desirable to design the dormitory for a capacity of maximum 25 prisoners. One toilet can serve 25 people,¹⁹ but it is good practice to supply more than one toilet for any dormitory with more than a few prisoners, given maintenance and decency considerations. (Additional toilet facilities outside the dormitory can augment the capacity for daytime use, if the occupants are allowed to move freely through the cellblock.) A room with 12 bunk beds in two rows of six, for 24 beds total, will have sufficient natural ventilation if two sets of windows are provided. Ceiling or extractor fans can be used to provide additional airflow.

Specifications:

Floor area (net): (ICRC)	3.4m ² per person for dormitories containing single beds; 2.6m ² per person for dormitories containing double bunk beds; and 2.3m ² per person for dormitories containing triple bunk beds.
Height of the room:	At least 2.45m, but more may be needed in warmer climates or if triple bunks are used (ICRC)
Distance b/w walls:	At least 2.15m (ICRC)
Min. vertical space between beds:	1.2m (ICRC)
Height of the room:	At least 2.45m, but more may be needed in warmer climates (ICRC)
Ventilation area:	At least 4% of the net floor area (IBC) Where infeasible, must be greater than .1m ² /person.
Day lighting area:	Total clear glazed window area, at least 8% of the net floor area. (IBC) Where infeasible, must be greater than .1m ² /person.

¹⁷ Ibid., 18-24.

¹⁸ Mandela Rules, Rule 12(2).

¹⁹ ICRC. Water Sanitation, Hygiene and Habitat in Prisons: Supplementary Guidance. 2012, 38.

Space calculations: Minimum floor area (net m²)

Number of prisoners	m ² single beds	m ² /person, single beds	m ² double bunks	m ² /person double bunks	m ² triple bunks	m ² /person triple bunks
1	5.4	5.4				
2	6.8	3.4	5.4	2.6		
3	10.2	3.4			7.0	2.3
4	13.6	3.4	10.4	2.6	9.3	2.3
6	20.4	3.4	15.6	2.6	14.0	2.3
12	40.8	3.4	31.2	2.6	28.0	2.3
18	61.2	3.4	46.8	2.6	42.0	2.3
24	81.6	3.4	62.4	2.6	56.0	2.3
36	122.4	3.4	93.6	2.6	84.0	2.3

A1.04 Vulnerable prisoner accommodation²⁰

Vulnerable prisoners are prisoners who, because of the nature of their offence or relationship with other prisoners, or because of health issues, cannot be housed safely within the general prisoner population. Such prisoners may include sex offenders, prisoners with disabilities, special needs, or mental health issues, collaborators with justice, as well as those who do not adjust well to prison life. It may also include prisoners who are former police and prison officers, or magistrates, as well as high profile cases.

In many of the above cases, the accommodation may not differ from that of the general prisoner population. However, there must be recognition that vulnerable prisoners with disabilities may not be able to use regular toilets and showers. In such a case, specific facilities for their use may need to be attached to their cells (see A2.05) and within the cell block. Cells that include vulnerable prisoners may be grouped into mixed or separate, special cellblocks, to facilitate the necessary levels of support and management.

Special design considerations may be necessary for the severely mentally ill or prisoners at risk from self-harm. For such prisoners, separate accommodation away from the general prisoner population may be necessary.

Accommodation provided for vulnerable prisoners must not be discriminatory. Vulnerable prisoners must have equal access to facilities, services, and activities as other prisoners.

²⁰ Mandela Rules, Preliminary Observation 4; Rules 2(2), 5(2), 11, 28-Q29, 81, 109, 121-122. For more extensive guidance and considerations, see: UNODC. *Handbook on Prisoners with Special Needs*. 2009.

ACCOM2 BLOCK FACILITIES

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 14	In all places where prisoners are required to live or work, <ul style="list-style-type: none"> a. The windows shall be large enough to enable the prisoners to read or work by natural light, and shall be so constructed that they can allow the entrance of fresh air whether or not there is artificial ventilation; b. Artificial light shall be provided sufficient for the prisoners to read or work without injury to eyesight.
Rule 15	The sanitary installations shall be adequate to enable every prisoner to comply with the needs of nature when necessary and in a clean and decent manner.
Rule 16	Adequate bathing and shower installations shall be provided so that every prisoner may be enabled and required to have a bath or shower, at a temperature suitable to the climate, as frequently as necessary for general hygiene according to season and geographical region, but at least once a week in a temperate climate.
Rule 17	All parts of an institution regularly used by prisoners shall be properly maintained and kept scrupulously clean at all times.
Rule 18	<ol style="list-style-type: none"> 1. Prisoners shall be required to keep their persons clean, and to this end they shall be provided with water and with such toilet articles as are necessary for health and cleanliness. 2. In order that prisoners may maintain a good appearance compatible with their self-respect, facilities shall be provided for the proper care of the hair and beard, and men shall be enabled to shave regularly.
Rule 19	<ol style="list-style-type: none"> 1. Every prisoner who is not allowed to wear his or her own clothing shall be provided with an outfit of clothing suitable for the climate and adequate to keep him or her in good health. Such clothing shall in no manner be degrading or humiliating. 2. All clothing shall be clean and kept in proper condition. Underclothing shall be changed and washed as often as necessary for the maintenance of hygiene. 3. In exceptional circumstances, whenever a prisoner is removed outside the prison for an authorized purpose, he or she shall be allowed to wear his or her own clothing or other inconspicuous clothing.
Rule 20	If prisoners are allowed to wear their own clothing, arrangements shall be made on their admission to the prison to ensure that it shall be clean and fit for use.
Rule 21	Every prisoner shall, in accordance with local or national standards, be provided with a separate bed and with separate and sufficient bedding which shall be clean when issued, kept in good order and changed often enough to ensure its cleanliness.
Rule 22	<ol style="list-style-type: none"> 1. Every prisoner shall be provided by the prison administration at the usual hours with food of nutritional value adequate for health and strength, of wholesome quality and well prepared and served. 2. Drinking water shall be available to every prisoner whenever he or she needs it.
Rule 23	<ol style="list-style-type: none"> 1. Every prisoner who is not employed in outdoor work shall have at least one hour of suitable exercise in the open air daily if the weather permits. 2. Young prisoners, and others of suitable age and physique, shall receive physical and recreational training during the period of exercise. To this end, space, installations and equipment should be provided.
Rule 5	Bangkok Rules, 2010
Rules 19.1-21	EPRs, 2006
Principle XII	Principles and Best Practices of the IACHR, 2008

Introduction

Outdoor space

In addition to appropriate sleeping accommodation, prisoners require adequate block facilities that ensure their health and well-being.

The Mandela Rules require a minimum of one hour of daily access to an open space, excluding weather limitations.²¹ Prisoners should have access to a controlled outdoor space, separate from other offenders, and with a minimum area of at least 4m² per person, based on a reasonable expectation of necessary space for movement and recreation activities. The layout of facilities should ensure that, for at least this minimum duration, all prisoners have access to an outdoor space, a covered space, or internal facilities in the event of inclement weather.

A covered space may be essential in wet and hot climates where shading from the sun is needed to maintain suitable conditions. The cost of such a space is less than a full indoors gymnasium but the available options will depend on climatic conditions, risk assessment and the availability of funding.

Sanitary and bathing installations

Providing adequate facilities and materials to ensure that prisoners are able to maintain their personal hygiene is critical to the fulfilment of international standards, including the Mandela Rules, the Principles and Best Practices of the IACHR and the Bangkok Rules.²² In this regard, facilities and supplies should incorporate climatic and cultural considerations, including particular hygienic needs of women and girls.²³ Ensuring that prisoners are able to maintain personal hygiene is critical to the requisite respect toward the dignity of detained individuals and prevention of spread of disease.

Prisoners should be provided with a reticulated fresh water supply, a sink and drain in cells and dormitories to permit the maintenance of personal hygiene. In circumstances where this is not possible or practicable, prisoners' hygienic needs must be provided for by other means, such as a personal bucket and water for daily ablutions. Alternately, common ablution facilities outside the cells should be available, subject to management processes that enable sufficient time for personal hygiene and supervision of the facility. In warmer climates, a prison may also provide common facilities in outdoor areas for daily ablutions and a drain for waste water.

Operational and security considerations

Outdoor space

External spaces should be designed so that staff can have good visibility over them to maintain order and control. External spaces that are to be shared by different categories of prisoners must be sure to avoid any mixing of prisoner groups. Dual fences with a prisoner-free zone between them may be required to prevent physical contact and the transfer of illicit items. Visual and acoustic separation of the exercise areas will be needed for different prisoner categories, for example men and women, if the groups are to be outside at the same time.

Outdoor spaces should be designed so that they are stimulating for the prisoners and may include areas for sitting, playing games or sports activities. They may also have areas that are planted to create a softer environment and provide prisoners some access to nature and the change of seasons. Such features are important considerations that can contribute to a prisoner's long-term well being.

Sanitary and bathing installations

A minimum of one toilet installation per 25 prisoners must be provided to enable prisoners to meet their physical needs, assuming that prisoners have unrestricted access to toilets.²⁴ Where toilets are not provided in cells or dormitories, they must be situated and readily available for use by prisoners. This may require temporary facilities within cells, or entail management implications for night time access.

21 Mandela Rules, Rule 23.

22 Mandela Rules, Rules 15, 16, 18. Principles and Best Practices of the IACHR, Principle XII; Bangkok Rules, Rule 5.

23 Bangkok Rules, *supra* note 13, rule 5; EPRs, *supra* note 24, rule 19.7; Principles and Best Practices of the IACHR, *supra* note 4, princ XII.

24 ICRC. *Water Sanitation, Hygiene and Habitat in Prisons: Supplementary Guidance*. 2012, 53.

When the layout of facilities or staffing issues inhibits continuous access to toilet facilities, the minimum number of toilet installations will be greater. Likewise, to accommodate the specific health and hygiene needs of women, more toilet installations should be provided.

Maintenance response times, spare parts availability and the quality of fixtures must all be considered. Additional toilet installations may need to be provided if maintenance services are not readily available. It is likewise essential that toilet installations reflect cultural and technological concerns to facilitate clean, safe and well-functioning facilities.²⁵

At a minimum, there must be one bathing/shower installation per 50 prisoners, with additional gender considerations in women's detention facilities.²⁶ Given management considerations such as staffing, maintenance, and the scheduling of showers, the number of installations may need to be increased to permit prisoners to shower at least once per week, or more frequently in view of local climatic conditions.

To every possible extent, prison designers and staff should seek to exceed these minimums.

The use of mirrors in cells or dormitories to assist with ablutions will depend on the level of safety risks identified by the prison authority. Any mirrors provided for prisoners should be made of materials that cannot be fashioned into weapons. Polished stainless steel or chrome plated steel sheet solidly fixed to the wall may be preferable to silvered glass mirrors. It is common in some countries to place tiles around sinks to improve hygiene and cleanliness. However, this practice may need to consider the security context, the robustness of the tile, and the likelihood of fashioning tiles for use as a weapon.

The trimming of hair may also present an issue, depending on the disposal methods and security arrangements for the storage of scissors and razors. A controlled common facility may be more effective in limiting these risks and reducing the potential for hair blockage in drains. In female facilities, suitable receptacles must be provided for the disposal of female sanitary products to maintain an acceptable standard of hygiene.

²⁵ Ibid., 52-53.

²⁶ Ibid., 52-53.

Block facilities components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; prisoner categories; vulnerable groups; expected lifespan; typology of the prison; probability of expansion; level of technology; maintenance of facilities; prisoner transfer: frequency; geographic location; site/plot constraints; availability of construction and labour; national legislation and other standards.*

Components

A2.01 Toilets (Standard)²⁷

Prisoners must be allowed access to toilet facilities anytime of day or night. This is easiest to manage and most convenient for prisoners if there are toilets in each cell or dormitory, which flush reliably into well-maintained public sewers. The unfortunate reality, for many prisons throughout the world, is that such provisions are often not possible. Designers must establish what sanitary system or systems are in place and design the most appropriate solution to ensure a reliable, durable system that is robust against sabotage and can be maintained with locally available resources. In this respect, squat pan toilets may be preferable over seated arrangements. Specialist sanitation products for prison environments are available on the market. While more expensive than conventional products, these require little maintenance and are resistant to sabotage by prisoners, and often prove to be a good investment in the long-term.

If separate flushing toilets are not a realistic solution within cells and dormitories, then toilets must be located outside of these areas, either as indoor grouped flushing toilets, or as outdoor ganged/individual, flushing/dry toilets. Design should assume that the prison will be managed so that prisoners can request to be allowed out to use the toilet at any time, but allow for contingencies in case of lockdown, such as the provision of covered buckets within sleeping accommodation. If no latrines are available, or prisoners will not have unrestricted access to them, soil buckets must be provided along with hygienic facilities to dispose of human waste.²⁸

Hygiene in prisons, particularly overcrowded prisons, is a major concern as poor hygiene can endanger the health of prisoners. At each place where there are toilets or latrines, hand-washing facilities must be provided.

Because of the potential use of flexible hoses as strangulation devices, and ceramic wall/ floor tiles as weapons, these aspects need careful consideration in light of the prison's security level.

Specifications:

Number of toilets: At least 1 toilet per 25 prisoners. (ICRC)

A2.02 Showers/bathing facilities

Showers are generally not located within individual cells for cost and maintenance reasons. Showers may be located inside dormitories or in some central location within the cellblock. In prisons with very limited infrastructure, showers can be located outside cellblocks, but this means prisoners must be escorted to the showers at least once a week in a temperate climate and more often in hot ones. This entails a greater demand on prison staff in terms of managing the process.

Showers may be ganged (with many in one room, with or without privacy screens of some kind) or individual. They must be observable by same-gendered prison staff. Showers may have a piped water supply or water can be carried to them in buckets. Both hot and cold water should be available for use. The choice of wall and floor finishes, tapware and shower heads is a critical decision due to maintenance implications. As with toilets, specialized products for use in a prison environments are available.

Because of the potential use of flexible hoses as strangulation devices, and ceramic wall/ floor tiles as weapons, these aspects need careful consideration in light of the prison's security level.

²⁷ For more detailed guidance on solutions for toilet facilities, see: ICRC. *Water, Sanitation, Hygiene and Habitat in Prisons*. 2013, 51-60.

²⁸ Ibid, 59.

Specifications:

Number of showers: At least one bathing/shower installation per 50 prisoners. (ICRC)

Frequency of showers: At least one shower per week. (Mandela Rules, Rule 16)

A2.03 Yard

According to the Mandela Rules, prisoners should be given access to at least one hour of exercise in the open air.²⁹ Not to be confused with recreation areas, yards are a good way to meet this requirement while providing prisoners with recreational activities. The cellblock yard allows prisoners to be outside while remaining within the security control of the cellblock. In warm climates, the function of a dayroom may largely be fulfilled with access to the yard. Prisons should be planned to allow prisoners to spend most of their waking hours outside of their cells and dormitories (at least 10 hours per day is recommended). This is particularly important for crowded dormitories and prisons, where risk of disease and unrest is high. Consideration should be given to providing fixed seating within the yard and also shading in countries that experience hot temperatures.

Yards must be planned in consideration of the available space and operational considerations. One large area may be used, so long as sufficient provisions are made for the separation of categories, or open areas may be provided as parts of individual cell blocks. In complex prison environments that hold different types of prisoner such as men and women at the same time, it is essential that these categories of prisoners do not come into contact with one other (visually, physically or verbally). When considering fire safety and evacuation for the prison, outdoor yards can provide a contained space close to accommodation areas where prisoners can be evacuated until the emergency is resolved.

As outdoor exercise yards can be large outdoor spaces holding a lot of prisoners at the same time, careful consideration must be given to ensure that the appropriate levels of security are in place. Physical security considerations may include CCTV coverage; types of fencing or wall; wall/fencing protection (wire); easy access for staff in case of an incident; gates that open outward to prevent any attempts to barricade entry; entry/exit points that allow staff to count prisoners; controlled processes for moving prisoners to and from the accommodation blocks; observation towers to maintain oversight of the exercise yard; lighting to ensure that the exercise yard can be seen at night, especially if it is a place to evacuate prisoners to in an emergency; helicopter wires to prevent escape by such means; and considerations of yard surface, as soft grounds may facilitate the concealment of weapons and contraband.

Outdoor yards can be inexpensive to build and, if properly designed, easy to control. Every effort should be made to design yards that feel like open spaces with long views. It is not desirable to design yards as essentially roofless rooms. The minimum area of the yard should be at least 4m² per prisoner in the cellblock that it serves.

Specifications:

Yard area: At least 4m² per prisoner.
The total combined area for the yard and the dayroom is at least 8m² per prisoner.

29 Mandela Rules, Rule 23.1.

A2.04 Dayroom

In combination with the yard, the dayroom is where prisoners pass time when they are within the cellblock but not in their dormitory or cell.

The dayroom should be as spacious as possible, allowing ample access for ventilation and natural light; the minimum area of the dayroom is 2m² per prisoner for the cellblock that it serves. Enough space must be provided for prisoners to spend most of the day outside their cells or dormitories. In a hot climate, the dayroom may be a simple covered area (a roof with no walls) in the yard, to protect prisoners from exposure to inclement weather. A dayroom in a temperate or cold climate may have 4m² of space per prisoner, or more, due to the likelihood of extensive time being passed indoors.

The total combined area for the yard and the dayroom is 8m² per prisoner. For example, in a hot, humid climate, a cellblock may have a covered porch area of 2m² per prisoner and 6m² of open yard for a total of 8m² per prisoner. In a cold climate there may be 4m² of an enclosed, heated dayroom and only the minimum required 4m² of open yard.

Specifications:

Dayroom area: At least 2m² per prisoner.
The total combined area for the yard and the dayroom is at least 8m² per prisoner.

A2.05 Toilets and bathing facilities (for prisoners with disabilities)

Adequate facilities must be provided for prisoners with special needs. As these prisoners are likely to be more vulnerable and may require assistance to use the facilities, bathing and sanitary installations should be provided within the cells, wherever possible.

Guidance materials for the typical size and configuration of combined facilities (for toilet, washing, and bathing) are readily available and generally use an area of at least 2.2m x 2.8m. Wider doors will be needed to allow wheelchair access, as well as grip rails and other features that will assist prisoners with disabilities.

Note that the average age of prisoners is increasing rapidly in many countries, requiring more attention of accessibility considerations and management processes for persons with disabilities.

Specifications:

Number of accessible toilets: 10% of cells are to contain accessible toilets.

Dimensions of combined facilities: 2.2m x 2.8m

A2.06 Telephone booths

To help prisoners maintain connectivity with their loved ones, prison telephone systems generally allow prisoners to submit a list of telephone contacts up to a determined limit for inclusion on the system. To ensure that they do not include the contact details of victims or known criminal associates, the prison authorities can screen these numbers. The system should be monitored except in the case of conversations with legal representatives, which must be confidential. Prisoners may receive calls as payment for work or as part of a call allowance scheme. Call booths are usually located in the accommodation units making it easier for prisoners to contact their families in the evenings and at the weekends.

Detained children must be permitted to communicate by writing or telephone a minimum of twice weekly, and non-national prisoners must be allowed regular communication with their representatives in a consulate or embassy.

A2.07 Multi-purpose room

The inclusion of a multi-purpose room in the accommodation area will allow for small groups to meet for activities such as educational and religious study, or be useful as a space for a mini-gym (that does not use free weights) to encourage fitness. An area such as this is particularly useful if the prison does not have a designated gym area or other common facilities.

ACCOM3 BLOCK SUPPORT

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 15	The sanitary installations shall be adequate to enable every prisoner to comply with the needs of nature when necessary and in a clean and decent manner.
Rule 16	Adequate bathing and shower installations shall be provided so that every prisoner can, and may be required to, have a bath or shower, at a temperature suitable to the climate, as frequently as necessary for general hygiene according to season and geographical region, but at least once a week in a temperate climate.
Rule 17	All parts of an institution regularly used by prisoners shall be properly maintained and kept scrupulously clean at all times.
Rule 18	<ol style="list-style-type: none">1. Prisoners shall be required to keep their persons clean, and to this end they shall be provided with water and with such toilet articles as are necessary for health and cleanliness.2. In order that prisoners may maintain a good appearance compatible with their self-respect, facilities shall be provided for the proper care of the hair and beard, and men shall be enabled to shave regularly.
Rule 5	Bangkok Rules, 2010
Rules 19.1-21	EPRs, 2006

Introduction

Cellblocks, sometimes referred to as house blocks, constitute the main accommodation areas where prisoners are likely to spend most of their time when not engaged in rehabilitation or recreation activities. Careful consideration must be given to operational and security aspects in order to ensure that cellblocks are as functional and secure as required, in line with the security risk presented by the prisoner population.

To operate efficiently and effectively, each cellblock also requires certain support functions. These include spaces for the service and maintenance of electrical and mechanical infrastructure, the maintenance of sanitary conditions of the cellblock, security measures, and other aspects described below.

Operational and security considerations

The location of cellblocks within the overall prison design is crucial for the operational functionality of the prison.

Cellblocks should be located so as to facilitate the transfer of prisoners from their living accommodation to activity areas such as work, rehabilitation and recreation sessions. They should allow accessibility to mess halls or serveries for meals and to external recreational spaces for access to sunlight. Other areas that will require access will be places such as the gym, healthcare facilities, segregation units, reception, and religious spaces. In prisons that hold high risk prisoners, caged walkways may offer secure passage between areas.

Well-run prisons prescribe a structured regime of activities that prisoners and staff are aware of and follow. Infrastructure that facilitates the control of movement between each activity is an essential part of maintaining prison security. Within the cellblock, for instance, secure access points may need to be in place to prevent prisoners from moving between floors of a building, or placed at the entrances of communal areas to prevent prisoners from gaining access to these areas at times when they are closed to them. Internal gates may also be required near an external gate to restrict access or further control the flow of prisoner movement.

It bears mentioning again that the level of security features introduced into prison buildings must be commensurate with the level of risk presented by the prisoners. Unnecessary security features are costly and may impose unnecessary burdens on prisoners. For this reason, it is important to establish an accurate prison profile so that cellblocks and other areas can be built to the correct specifications.

Moreover, to promote the benefits of dynamic security, it is essential to create an environment where staff can regularly interact with prisoners. The design of a prison cellblock, as indeed with other prison buildings, must not isolate staff from the prisoner population. Daily activities should be planned in such a way that “no-go” areas—areas where the authorities have lost control—cannot be formed by the prisoners.

Block support components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; prisoner categories; risk level; vulnerable groups; expected lifespan; typology of the prison; probability of expansion; level of technology; maintenance of facilities; prisoner transfer: frequency; total staff; geographic location; site/plot constraints; availability of construction materials and labour; national legislation and other standards.*

Components

A3.01 Staff office(s)

Each floor in a cellblock may require an office where prison staff can operate from, depending on the risk profile of prisoners. This office must be secure and able to prevent prisoners from accessing it. In some environments, it may be appropriate to simply place a desk in the open area, if the risk presented by prisoners is low.

Wherever possible, offices should be located where there is good visibility over the area of responsibility, but close to the area's access point. This enables staff to monitor prisoner movement in and out of the area and keep roll of the number of prisoners.

The office must be large enough to allow staff to conduct their administrative duties. It will need to have enough space to accommodate a desk/s and a filing cabinet and, depending on the technological level of the prison, may have a landline and perhaps access to the inter/intranet system. A storage room for prisoner files may also be incorporated, with reserved access for authorised personnel.

A3.02 Gates and locking

Gates allow staff to control and separate zones or areas within the prison, enabling staff to control prisoner movement and maintain good order and security.

The hinges on the doors/gates should be constructed so that prisoners cannot lift the door/gate off of its hinge when in the open position. Double doors/gates that have floor bolts must be constructed so that prisoners cannot lift both bolts out of the floor stays and push the door/gates open. Gates that lead into external spaces should be particularly robust to prevent escape and, depending upon the climatic conditions where the prison is located, may require an additional thick wooden "storm door" to protect against inclement weather conditions. Storm doors can be used as an additional security layer, making it harder for prisoners to gain access to the lock for tampering.

Any locks should be specific to the prison to make sabotage and key duplication as difficult as possible. Consideration may be given to a double locking system. In this case, the single lock system is used during the day but at night a secondary lock system is applied during the night. If the single locking system is breached, the secondary locking system will prevent prisoners escaping from the building. Such systems can be expensive but, especially in prisons that hold higher risk prisoners, they provide an extra layer of security.

Specifications:

Gates should be made of steel, and their thickness should fit the risk profile of prisoners to prevent prisoners from being able to cut through bars with a makeshift blade.

A3.03 Cleaning room

Because detergents and mop handles can be misused, each cellblock should contain a lockable cleaning closet or room for the storage of cleaning supplies. This room should be large enough to accommodate all necessary materials required to keep housing units clean. Materials may include brooms, mops, cleaning detergents and a large sink. In a prison that has an adequate piped water supply in the cellblocks, the design should consider including a mop sink in this space. Additionally, a floor drain/grate should be provided for the discharge of water.

A3.04 Electrical room

If the prison has electricity, the electrical sub-panel for the cellblock should be placed in a locked closet to prevent it from being tampered with or damaged. To restrict access to the panel and enable external control, the electrical room may be placed outside the cellblock.

A3.05 Mechanical room

If the prison has a cooling and/or heating system and hot water, the mechanical room for them will form part of cellblock support unless there is a central plant serving the prison. This room must be secure and able to prevent the unauthorised access of prisoners.

A3.06 Bedding and store room

New prisoners are usually given bedding either in the prison reception area or in the cellblock. Spare bedding should be stored in a secure, vermin free storage area. If there is a central laundry facility, the store room should provide convenient transfer of bedding from this space. If there is no central laundry, this space could also accommodate a laundry room. Mosquito nets should be provided in locations where this is a relevant concern.

The store room may be located within or nearby the staff office. This space may be coupled with a small, secure store room where staff can store items such as toiletries and other supplies that prisoners may need on a day to day basis.

A3.07 Supervisors office/meeting room

An office for the cellblock supervisor may be required to allow a space for management and administrative duties, as well as staff meetings and interviews. This space must be secure and able to prevent the unauthorised access of prisoners.

A3.08 Interview/counselling room

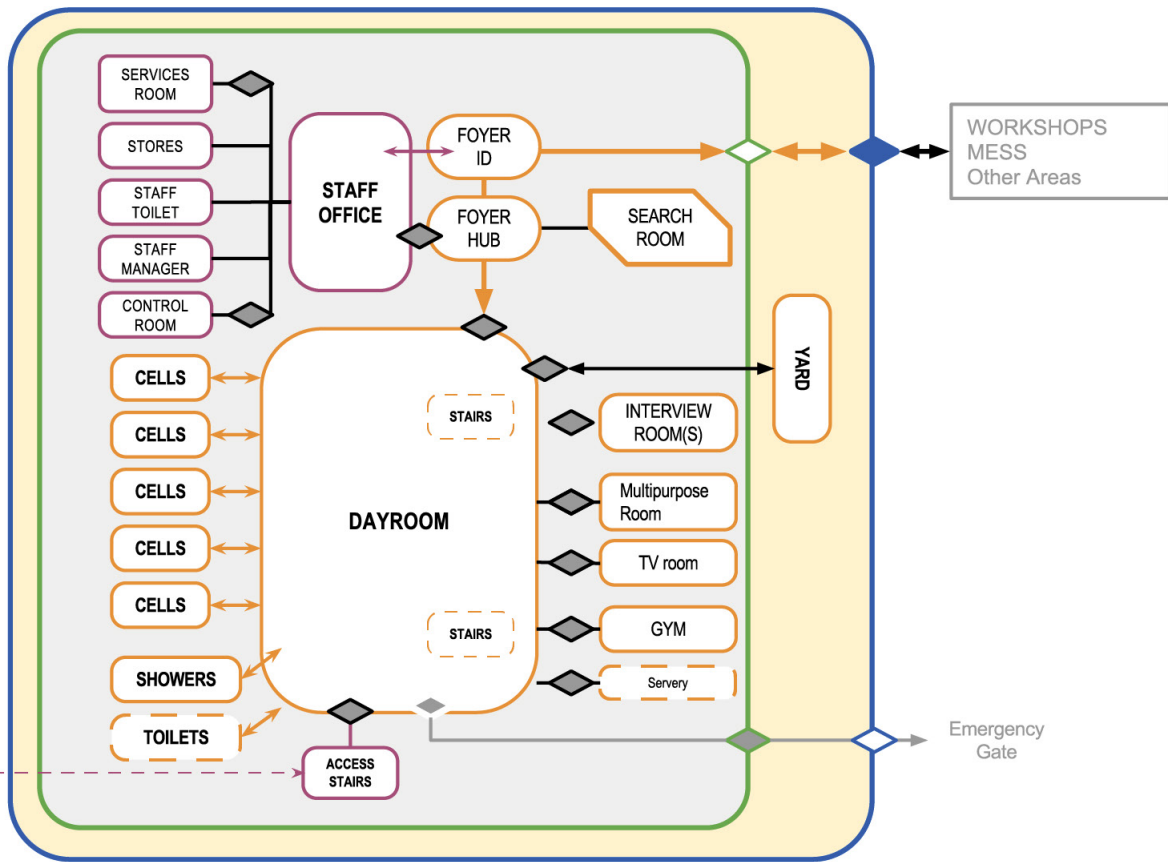
The interview/counselling room can be of the same size and dimensions as other similar areas in the prison. It should be a comfortable space with neutral colours and soft furnishings. Where possible, this room should be away from the main accommodation area to ensure privacy.

A3.09 Servery

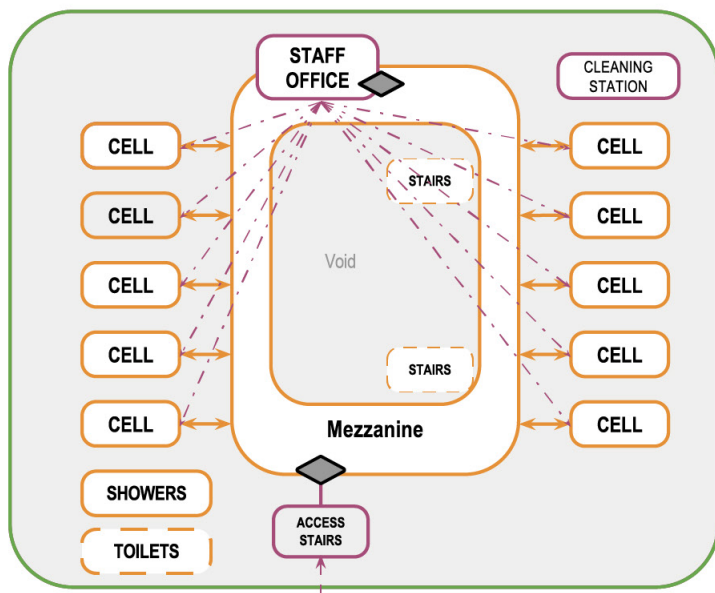
If prisoners do not have a central mess to collect and eat their meals, a servery may be required. Lockable cabinets with shadow boards may be required so that serving tools can be stored and accounted for.

High Security Accommodation

(Ground Floor)



(Upper Floors)

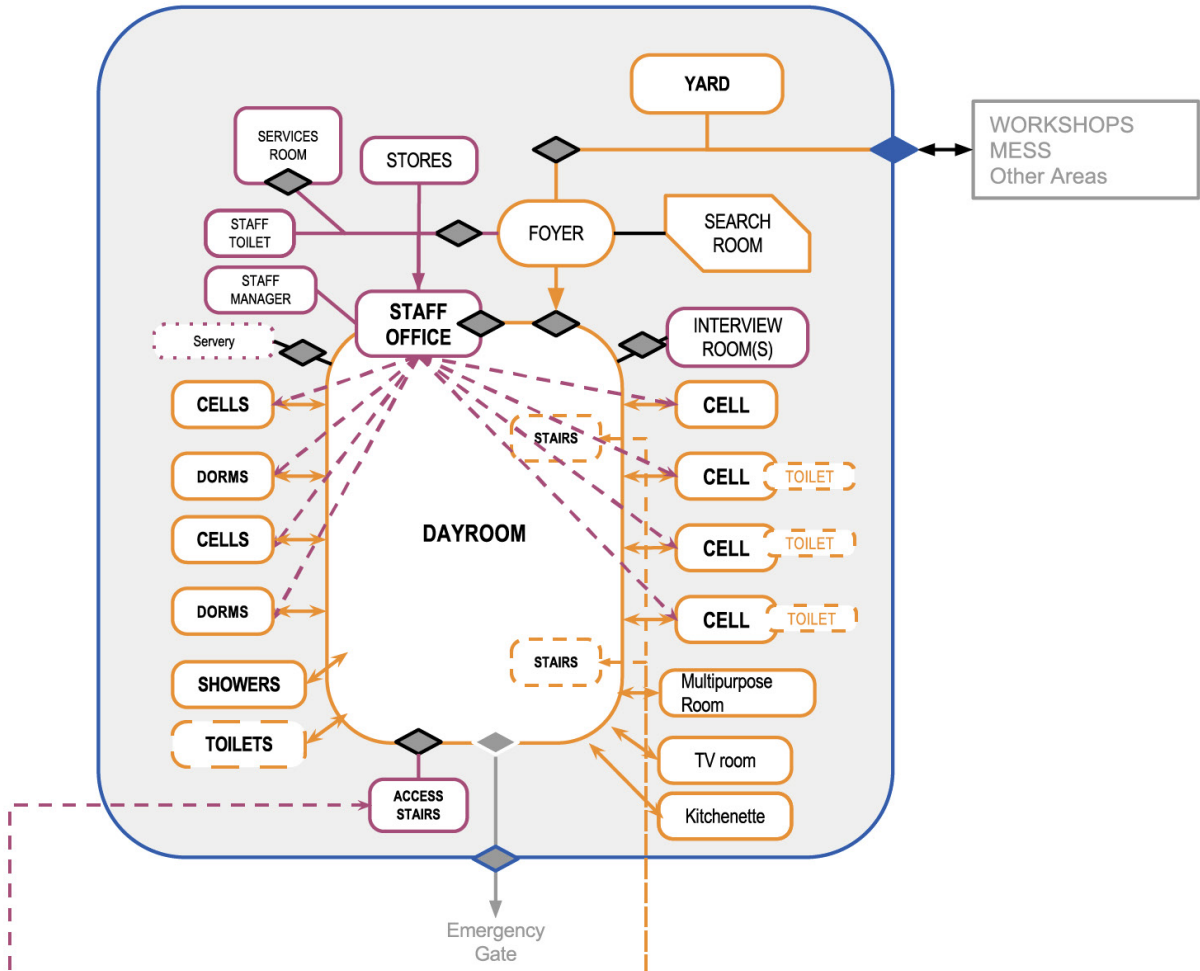


- Zone Sterile Area
- Building Limit
- Prisoners
- Prison Staff
- Zoning
- Secure Access
- Sight Lines

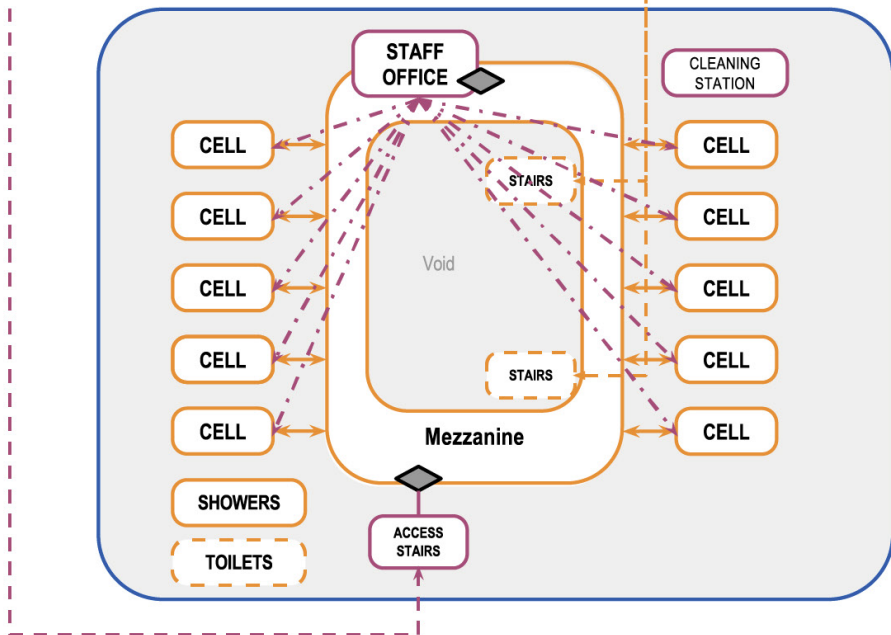
Figure 20: Functional diagram – accommodation for a high security prison

Medium Security Accommodation

(Ground Floor)



(Upper Floors)



PRISONER ACCOMMODATION

Figure 21: Functional diagram – accommodation for a medium security prison

Low Security Accommodation

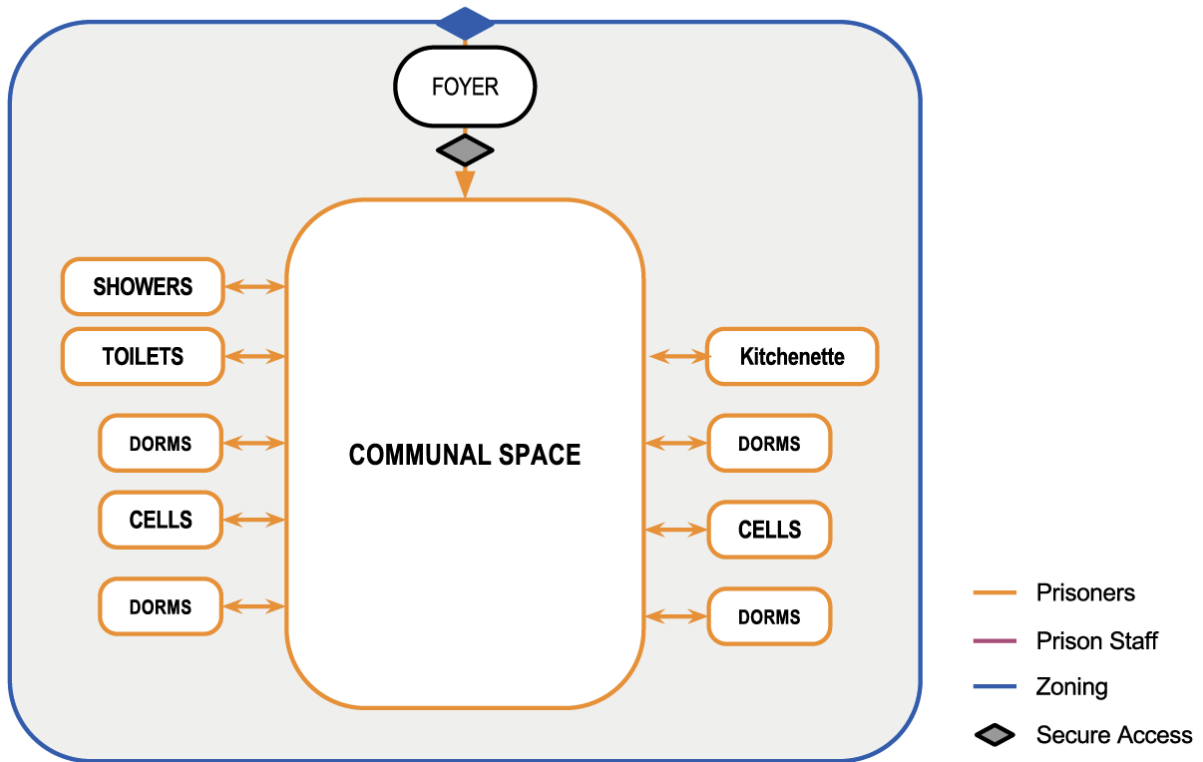


Figure 22: Functional diagram – accommodation for a low security prison

ACCOM4 SOLITARY CONFINEMENT

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

- Rule 13** All accommodation provided for the use of prisoners and in particular all sleeping 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.
- Rule 14** In all places where prisoners are required to live or work,
- The windows shall be large enough to enable the prisoners to read or work by natural light, and shall be so constructed that they can allow the entrance of fresh air whether or not there is artificial ventilation;
 - Artificial light shall be provided sufficient for the prisoners to read or work without injury to eyesight.
- Rule 15** The sanitary installations shall be adequate to enable every prisoner to comply with the needs of nature when necessary and in a clean and decent manner.
- Rule 16** Adequate bathing and shower installations shall be provided so that every prisoner may be enabled and required to have a bath or shower, at a temperature suitable to the climate, as frequently as necessary for general hygiene according to season and geographical region, but at least once a week in a temperate climate.
- Rule 17** All parts of an institution regularly used by prisoners shall be properly maintained and kept scrupulously clean at all times.
- Rule 18**
- Prisoners shall be required to keep their persons clean, and to this end they shall be provided with water and with such toilet articles as are necessary for health and cleanliness.
 - In order that prisoners may maintain a good appearance compatible with their self-respect, facilities shall be provided for the proper care of the hair and beard, and men shall be enabled to shave regularly.
- Rule 23**
- Every prisoner who is not employed in outdoor work shall have at least one hour of suitable exercise in the open air daily if the weather permits.
 - Young prisoners, and others of suitable age and physique, shall receive physical and recreational training during the period of exercise. To this end space, installations and equipment should be provided.
- Rule 36** Discipline and order shall be maintained with no more restriction than is necessary to ensure safe custody, the secure operation of the prison and a well-ordered community life.
- Rule 37** The following shall always be subject to authorization by law or by the regulation of the competent administrative authority:
- Conduct constituting a disciplinary offence;
 - The types and duration of sanctions that may be imposed;
 - The authority competent to impose such sanctions;
 - Any form of involuntary separation from the general prison population, such as solitary confinement, isolation, segregation, special care units or restricted housing, whether as a disciplinary sanction or for the maintenance of order and security, including promulgating policies and procedures governing the use and review of, admission to and release from any form of involuntary separation.
- Rule 38**
- Prison administrations are encouraged to use, to the extent possible, conflict prevention, mediation or any other alternative dispute resolution mechanism to prevent disciplinary offences or to resolve conflicts.
 - For prisoners who are, or have been, separated, the prison administration shall take the necessary measures to alleviate the potential detrimental effects of their confinement on them and on their community following their release from prison.
- Rule 39**
- No prisoner shall be sanctioned except in accordance with the terms of the law or regulation referred to in rule 37 and the principles of fairness and due process. A prisoner shall never be punished twice for the same offence.
 - Prison administrations shall ensure proportionality between a disciplinary sanction and the offence for which it is established, and shall keep a proper record of all disciplinary sanctions imposed.
 - Before imposing disciplinary sanctions, prison administrations shall consider whether and how a prisoner's mental illness or developmental disability may have contributed to his or her conduct and the commitment of the offence or act underlying the disciplinary charge. Prison administrations shall not sanction any conduct of a prisoner that is considered to be the direct result of his or her mental illness or intellectual disability.
- Rule 41**
- Any allegation of a disciplinary offence by a prisoner shall be reported promptly to the competent authority, which shall investigate it without undue delay.
 - Prisoners shall be informed, without delay and in a language that they understand, of the nature of the accusations against them and shall be given adequate time and facilities for the preparation of their defence.
 - Prisoners shall be allowed to defend themselves in person, or through legal assistance when the interests of justice so require, particularly in cases involving serious disciplinary charges. If the prisoners do not understand or speak the language used at a disciplinary hearing, they shall be assisted by a competent interpreter free of charge.
 - Prisoners shall have an opportunity to seek judicial review of disciplinary sanctions imposed against them.
 - In the event that a breach of discipline is prosecuted as a crime, prisoners shall be entitled to all due process guarantees applicable to criminal proceedings, including unimpeded access to a legal adviser.
- Rule 42** General living conditions addressed in these rules, including those related to light, ventilation, temperature, sanitation, nutrition, drinking water, access to open air and physical exercise, personal hygiene, health care and adequate personal space, shall apply to all prisoners without exception.

Rule 43	<p>1. In no circumstances may restrictions or disciplinary sanctions amount to torture or other cruel, inhuman or degrading treatment or punishment. The following practices, in particular, shall be prohibited:</p> <ul style="list-style-type: none"> (a) Indefinite solitary confinement; (b) Prolonged solitary confinement; (c) Placement of a prisoner in a dark or constantly lit cell; (d) Corporal punishment or the reduction of a prisoner's diet or drinking water; (e) Collective punishment. <p>2. Instruments of restraint shall never be applied as a sanction for disciplinary offences.</p> <p>3. Disciplinary sanctions or restrictive measures shall not include the prohibition of family contact. The means of family contact may only be restricted for a limited time period and as strictly required for the maintenance of security and order.</p>
Rule 44	<p>For the purpose of these rules, solitary confinement shall refer to the confinement of prisoners for 22 hours or more a day without meaningful human contact. Prolonged solitary confinement shall refer to solitary confinement for a time period in excess of 15 consecutive days.</p>
Rule 45	<p>1. Solitary confinement shall be used only in exceptional cases as a last resort, for as short a time as possible and subject to independent review, and only pursuant to the authorization by a competent authority. It shall not be imposed by virtue of a prisoner's sentence.</p> <p>2. The imposition of solitary confinement should be prohibited in the case of prisoners with mental or physical disabilities when their conditions would be exacerbated by such measures. The prohibition of the use of solitary confinement and similar measures in cases involving women and children, as referred to in other United Nations standards and norms in crime prevention and criminal justice,²⁸ continues to apply.</p>
Rule 46	<p>1. Health-care personnel shall not have any role in the imposition of disciplinary sanctions or other restrictive measures. They shall, however, pay particular attention to the health of prisoners held under any form of involuntary separation, including by visiting such prisoners on a daily basis and providing prompt medical assistance and treatment at the request of such prisoners or prison staff.</p> <p>2. Health-care personnel shall report to the director, without delay, any adverse effect of disciplinary sanctions or other restrictive measures on the physical or mental health of a prisoner subjected to such sanctions or measures and shall advise the director if they consider it necessary to terminate or alter them for physical or mental health reasons.</p> <p>3. Health-care personnel shall have the authority to review and recommend changes to the involuntary separation of a prisoner in order to ensure that such separation does not exacerbate the medical condition or mental or physical disability of the prisoner.</p>
Rule 47	<p>1. The use of chains, irons or other instruments of restraint which are inherently degrading or painful shall be prohibited.</p> <p>2. Other instruments of restraint shall only be used when authorized by law and in the following circumstances:</p> <ul style="list-style-type: none"> (a) As a precaution against escape during a transfer, provided that they are removed when the prisoner appears before a judicial or administrative authority; (b) By order of the prison director, if other methods of control fail, in order to prevent a prisoner from injuring himself or herself or others or from damaging property; in such instances, the director shall immediately alert the physician or other qualified health-care professionals and report to the higher administrative authority.
Rule 48	<p>1. When the imposition of instruments of restraint is authorized in accordance with paragraph 2 of rule 47, the following principles shall apply: (a) Instruments of restraint are to be imposed only when no lesser form of control would be effective to address the risks posed by unrestricted movement;</p> <ul style="list-style-type: none"> (b) The method of restraint shall be the least intrusive method that is necessary and reasonably available to control the prisoner's movement, based on the level and nature of the risks posed; (c) Instruments of restraint shall be imposed only for the time period required, and they are to be removed as soon as possible after the risks posed by unrestricted movement are no longer present. <p>2. Instruments of restraint shall never be used on women during labour, during childbirth and immediately after childbirth.</p>
Rule 49	<p>The prison administration should seek access to, and provide training in the use of, control techniques that would obviate the need for the imposition of instruments of restraint or reduce their intrusiveness.</p>
Articles 7,10	International Covenant on Civil and Political Rights, 1966
Rule 22	Bangkok Rules, 2010
Rule 67	Havana Rules, 1990
7	Basic Principles, 1990
Principle I, XXII.3	Principles and Best Practices of the IACHR, 2008
Principle 1, 6	Body of Principles, 1988

Introduction

Isolation cells (sometimes referred to as solitary confinement or segregation cells and here used interchangeably) are used to remove specific individuals from the general prison population in order to prevent them causing harm to others or disruption to the general good order and discipline of the prison, and for their own protection or as punishment for a disciplinary offense.

A number of international instruments, bodies and rulings have determined that the prolonged solitary confinement of detained individuals may constitute an act of torture or cruel, inhuman or degrading treatment or punishment as prohibited by Articles 7 and 10 of the ICCPR.³⁰ The European Court of Human Rights has determined that “[c]omplete sensory isolation, coupled with total social isolation...constitutes a form of inhuman treatment which cannot be justified by the requirements of security or any other reason”.³¹ Moreover, forms of solitary confinement that do not constitute complete sensory isolation may also constitute cruel, inhuman or degrading treatment or punishment.³²

While the Mandela Rules prohibit punishment by confinement in a dark cell,³³ there is no explicit prohibition on solitary confinement. However, prolonged and indefinite solitary confinement is prohibited,³⁴ so that solitary confinement is permitted only as a “last resort and for a strictly limited time, when it is evident that it is necessary to ensure legitimate interests relating to the institution’s internal security, and to protect fundamental rights, such as the right to life and integrity of persons deprived of liberty or the personnel.”³⁵ According to the Special Rapporteur of the Human Rights Council on torture and other cruel, inhuman or degrading treatment or punishment, 15 days is the uppermost limit of permissible solitary confinement, “because at that point...some of the harmful psychological effects of isolation can become irreversible.”³⁶

The inclusion of isolation cells in the design of the prison should be justified by the risk profile of the prisoners, and not assumed as a matter of course. Especially in low security prisons, isolation cells may not be necessary. In the case of children, persons with disabilities, pregnant women, breastfeeding mothers, and women with infants, the use of solitary confinement is strictly prohibited.³⁷

As a final note, it is important that isolation cells are not considered part of the overall prison capacity. A prison with regular housing units for 490 prisoners and 10 isolation cells can accommodate 490 and not 500 prisoners. In this way, if a prisoner is removed from the general population of the prison and placed in isolation, his cell will remain available to return to as soon as possible.

30 This determination is supported by the Principles and Best Practices of the IACHR, Principle XXII; the use of solitary confinement for punishment is also prohibited by the Havana Rules.

31 European Court of Human Rights. *Van der Ven v. the Netherlands*. 2003. No. 50901/99, para 51.

32 European Court of Human Rights. *Babar Ahmad and Others v. United Kingdom*. 2010. Nos. 24027/07, 11949/08 and 36742/08, para 207.

33 Mandela Rules, Rule 43(c).

34 Mandela Rules, Rule 43(a),(b).

35 Principles and Best Practices of the IACHR, Principle XXII.3. Also see: Mandela Rules, Rule 44; European Prison Rules, Rule 60.5.

36 UN General Assembly. *Interim Report of the Special Rapporteur of the Human Rights Council on torture and other cruel, inhuman or degrading treatment or punishment*. 2011. A/66/268, 21.

37 Mandela Rules, Rule 45(2); Bangkok Rules, Rule 21B; Havana Rules, 67; Principles and Best Practices of the IACHR, XXII.3.

Operational and security considerations

A limited number of isolation cells should be sufficient for the exceptional circumstances necessitating their use: in addition to the absolute prohibition on dark isolation cells, the number of isolation cells should be limited to approximately two percent of the number of beds contained in the prison.

All other minimum aspects of cell accommodation apply, including specifications for space, lighting and ventilation, heating and cooling. The provision of a dedicated external yard to enable exercise for prisoners in isolation is also required, and separate sanitation, eating, cooking and medical facilities may also need to be provided.

The location of isolation cells is a prominent consideration in prison planning. Isolation cells that are located within cellblocks require careful consideration, as isolated prisoners may still be able to threaten others or cause incitement. Adequate measures must be in place to prevent other prisoners from passing items to the prisoner inside (objects such as weapons or personal items that are being withheld as part of the prescribed punishment). Similarly, cells should be designed so that items cannot be passed down or swung across from prisoner to prisoner “on a line” outside the cell window.

A small, designated segregation unit may present a better option for managing disruptive prisoners for short periods of time, especially in those circumstances where the prison authorities have a structured approach to managing prisoners in isolation. Such units may have an office for prison staff to work from, a meeting room and holding cell for adjudications, a search room, a small storage area, showers and sanitation for prisoners, an interview room, a servery for food, exercise yards, and facilities for staff such as a toilet/shower and a small kitchen.

Accommodation units that hold prisoners in isolated/segregated conditions must be made from building materials and special features, such as anti-ligature points and safety glass, which are robust and resist attempts by prisoners to self-harm. Any interview room should be large enough to allow medical staff to examine the well-being and suitability of prisoners for circumstances of isolation.³⁸

The construction of the unit should be made from materials that will resist attempts at sabotage. Water and electrical supply into each cell must be capable of being controlled externally by staff. Because segregation can be detrimental to prisoners’ mental health, staff should be allowed good visibility to monitor any effects on their well-being, including deteriorations in mood or behaviour. Moreover, in consideration of prisoner health, the design of isolation cells should provide bright, positive spaces.

Fire fighting equipment should be installed and consideration should be given to installing an alarm system to summon staff assistance during an emergency.

Lastly, as the name or title of a building can influence its use and function, isolation units should be given a name to emphasise that the purpose of the unit extends to the successful reintegration of prisoners back into the wider prison community. “Separation and reintegration unit” or “Support and reintegration unit” may be two such titles.

38 Mandela Rules, Rule 44.

Solitary confinement components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; prisoner categories; expected lifespan of the prison; typology of the prison; probability of expansion; level of technology; maintenance of facilities; geographic location; site/plot constraints; availability of construction materials and labour, national legislation and other standards.*

Components

A4.01 Isolation cells

In addition to the absolute prohibition on dark isolation cells, isolation cells must meet all minimum requirements regarding space, lighting and ventilation for cells, and provide suitable hygiene facilities.

An isolation cell must not contain any restraints such as chains or irons, as these are banned by the Mandela Rules, and the number of isolation cells should be limited to approximately two percent of the number of beds in a cellblock.

As some prisoners may attempt to damage the cell in continuance of disruptive behaviour, isolation cells should also be more robust than ordinary cells. Fixtures and fittings designed for use in such cells are available, if necessary in consideration of the risk profile of the prisoners. While these may appear expensive, in the long-term they prevent repeated maintenance and replacement costs, and prevent prisoners from obtaining materials that can be fashioned into weapons, i.e. metal piping.

In terms of managing prisoners in isolation, the following cell features will assist prison staff in their duties:

- **Closed fronted cells** lessen noise in a unit, protect staff from thrown objects, and reduce the opportunities for prisoners inciting others into poor behaviour. However, it should be noted that closed fronted cells can reduce sensory input for prisoners in isolation and therefore should not be used for prolonged periods of time. Providing some open fronted cells into the design may provide staff the opportunity to manage prisoners according to their behaviour as part of their eventual return into the wider prison community.
- **Solid cell doors with an observation pane** allow staff to observe prisoners in isolation. The cell door should be placed central to the cell so that prisoners cannot hide in a corner. Cell doors with reversible hinges are available so that the hinges can be reversed should a prisoner try to barricade entry into the cell.
- **Fixed and tamper proof furniture** prevents a prisoner from barricading access to their cell and from tampering with it to cause harm to themselves and others.
- **High ceilings** prevent a prisoner from tampering with lighting and from attempts at self-harm.
- **A toilet with a low privacy screen** reduces the need for the prisoner to come out of his/her cell, and should be installed in prisons where the water supply is not an issue, along with a sink. In some cultural and security contexts, a squat pan toilet may be preferred.
- **Cell bells/call systems** allow prisoners to alert staff of an issue and must be incorporated into each cell.
- **Light switches** to allow prisoners to control their own lighting.

Specifications:

Floor area (net):	At least 5.4m ² , for single cell accommodation (ICRC) At least 3.4m ² per person, for shared accommodation.
Distance b/w walls:	At least 2.15m (ICRC)
Height of the room:	At least 2.45m, but more may be needed in warmer climates (ICRC)
Ventilation area:	At least 4% of the net floor area (IBC) Where infeasible, must be greater than .1m ² /person.
Day lighting area:	Total clear glazed window area, at least 8% of the net floor area. (IBC) Where infeasible, must be greater than .1m ² /person.

It bears noting that isolation units are often the spaces where human rights violations take place. In prisons that have a consistent electrical supply and access to maintenance support, the installation a recordable CCTV system may be considered. Such a measure can have a positive impact on both staff and prisoner behaviour.

Note:

Depending on the nature of the segregation, isolation cells may include various security features. Within the broader category of isolation cells, specific cells may be of the following nature:

Single cell

These are standard size single cells that have a toilet and washbasin within them, and may include a shower within the cell. All fixtures and fittings should be robust enough to resist tampering or damage from prisoners. A cell bell should be included to allow the prisoner to seek the attention of the prison staff. Specialised cell doors with a reversible hinge system may be put in place to prevent prisoners from being able to barricade their cell door. Some prison systems may allow prisoners in isolation to have access to a television, radio or other electrical items. Each cell should have artificial lighting, which may be controlled by the prisoner inside the cell.

Special cell

Special cells may be used as very temporary spaces for prison staff to work with prisoners who are being violent and aggressive. A prisoner is to be kept in a special cell for only the shortest period while they calm down.

Once a prisoner has calmed down, they will be escorted to one of the other cells in the unit. Fresh drinking water must be provided, as well as clean water for hygienic purposes. Sanitation fixtures must be made of robust materials that are securely fixed. All pipework should be inaccessible to prisoners and the water flow into the cell controllable by staff. Ceiling and artificial lighting must be high enough so that the prisoner cannot damage it or misuse it for self-harm. The special cell should be ventilated and well lit, with calming colours on the walls, and with a concrete plinth instead of furniture for the prisoner to lay or sit on.

The cell door should be wider than the standard size to allow prison staff to easily escort a prisoner into the cell and then safely withdraw themselves. The room must be designed to prevent the prisoner from self-harming, and an observation point on the door should be provided to allow regular communication with the prisoner and an assessment of their behaviour. Some special cells also provide an observation viewpoint in the ceiling of the cell, out of reach of the prisoner, in the case that he tries to block the observation point in the door. This viewpoint is accessed via a staircase to the side of the cell. A cell bell should be present to allow the prisoner to seek attention of the prison staff.

Dry cell

Dry cells are the same size as a standard cell but do not have internal sanitation facilities such as a sink or toilet. Prisoners suspected of concealing illicit items within their person (such as weapons, mobile phones or drugs) may be temporarily situated here. A prisoner must be provided with fresh drinking water, disposable items to defecate and urinate into, and clean water for hygienic purposes. A cell bell should also be present to allow the prisoner to seek attention of the prison staff.

Dirty protest cells

Some prisoners may choose to go on a “dirty protest”, a demonstration that involves the prisoner smearing their excrement and urine over their own bodies and cell. To mitigate the health hazards posed by a dirty protest and assist staff in managing the situation, cells that are designed to be easily cleanable can be part of a segregation unit. These cells are the size and layout of a standard single cell but have additional features, such as epoxy resin paintwork, a drainage channel outside the cell door, and an additional observation point in the ceiling, to make cleaning easier and enable staff observation of the prisoner. Two dirty protest cells may be located adjacently to one another, allowing a prisoner to be moved from one cell to the other when cleaning is necessary.

A toilet and privacy screen should be provided. Inside or near a dirty protest cell, a shower should be provided, allowing a prisoner on dirty protest to shower if they wish and reducing contamination in common showers used by other prisoners in the segregation unit. A hygiene point located close to the dirty cells may also prove advantageous in cleaning the space during and after a dirty protest. A cell bell should be present to allow the prisoner to seek attention of the prison staff.

A4.02 Staff office(s)

The staff office can be of the same size and dimensions as staff offices in other accommodation areas, and provide good visibility from the office into the segregation unit. Access to staff toilets and showers should be provided, and a manager's office and storage unit may also be necessary.

A4.03 Search room

The search room can be of a standard layout, allowing for two staff to search one prisoner at a time. While tap/rub down searches may be conducted in the open, more thorough searches should take place in a designated space, out of view but not isolated, to preserve a prisoner's dignity and minimize opportunity for abuse. A small table and chair may be required so that prison staff can investigate and record any discovered objects. If possible, a hand basin for staff should be provided.

Specifications:

At least 2.5m x 3m.

A4.04 Holding cell

Prisoners arriving at the segregation unit may need to be temporarily held in a holding cell. The holding cell should have fixed bench seating to accommodate up to eight prisoners and should be provided with a cell bell to allow prisoners to seek the attention of the prison staff.

A4.05 Meeting room(s)

Meeting rooms—such as an interview or adjudication room—may be required in the segregation unit.

When a prisoner is considered to have broken one of the prison rules, an adjudication process may be initiated to establish the facts of a case and the prisoner's responsibility. If included in the design, a separate adjudication room should be large enough to accommodate the prisoner and two escorting staff. A desk and chairs should be provided for the prisoner, an adjudicating officer, and any witnesses.

A room may also require two doors so that the prisoner and the reporting officer can enter the room separately, and at the same time, in order to preserve the integrity of the investigative process. A push button emergency alarm should be installed where such systems are to be included in the prison design.

An interview room can be the same size and layout as others within accommodation areas. Good visibility into the room is important to ensure that staff is safe when interviews are taking place. A push button alarm should be installed where such systems are to be included in the prison design.

A4.06 Shower facilities

Due to the prisoners being accommodated in segregated conditions, showers located outside of cells may need to be designed as single, lockable spaces with room for the prisoner to dry himself and change his clothing.

A4.07 Yard(s)

Prisoners that are accommodated in segregated conditions will need separate access to outdoor space. A segregation unit that holds ten prisoners may need two or three open yards to allow single prisoners to daily access to the open air at staggered intervals. A larger yard may also be required so that small groups of segregated prisoners can associate with each other, if their behaviour allows. Consideration should also be given to making exercise yards as stimulating as possible, including, for example, murals and planting. All yards should be provided with exercise equipment to allow prisoners the opportunity to exert themselves. Staff should be able to have good visibility over the yard, with no blind spots outside their vision.

A4.08 Laundry facilities

Prisoners should not spend long periods in the segregation unit so there may be a high turnover of prisoners passing through this area. Laundry facilities and a lockable store room may need to be provided to ensure sufficient clean bedding and prison clothing.

A4.09 Servery

If possible, a servery should be provided near to the main accommodation area in the unit so that prisoners can collect their meals and interact with staff. Lockable cabinets with shadow boards may be required so that serving tools can be stored and accounted for. More developed prisons may require a hotplate to keep food at the correct temperature until it is collected.

A4.10 Laundry store

There may be a high turnover of prisoners in the segregation area; a lockable store room may be required to provide enough clean bedding, uniforms and other supplies.

A4.11 Staff toilet/hygiene point

The staff toilets can be the same size and design as other staff toilets in the prison. A shower or washing facility will be required.

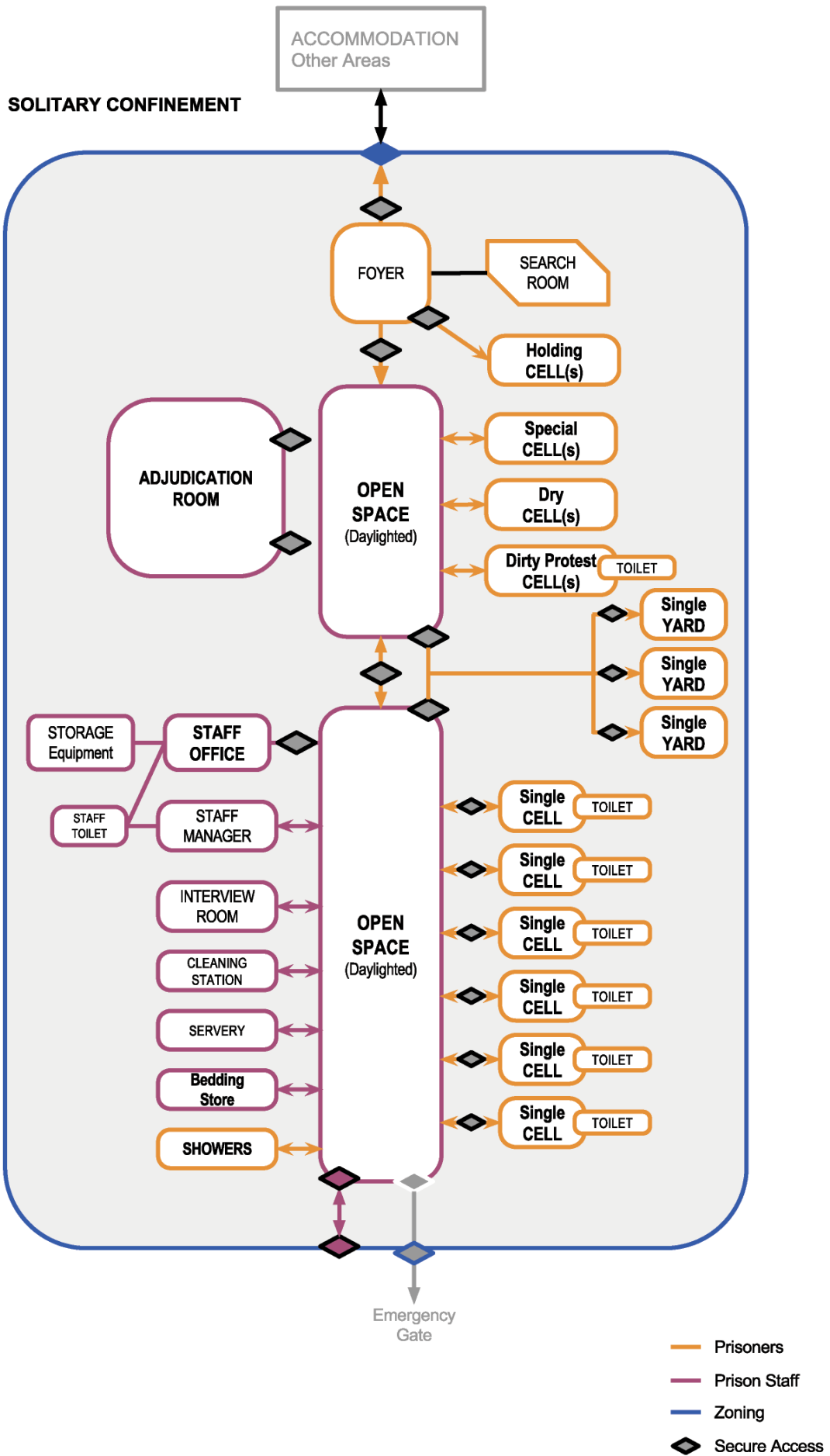


Figure 23: Functional diagram – accommodation for a segregation unit

ACCOM5 MOTHER AND BABY UNITS (MBU)

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

- Rule 28** In women's institutions there shall be special accommodation for all necessary pre-natal and post-natal care and treatment. Arrangements shall be made wherever practicable for children to be born in a hospital outside the institution. If a child is born in prison, this fact shall not be mentioned in the birth certificate
- Rule 29** 1. A decision to allow a child to stay with his or her parent in prison shall be based on the best interests of the child concerned. Where children are allowed to remain in prison with a parent, provision shall be made for:
(a) Internal or external childcare facilities staffed by qualified persons, where the children shall be placed when they are not in the care of their parent;
(b) Child-specific health-care services, including health screenings upon admission and ongoing monitoring of their development by specialists.
2. Children in prison with a parent shall never be treated as prisoners.
- Rule 48(2)** Instruments of restraint shall never be used on women during labour, during childbirth and immediately after childbirth.
- Rule 81** 1. In a prison for both men and women, the part of the prison set aside for women shall be under the authority of a responsible woman staff member who shall have the custody of the keys of all that part of the prison.
2. No male staff member shall enter the part of the prison set aside for women unless accompanied by a woman staff member.
3. Women prisoners shall be attended and supervised only by women staff members. This does not, however, preclude male staff members, particularly doctors and teachers, from carrying out their professional duties in prisons or parts of prisons set aside for women.
- Rule 106** Special attention shall be paid to the maintenance and improvement of such relations between a prisoner and his or her family as are desirable in the best interests of both.
- Rule 107** From the beginning of a prisoner's sentence, consideration shall be given to his or her future after release and he or she shall be encouraged and provided assistance to maintain or establish such relations with persons or agencies outside the prison as may promote the prisoner's rehabilitation and the best interests of his or her family.
- Bangkok Rules:**
- Rule 48** 1. Pregnant or breastfeeding women prisoners shall receive advice on their health and diet under a programme to be drawn up and monitored by qualified health practitioner. Adequate and timely food, a healthy environment and regular exercise opportunities shall be provided free of charge for pregnant women, babies, children and breastfeeding mothers.
2. Women prisoners shall not be discouraged from breastfeeding their children, unless there are specific health reasons to do so. The medical and nutritional needs of women prisoners who have recently given birth, but whose babies are not with them in prison, shall be included in treatment programmes.
- Rule 49** Decisions to allow children to stay with their mothers in prison shall be based on the best interests of the children. Children in prison with their mothers shall never be treated as prisoners.
- Rule 50** Women prisoners whose children are in prison with them shall be provided with the maximum possible opportunities to spend time with their children.
- Rule 51** 1. Children living with their mothers in prison shall be provided with ongoing health-care services and their development shall be monitored by specialists, in collaboration with community health services.
2. The environment provided for such children's upbringing shall be as close as possible to that of a child outside prison.
- Rule 52** 1. Decisions as to when a child is to be separated from its mother shall be based on individual assessments and the best interests of the child within the scope of relevant national laws.
2. The removal of the child from prison shall be undertaken with sensitivity, only when alternative care arrangements for the child have been identified and, in the case of foreign-national prisoners, in consultation with consular officials.
3. After children are separated from their mothers and placed with family or relatives or in other alternative care, women prisoners shall be given the maximum possible opportunity and facilities to meet with their children, when it is in the best interests of the children and when public safety is not compromised.
- Rule 36.1-36.3** EPRs, 2006

Introduction

Some women may give birth to children while serving a prison sentence. While prisons are far from ideal environments for small children, separating a baby from its mother may have adverse effects upon its development. In the case of such births, or mothers who are detained and have very young children, both the mother and the child may be accommodated in specialised Mother and Baby Units (MBUs).

In accordance with Article 3 of the United Nations Convention on the Rights of the Child, “the best interests of the child shall be a primary consideration” in driving the decision-making of relevant authorities.³⁹ Moreover, children must not be separated from their parents against their will unless that separation is necessary to protect the child’s best interests;⁴⁰ a child has the right to know and be cared for by their parents;⁴¹ parents shall receive appropriate assistance from the state to support the upbringing of their children;⁴² children shall be protected against unlawful interference with their family life;⁴³ the child has a right to engage in play, recreational, artistic and cultural activities;⁴⁴ and states shall ensure the equal treatment of every child irrespective of the status of the child’s parent.⁴⁵

When planning and designing a Mother and Baby Unit in a prison, it is therefore important to create a positive space, in consideration of the parent/child relationship, the well-being of both, and the general development of the child. In so doing, the MBU will stand a greater likelihood of success in meeting the needs of both the prisoner and their child, especially if well supported by trained professional staff and community based resources.

Because the number of women’s prisons and especially MBUs is relatively few in any one country, women with babies are often detained far from their homes and families. For this reason and for the maintenance of family bonds, visitation rights should be expanded and facilitated to every possible extent.

Finally, as male and female prisoners must be kept entirely separate (and preferably housed in entirely separate prisons),⁴⁶ the inclusion of an MBU in a detention facility must also accord with this requirement.

39 CRC, Article 3.

40 Ibid., Article 9.

41 Ibid., Article 7.

42 Ibid., Article 18.2.

43 Ibid., Articles 8 and 16.

44 Ibid., Article 31.

45 Ibid., Article 2.

46 Mandela Rules, Rule 11(a).

MBU components are impacted by the following aspects of the Prison Profile: *prisoner categories; vulnerable groups; expected lifespan of the prison; typology of the prison; probability of expansion; level of technology; maintenance of facilities; prisoner transfer: method and frequency; geographic location; site/plot constraints; availability of services infrastructure, skilled staff, supplies, construction materials and labour, stakeholder engagement/support, and national legislation and other standards.*

Components

A5.01 Cells

Cells/rooms in MBUs need to be more spacious than the standard single cell size to allow for the inclusion of a cot and baby changing facilities. Each cell should be equipped with a toilet and hand basin and, where water supplies allow, a shower. More space may be required for additional beds to allow the prisoner's older children to visit and stay overnight.

A5.02 Showers

If showers cannot be installed in the cell, a communal shower area will be required. Screening should be in place to ensure privacy.

A5.03 Medical room

A secure medical room will be required to allow a designated space for internal and external healthcare providers to examine prisoners and their children, conduct assessments and development checks, provide treatment and dispense medication. Privacy must be ensured.

A5.04 Interview/counselling room

The interview/counselling room can be of the same size and dimensions as other similar areas in the prison. It should be a comfortable space with neutral colours and soft furnishings. Privacy must be ensured.

A5.05 Community space

The community space is an open area with soft furnishings, natural light and neutral colours where a prisoner can associate with other prisoners and spend time bonding and playing with their children. Larger spaces can be partitioned into smaller spaces to promote communication and foster relationships.

A5.06 Visitors entrance foyer

The visitors' foyer can be designed as a hub, with adjoining toilets, waiting room/lockers and a search room. The foyer should be bright and welcoming.

A5.07 Visitor toilets

The visitor toilets should be large enough to allow for baby changing facilities.

A5.08 Prisoners entrance foyer

The prisoners' entrance foyer may be designed as a hub, with an adjoining search room and access to the prisoner accommodation area.

A5.09 Search room

Prisoners and visitors to the MBU can be searched in the same search room with two separate lockable entrances into the space, one for prisoners, and one for visitors. The search room should be larger than the standard layout, allowing space for two staff, a visitor/ prisoner and children to be in the room at the same time. A screen or curtain may be required to allow a measure of privacy for the person being searched. If possible, a hand basin for staff should be provided. Lower security open prisons may not require search facilities within an MBU unit.

A5.10 Visitors waiting area

The waiting area should be bright and welcoming and equipped with comfortable seating.

A5.11 Visits/family area

The family area should be a positive, bright, spacious and stimulating space for prisoner visits. The space can also be used as an extension of the community space area.

A5.12 Outdoor area

An accessible outdoor area should be provided with family activities. To provide stimuli and development for children, the outside area may include trees, plants, and contain surfaces with various textures and gradients for babies and toddlers to explore. Play equipment such as climbing frames may also be installed to provide opportunities for active interaction with older children who come to visit.

A5.13 Staff office

The staff office can be of the same size and dimensions as staff offices in other accommodation areas, and should provide good visibility over the MBU.

A5.14 Manager office

The manager's office can be of the same size and dimensions as manager's offices in other accommodation areas.

A5.15 Storage area

Secure storage space will be required to store items such as toiletries, female hygiene requisites, bedding and nappies.

A5.16 Staff toilets

Staff toilets can be the same size and dimensions as staff toilets in other accommodation areas.

A5.17 Kitchen

A kitchen area will be required for prisoners to prepare milk and food for their babies and other snacks and light meals.

A5.18 Laundry

MBUs may need a small laundry facility to help maintain hygiene standards, which should be higher than those in other portions of the prison.

A5.19 Hygiene point

A space with empty mop buckets, cleaning materials, and other supplies will be necessary to achieve the necessary level of cleanliness and hygiene.

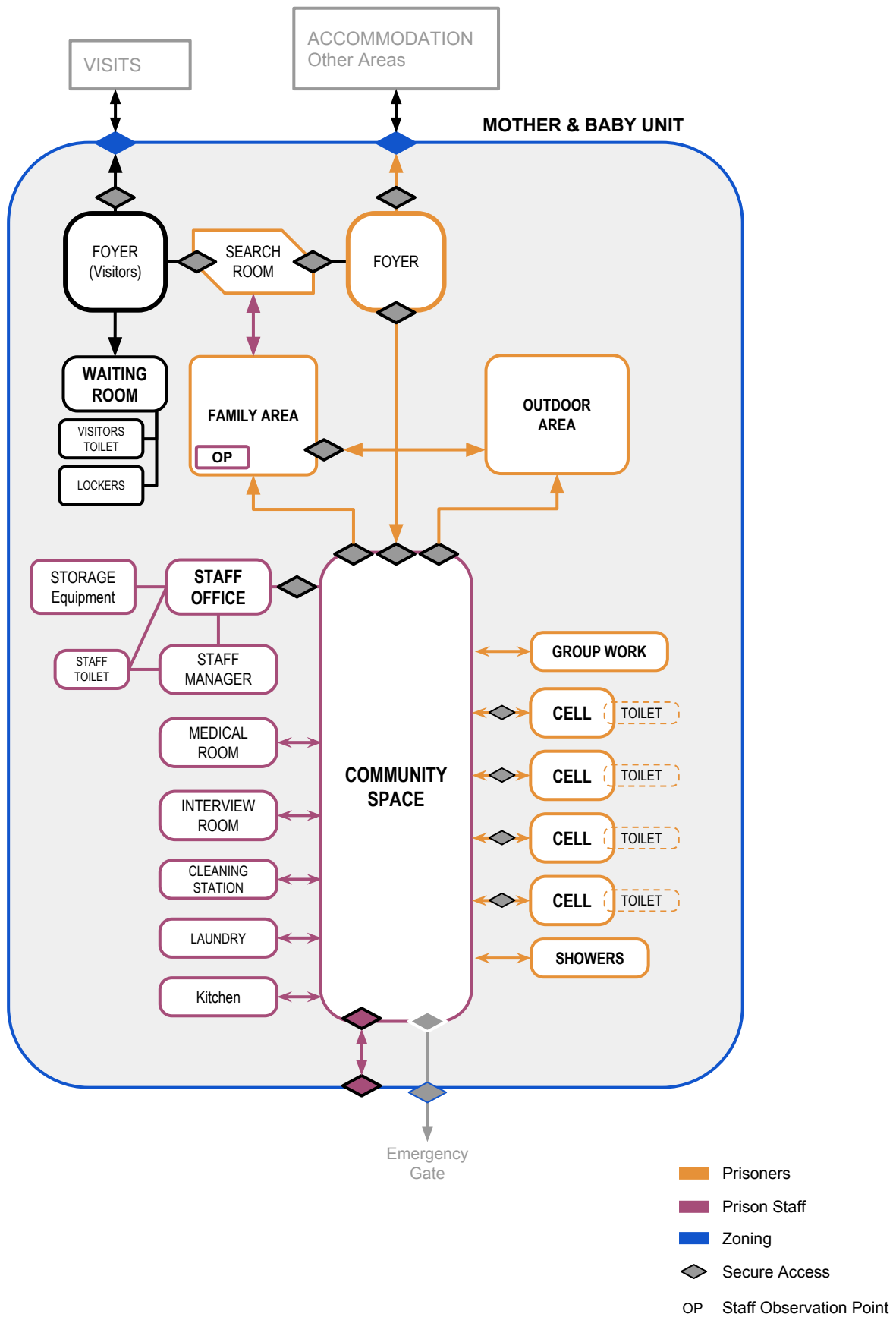
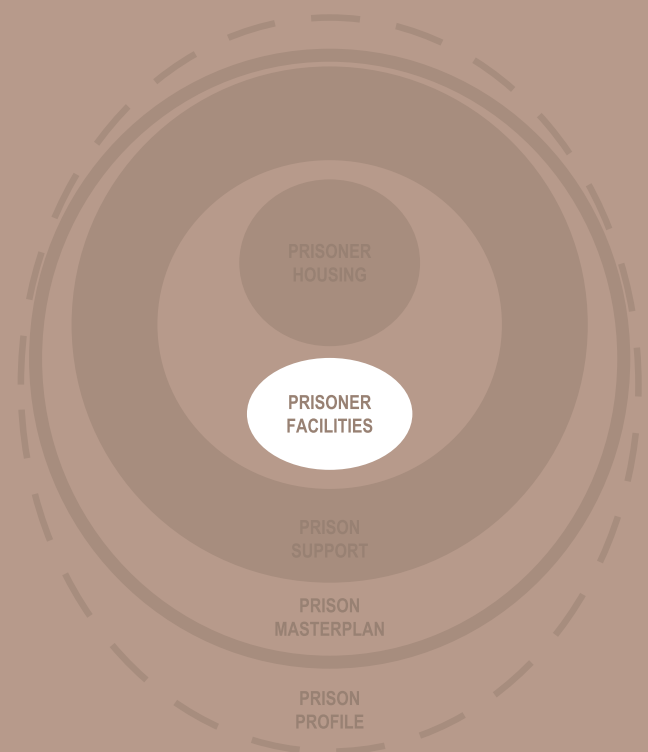


Figure 24: Functional diagram – accommodation for a mothers and babies unit



2. PRISONER FACILITIES

SECTION D2: PRISONER FACILITIES

FACTL1	Visits
FACTL2	Education
FACTL3	Work
FACTL4	Healthcare
FACTL5	Food and drink
FACTL6	Recreation
FACTL7	Other facilities

The objective of the prisoner facilities section is to identify the extent of necessary facilities to support the health, welfare and rehabilitation of prisoners in line with international norms and expectations.

Each subsection of guidance focuses on a particular category of prisoner welfare that requires infrastructure facilities devoted to this purpose, such as a dedicated space for **visits**, classrooms and a library for **educational** purposes, exercise areas for **recreation**, and **healthcare** and **work** facilities, among others.

In addition to the guidance provided, which generally puts forth a very limited set of recommended specifications toward compliance with the Mandela Rules, there are a number of other departments that may support a prisoner's rehabilitative process, and which should be considered within the prison design. Such facilities, which are not covered in this manual, may include:

A **probation department** that prepares prisoner reports prior to a court appearance, analyses an prisoner's risk and suitability for transfer to lower security facility or conditional release, and coordinates with external organizations and agencies in order to organize housing, work, etc., in expectation of a prisoner's release.

A prisoner **classification department** assesses a prisoner's risk and status and ensures that they are allocated to the correct custodial environment i.e. a prisoner assessed as being high risk because of the nature of their offending and risk of escape would be considered for prison facilities that have the resources to manage that risk.

A department for **offender management** sets behaviour objectives for prisoners and cooperates on the development of suitable rehabilitative programs.

A **psychology department** works with prisoners to identify any underlying causes for offending behaviour and to address these in a healthy and responsible manner.

A **prison shop** can provide prisoners with an opportunity to purchase small amenities at a reasonable cost, and serves a rehabilitative function by allowing prisoners a certain amount of choice and responsibility.

Some prisons may also have a **prison welfare office(r)** that works with prisoners and their families to help them, both in a therapeutic and practical way, to resolve issues caused by or related to the prisoner's offending behaviour. **Social workers** and **counsellors** may also require additional facilities.

FACT1 VISITS

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 58	<p>1. Prisoners shall be allowed, under necessary supervision, to communicate with their family and friends at regular intervals:</p> <p>(a) By corresponding in writing and using, where available, telecommunication, electronic, digital and other means; and</p> <p>(b) By receiving visits.</p> <p>2. Where conjugal visits are allowed, this right shall be applied without discrimination, and women prisoners shall be able to exercise this right on an equal basis with men. Procedures shall be in place and premises shall be made available to ensure fair and equal access with due regard to safety and dignity.</p>
Rule 61	<p>1. Prisoners shall be provided with adequate opportunity, time and facilities to be visited by and to communicate and consult with a legal adviser of their own choice or a legal aid provider, without delay, interception or censorship and in full confidentiality, on any legal matter, in conformity with applicable domestic law. Consultations may be within sight, but not within hearing, of prison staff.</p> <p>2. In cases in which prisoners do not speak the local language, the prison administration shall facilitate access to the services of an independent competent interpreter.</p> <p>3. Prisoners should have access to effective legal aid.</p>
Rule 62	<p>1. Prisoners who are foreign nationals shall be allowed reasonable facilities to communicate with the diplomatic and consular representatives of the State to which they belong.</p> <p>2. Prisoners who are nationals of States without diplomatic or consular representation in the country and refugees or stateless persons shall be allowed similar facilities to communicate with the diplomatic representative of the State which takes charge of their interests or any national or international authority whose task it is to protect such persons.</p>
Rule 106	<p>Special attention shall be paid to the maintenance and improvement of such relations between a prisoner and his or her family as are desirable in the best interests of both.</p>
Rule 107	<p>From the beginning of a prisoner's sentence, consideration shall be given to his or her future after release and he or she shall be encouraged and provided assistance to maintain or establish such relations with persons or agencies outside the prison as may promote the prisoner's rehabilitation and the best interests of his or her family.</p>
Rules 26-8; 43-46	<p>Bangkok Rules, 2010</p>
Rules 24, 99	<p>EPRs, 2006</p>
Principle XVIII	<p>Principles and Best Practices of the IACHR, 2008</p>
Rules 59-62	<p>Havana Rules, 1990</p>
Conditions, 6	<p>Kampala Declaration, 1996</p>

Introduction

The right of a prisoner to maintain contact with family members, friends, and legal representatives through regular correspondence and visits is established in the Mandela Rules and reinforced by later international standards, including the Body of Principles, EPRs, and the Principles and Best Practices of the IACHR, among others.¹

The exact nature of the required facilities will be determined by geographic location, management capacity, and operational characteristics of the prison but will require, at a minimum, a visitor reception and waiting areas, visitor toilets, separate search spaces for men and women, and meeting rooms/spaces. The configuration of the meeting rooms will vary on the basis of relevant security requirements.

A secure physical space should also be provided for prisoners to have meetings with legal representatives, or members of national, international, or other organizations that monitor prison conditions and the welfare of prisoners. These spaces must ensure privacy and confidentiality yet be observable by staff.

In addition to normal meeting rooms, spaces should be designed and built to consider the needs of incarcerated parents with visiting children to maintain family links. The visits area must be designed to make access for prisoners and visitors with disabilities as easy as possible. Also, appropriate facilities may be needed for conjugal visits—these are likely to be comprised of a suitably sized room with sanitary facilities and a bed.

If possible, facilities may also be provided for video teleconferencing with distant family.

International standards related to the treatment of incarcerated women and children address the right to visits in greater detail. Visits between mothers and their children should take place in an environment that permits open contact between mother and child (without glass partition, offering an opportunity for increased affection and intimacy) and which encourages extended visits, where possible.² The same principles apply equally to male prisoners who are fathers. The Bangkok Rules also require that women prisoners maintain access to conjugal visits on an equal basis as male prisoners.³

Unique concerns involve the detention of children, particularly with regard to the detrimental impacts of their removal from family, which should be mitigated to every possible extent. In addition to the right to receive regular and frequent visits from family members, a child should be permitted to leave detention facilities for home and family visits.⁴

The Mandela Rules prohibit the practice of withholding family contact as a form of punishment.⁵ Also, the Bangkok Rules establish that “disciplinary sanctions for women prisoners shall not include a prohibition of family contact, especially with children,”⁶ and ICPS recommends that “visits, especially with close family members, are not to be regarded as privileges but rather as a basic human right.”⁷

Operational and security considerations

The primary design issue in the consideration of visitation spaces is the maintenance of prisoner privacy while retaining the ability for prison staff to observe prisoners and maintain security. Prison visits areas need to balance both the security requirements of the prison and the provision of a positive space for the interaction of prisoners with their families. Any searches must be done in accordance with the Mandela Rules. While all prisons must provide facilities to allow visitations, these should be designed to allow the most favourable conditions possible, taking into account the risk profile of the prisoners.

To establish the infrastructure requirements of the visitation area in a prison facility, there must be adequate consideration of the expected volume of visitors and the frequency of visits that will allow prisoners to sustain contact and relationships with the outside world. Prisoners are likely to be visited by more than one individual at a time, as in the case of prisoners with children. Consultation with the prison authorities may give some indication to the anticipated number of visitors, and provide information on common procedures for managing visitations in other prisons within the system.

1 Body of Principles, Principles 15 and 19; EPRs, Rule 99; Principles and Best Practices of the IACHR, Principle XVIII; ICCPED, Article 10.

2 Bangkok Rules, Rule 28.

3 Mandela Rules, Rule 58.2; Bangkok Rules, Rule 27.

4 Ibid., Rule 59.

5 Mandela Rules, Rule 43.3.

6 Ibid., Rule 21.

7 ICPS. A Human Rights Approach to Prison Management, 2nd Ed. 2009, 100.

In accordance with the Bangkok Rules, visits to prisoners should be encouraged and facilitated “as an important prerequisite to ensuring their mental well-being and social integration”.⁸ In the professional judgment of the authors of this manual, visiting facilities should be able accommodate no less than a single hour visit to a prisoner every two weeks, and should strive to accommodate more frequent visits to every possible extent. Particularly in the case of women’s prisons, which are fewer in number and tend to be located further away from the prisoner’s family, longer visiting hours should be accommodated.

Assuming that each prisoner is permitted an hour-long visit per fortnight, the following is an example of calculating the necessary amount of space:

Example:

Based on the assumption that visits are possible five days per week, five hours per day, this constitutes a total of 25 visiting hours per week. A prison with 1000 prisoners would therefore require sufficient space to host 20 simultaneous one hour long visits. This volume of visitors requires a substantial area to accommodate and manage the visitation process.

In planning the visitation area, there are four types of visitation spaces to be considered: closed/non-contact visits, open/contact visits, conjugal visits, and official visits. One or more of these may be required depending on the prison profile.

Contact or open visits provide a good opportunity for prisoners to meet with family and have physical contact with them. These can take place inside or in a designated open space.

Prisoners with family connections and support are less likely to re-offend upon release.⁹ It is therefore important to provide facilities to promote family connections throughout the prisoner’s sentence.

Prison staff is usually positioned near entry/exit points to keep supervision of individuals coming in and out of the open visits area and to check prisoner/visitor identities, as well as other points around the room to ensure that contraband is not passed to prisoners, that inappropriate physical contact does not occur, and to answer any questions.

Non-contact or closed visits keep prisoners and their visitors entirely separate from each other. They are generally used when there is a risk to security or the good order of the prison, such as when prisoners are a high risk to others, or the risk of contraband smuggling into the prison is high.

Closed visits are unpopular with prisoners and some prisons use them as a sanction for prisoners who breach prison rules. Such areas can be a useful prisoner management resource but should be considered as supplementary to the open visits arrangements. Careful consideration will need to be given to how large the closed visits area needs to be, in scale and proportionate to the risk profile of the prisoners.

Official visits provide private access to official visitors such as lawyers, consular officials, social workers, psychiatrists etc. Rooms for this purpose are observable but private, with prison staff unable to hear the conversations inside. Some prisons may allow private family visits in these rooms.

Conjugal visits allow prisoners to have conjugal visits from their spouses or partners. The location and design of the rooms must allow for privacy, sanitary facilities, and a bed, and should include a panic button to allow prompt intervention in the case of abuse.

⁸ Bangkok Rules, Rule 43.

⁹ See, for example: William D. Bales and Daniel P. Mears. “Inmate Social Ties and the Transition to Society: Does Visitation Reduce Recidivism?” *Journal of Research in Crime and Delinquency*. Aug 2008; vol. 45: 287-321.

Visits components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; visitors expected; security level; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; site/plot constraints; availability of skilled staff; availability of construction materials and labour; stakeholder engagement; national legislation and other standards.*

Components

F1.01 Prisoner waiting area

Equipped with fixed seating, the prisoner waiting area hosts prisoners waiting for their visit. A toilet and hand basin for prisoners should be provided. To prevent the smuggling of contraband, it is essential that toilets for prisoners are connected to the waiting room areas. When it is time for the visit, prisoners will be called into the adjacent search room.

Specifications:

Not less than 1m² per prisoner, with a minimum area of 12m². Fixed seating made from blockwork/ concrete or a steel frame that is bolted down.

At least one toilet and hand basin should be provided. The toilet should have low walls and a door to allow some measure of privacy while allowing staff to observe the prisoner.

F1.02 Prisoner search room

The prisoner search room should be located between the prisoner's waiting area and the main visiting area. The space must be large enough to search prisoners coming in and out of the visits area. A small table and chair may be required so that prison staff can investigate and record any discovered objects. If possible, a hand basin for staff should be provided. Once the search is completed, the prisoner is directed to the visits area.¹⁰

Specifications:

At least 2.5m x 3m.

F1.03 Visitor gate/reception

The visitor area is usually located in close proximity to the prison entrance, in order to minimize the need to facilitate visitor movement through the prison. Visitors usually report to the prison gate/reception area where prison staff checks their identification. They are then directed into an adjacent or nearby visitor waiting area. This space may also accommodate lockers to allow for the storage of visitors' personal items. Facilities may be required to deliver items of food and clothing for the prisoner and to distribute items the prisoner wishes to give his visitors.

¹⁰ Mandela Rules, Rules 50-52.

F1.04 Visitor waiting area

This waiting room should provide lockers to store items that are not allowed into the visits area. Toilets and seating should also be provided. When it is time for the visit, visitors will be called into the search room.

Specifications:

Not less than 1m² per visitor, with a minimum area of 12 square meters.

F1.05 Visitor search room

This space can be laid out in the same manner as the prisoner's search room but may need to be larger to accommodate parents with children. Searches may be conducted manually, by metal detector, or dogs, though this last option is expensive, may require additional space, and needs careful consideration of local cultural attitudes. Once the search is completed—no more invasive than necessary and with due sensitivity toward visiting children—visitors are directed to the appropriate visiting space.

Specifications:

Not less than 3m x 4m.

F1.06 - F1.07 Visitor toilets (standard and accessible)

To prevent the smuggling of contraband, it is essential that visitor toilets are connected to the waiting room areas. Visitors must be searched each time they go to the toilet and then re-enter the visits area, thus making it difficult to smuggle any items that may be secreted. An accessible toilet that can accommodate a wheelchair user should also be provided.

Specifications:

At least one accessible toilet should be provided, plus separate facilities for men and women.
An area for changing babies should also be included in this area.

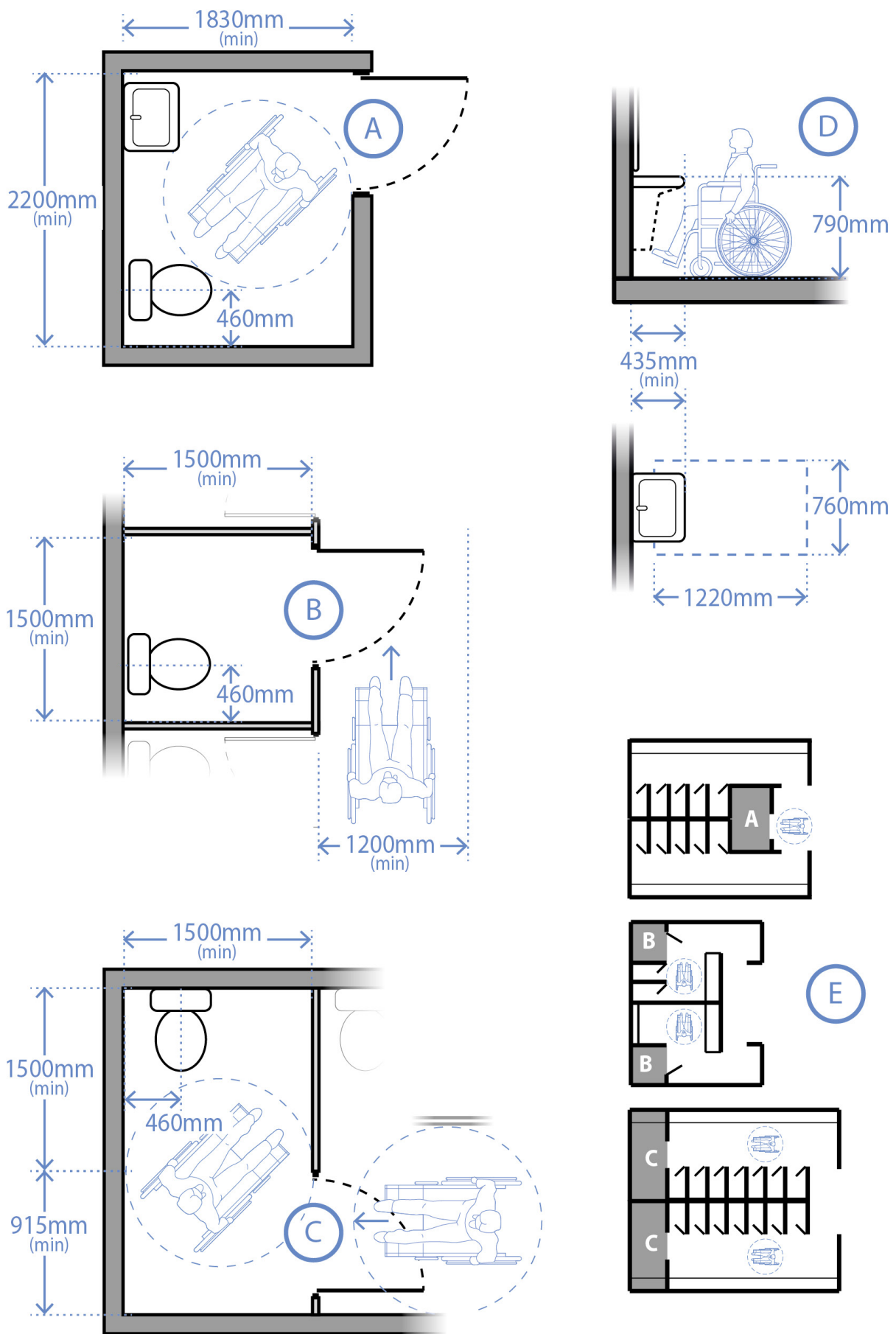


Figure 25: Minimum space requirements for accessible toilets: individual toilet room (A); standard compartment (B); end row compartment (C); minimum clearance space for lavatory (D); examples of toilet configurations (E)

F1.08 Contact visits area (open visit)

Open visits areas should be designed as bright, positive and clean spaces to minimize the intimidation of visitors. This area is often a large room, preferably without pillars, so that staff have clear sight lines and supervision over the area. The seating plan for an open visits area can vary greatly. One alternative is a fixed, long table arrangement where prisoners are seated on one side with their visitors across them and physical contact allowed across the table. A more informal arrangement may also be appropriate, such as one in which prisoners and visitors sit on chairs around a coffee table and have more opportunity for physical contact and interaction. Movable furniture can allow increased flexibility in the use of the open visits area and allow for other prisoner activities such as educational presentations and family days that allow access to family beyond the routine visiting times. When the space is not in use for prison visits, movable furniture can make it employable for staff briefings, meetings, and trainings.

Open visits are sometimes designed to include a play area for young children. This may make the environment of prison visits more child-friendly, and allows prisoners and adult visitors a greater freedom to talk or interact with visiting children. Consideration may also be given to providing a secure outdoor visitation space where children can go play.

In prisons where a recordable CCTV system is in operation in the visits area, consideration should be given to the location of cameras to ensure good coverage and capture any attempts to pass contraband. Care should be taken to ensure that there are adequate security arrangements and controls between the visits area and the gate to reduce the likelihood of prisoner escape.

F1.09 Non-contact visits area (closed visit)

Prisoners and visitors are physically separated during non-contact visits. These are provided in facilities that often take the form of small booths that separate the prisoner and the visitor with toughened glass. A robust intercom system or a double panel of fine mesh grill will allow communication but prevent the smuggling of contraband.

It should be noted that sufficient space and screening should be provided to allow a degree of privacy between prisoners in the closed visits area; cramped areas without privacy may cause prisoner disputes and security incidents. The booths on the visitor side should be large enough to allow an adult and children to visit the prisoner.

In a low security facility, visits will not require non-contact facilities. By contrast, a high security facility may require an increased number of non-contact visiting spaces to maintain prison security. Nonetheless, in recognition of the importance of visits to prisoner and family well-being, non-contact visits should not be the default visiting arrangement.

Specifications:

Closed visits booths should be equipped with a fixed seat on either side of the toughened glass/grill. If toughened glass is used to separate the prisoner from the visitor, a robust intercom system or very fine mesh will be required for communication purposes.

F1.10 Conjugal visit area

Conjugal visits allow prisoners to have conjugal visits from their spouses or partners. The location and design of the rooms must allow for privacy and sanitary facilities, and must be available on an equal basis to both men and women.¹¹

Specifications:

Rooms should be large enough to accommodate a bed, sink, toilet, and, where water supplies allow, a shower. A storage area may be required to keep sheets and towels. Staff who work in the conjugal visits area may require an office.

¹¹ Mandela Rules, Rule 58.2.

F1.11 Official visit room(s)

Spaces should be provided for confidential consultations with visitors such as lawyers, consular officials, social workers, psychiatrists, etc.¹² For this purpose, the visits area should contain small private visits rooms that can accommodate up to four people. Prison staff must be able to observe the visit from outside the room, but unable to hear the conversations inside. The number of rooms required will depend on the Prison Profile. For instance, prisons with a large pre-trial prisoner population may require more rooms to allow regular visits from lawyers. Similarly, prisons with a large foreign national prisoner population may also require more rooms to accommodate visits from consulate and embassy representatives.

Specifications:

Rooms may be approximately 2.5m by 3m.

F1.12 Outdoor contact visiting area

Outdoor visiting areas can add a positive dimension to visiting arrangements. To maintain security, such areas should be enclosed so that there is no contact between the visiting area and the rest of the prison. Fixed seating and tables or picnic-style tables may be provided along with shade cover in hot climates. While simple and inexpensive, these measures can help a prisoner maintain a measure of normalcy and intimacy in family interactions, which may be especially beneficial for any visiting children.

Staff observation points and/or CCTV may need to be considered, depending on the size of the outside visits area and the level of security risk posed by the prisoners. As the shade from trees will obstruct CCTV coverage, any such obstacles should be taken into consideration. Finally, secure access may be required between the main visits area and the outdoor visiting space, in order to enable staff to restrict prisoner movement between these spaces.

F1.13 Staff observation points (SOPs)

Prison staff must be able to observe, monitor and control both visitors and prisoners in the visits area. Consideration may be given to the design of specific points to allow staff to perform this function, but this should not prevent prison staff from patrolling around the visits area and interacting with prisoners and their families, as required. Staff observation points are usually located at entry/exit points so that staff can check the identification of visitors and prisoners. In an open visits area, a raised platform may improve visibility, especially if there is no CCTV coverage over the space.

¹² Mandela Rules, Rules 61-62.

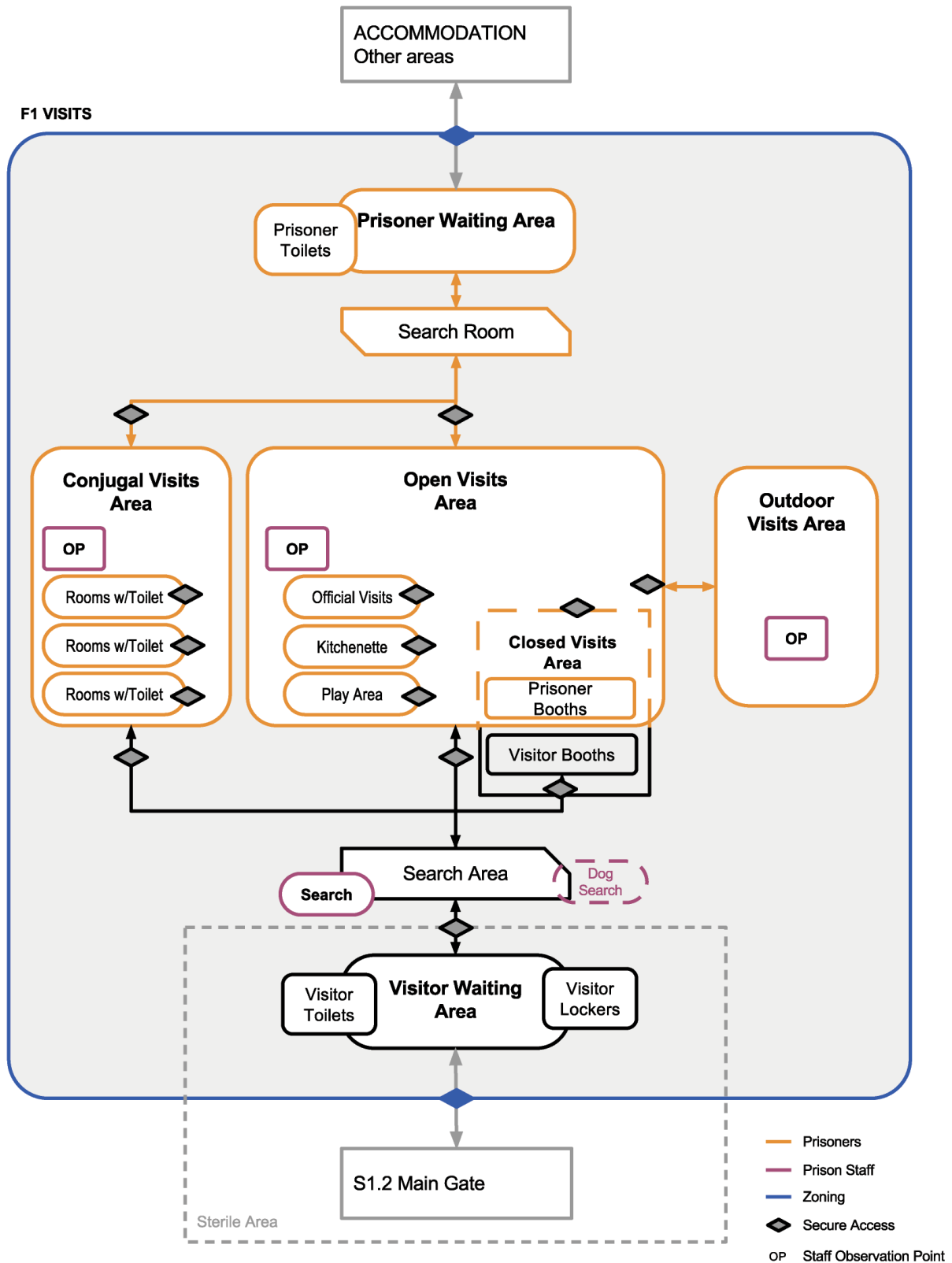


Figure 26: Functional diagram – visits area

FACT2 EDUCATION

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 63	Prisoners shall be kept informed regularly of the more important items of news by the reading of newspapers, periodicals or special institutional publications, by hearing wireless transmissions, by lectures or by any similar means as authorized or controlled by the prison administration.
Rule 64	Every institution shall have a library for the use of all categories of prisoners, adequately stocked with both recreational and instructional books, and prisoners shall be encouraged to make full use of it.
Rule 92(1)	To these ends, all appropriate means shall be used, including religious care in the countries where this is possible, education, vocational guidance and training, social casework, employment counselling, physical development and strengthening of moral character, in accordance with the individual needs of each prisoner, taking account of his or her social and criminal history, physical and mental capacities and aptitudes, personal temperament, the length of his or her sentence and prospects after release.
Rule 104	<ol style="list-style-type: none">1. Provision shall be made for the further education of all prisoners capable of profiting thereby, including religious instruction in the countries where this is possible. The education of illiterate prisoners and of young prisoners shall be compulsory and special attention shall be paid to it by the prison administration.2. So far as practicable, the education of prisoners shall be integrated with the educational system of the country so that after their release they may continue their education without difficulty.
Rule 105	Recreational and cultural activities shall be provided in all institutions for the benefit of the mental and physical health of prisoners.
Principles 6, 10, 28	Basic Principles, 1990
Rules 37, 42	Bangkok Rules, 2010
Rule 26.4	Beijing Rules, 1985
Principle XII	Principles and Best Practices of the IACHR, 2008
Rules 28, 103, 106	EPRs, 2006
Rules 38-41	Havana Rules, 1990
Conditions, 7	Kampala Declaration, 1996

Introduction

Education is a human right for all individuals, limited only as “demonstrably necessitated by the fact of incarceration”.¹³ Additionally, it is recognized that the right to an education is “an indispensable means of realizing other human rights” and “the primary vehicle by which economically and socially marginalized adults and children can lift themselves out of poverty and obtain the means to participate fully in their communities.”¹⁴

Continued learning and recreational activities are therefore vital to the social rehabilitation of prisoners and facilitate their ability to maintain productive roles in society upon release, in addition to reducing the possibility of recidivism. Prisons have a responsibility to furthering the education of prisoners; to every possible extent, these educational programs should be integrated into educational programmes outside of prison.¹⁵

The right to education is especially vital for detained children, who, whether or not they are above the age of compulsory education, must receive appropriate educational programmes. Any diploma or certificate should not contain an indication that the individual was imprisoned.¹⁶ The provision of primary education should be free for all persons deprived of liberty, in particular children and adults who have not completed their primary education.¹⁷ Wherever possible, education for children should be provided outside of the detention institution or, at a minimum, be instructed by qualified educators to ensure that these individuals are able to continue their education without difficulty upon release.¹⁸

As a result, prison facilities must include a dedicated space for the provision of educational activities, accessible on an equal basis to all prisoners. In facilities designed for the detention of children, there must be sufficient facilities to ensure they receive appropriate educational programmes. The potential range of educational opportunities to be offered and the learning environment all need consideration in the design of the facility. Maintaining the flexibility of the educational spaces is an important factor to consider. Under close supervision, the use of technology with internet/intranet learning may be considered, given a proper security and infrastructure environment.

In circumstances where educational services are not available in the local community, alternatives may be found by identifying prisoners with particular skills who are able to provide educational, vocational or recreational training or activities to fellow prisoners.

Finally, prison facilities should also include a dedicated space for cultural, religious and recreational activities for prisoners. For children who may be incarcerated with their mothers, playing opportunities that promote normal social, cognitive, and physical development should be provided.¹⁹

13 Basic Principles, 5; ICESCR, Article 13.

14 UN Committee on Economic Social and Cultural Rights. General Comment No. 13: The right to education (Art. 13 of the Covenant). 1999. E/C.12/1999/10, 1.

15 Mandela Rules, Rules 104-105.

16 Havana Rules, Rules 39-40.

17 Principles and Best Practices of the IACHR, Principle XIII.

18 Havana Rules, Rule 38.

19 Bangkok Rules, Rule 51.2.

Operational and security considerations

Education inside the prison should be harmonized with the national curriculum where such a system is in place. Prison administration and national education authorities should be involved to determine the required number and size of classrooms, as well as the number of teachers, staff, and offices needed to support educational activities.

Education and training facilities may consist of small, medium, and large facilities, including toilets, storage rooms, computer rooms, a separate library, and even a radio station. A yard may also be provided, for breaks or as an evacuation area.

Prison facilities should provide access to various publications to encourage prisoners' connection with news and events outside the institution. The requirements regarding access to media and information may also be addressed in conjunction with prisoners' access to libraries and books in the following section.

To facilitate the supervision of prisoners, a single entry/exit point should be provided, to enable prison staff to count prisoners coming in and out of the facility. This access point is in addition to any other fire exits that may be required. A search room should be adjacent to this access point, as well as an office for prison staff to operate from. In larger classroom blocks where tools are used, a metal detecting portal may also be required to assist staff in conducting searches of prisoners. Finally, classrooms should be designed to facilitate visibility, so that patrolling prison staff can ensure the safety of prisoners and staff.

FACT2.1 EDUCATION (CLASSROOMS)

Classrooms components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; security level; lifespan; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; site/plot constraints; availability of skilled staff; availability of construction materials and labour; stakeholder engagement; national legislation and other standards.*

Components

F2.10 - F2.11 Classrooms

Classrooms can range from small rooms for five or six individuals to large rooms for 20 prisoners or more. Natural lighting and ventilation requirements apply and must be considered.²⁰ In order to minimize the acoustic impact of noise, and depending on the security profile of the prison, soft materials may be preferred to hard surfaces such as tiled flooring. Classrooms should be designed to facilitate visibility, so that patrolling prison staff can see into the rooms and ensure the safety of both tutors and prisoners.

Specifications:

Height of the room:	At least 2.45m, but more may be needed in warmer climates (ICRC)
Ventilation area:	At least 4% of the net floor area (IBC) Where infeasible, must be greater than .1m ² /person.
Day lighting area:	Total clear glazed window area, at least 8% of the net floor area. (IBC) Where infeasible, must be greater than .1m ² /person.

F2.12 Prisoner search room

A search room should be placed next to the entrance of an education facility. While tap/rub down searches may be conducted in the open, more thorough searches should take place in a designated space, out of view but not isolated, to preserve a prisoner’s dignity and minimize opportunity for abuse. In larger classroom blocks where tools are used, a metal detecting portal may also be required to assist staff when searching prisoners.

Specifications:

At least 2.5m x 3m.

F2.13 - F2.14 Prisoner toilets (standard and accessible)

In line with the needs identified in the Prison Profile, adequate toilet facilities must be provided.

Specifications:

Number of toilets:	1 toilet per 25 prisoners. (ICRC)
Dimensions of accessible toilets:	See figure following F1.06 and F1.07, Visitor toilets.

20 Mandela Rules, Rule 14.

F2.15 Storage (teaching materials)

Adequate and secure storage space is required to store resources that will be used during lessons. This space should be located near the staff office to ensure that materials can be monitored and issued at the appropriate time. The dimensions of the space will depend upon the relevant teaching activities and materials.

F2.16 Staff office(s)

If classroom facilities are extensive, there may also be an office for teaching staff to operate from. The staff office must be large enough to allow staff to conduct administrative duties. It will need to have enough space to accommodate a desk and filing cabinets and, depending on the technological level of the prison, will have a landline and perhaps access to the inter/intranet system. The staff office must permit good access and visibility over the prisoners located in that area, and be secure to protect any materials and equipment inside.

F2.17 Staff toilet

If staff offices are provided, they must have access to separate toilet facilities.

F2.18 Classroom yard

A yard may be provided as a location for classes or a space for a break between lessons.

F2.19 Computer lab (and IT closet)

In more advanced operational settings, prison facilities may be equipped to provide prisoners access to various forms of information technology for training, education and rehabilitation purposes. Internet access for prisoners should only be available through closely supervised education programmes that permit access to learning sites only, and with regular reviews of computer activity. It is essential that any WiFi system that is employed within the prison must be entirely secure and cannot be accessed and abused by prisoners or unauthorized staff.

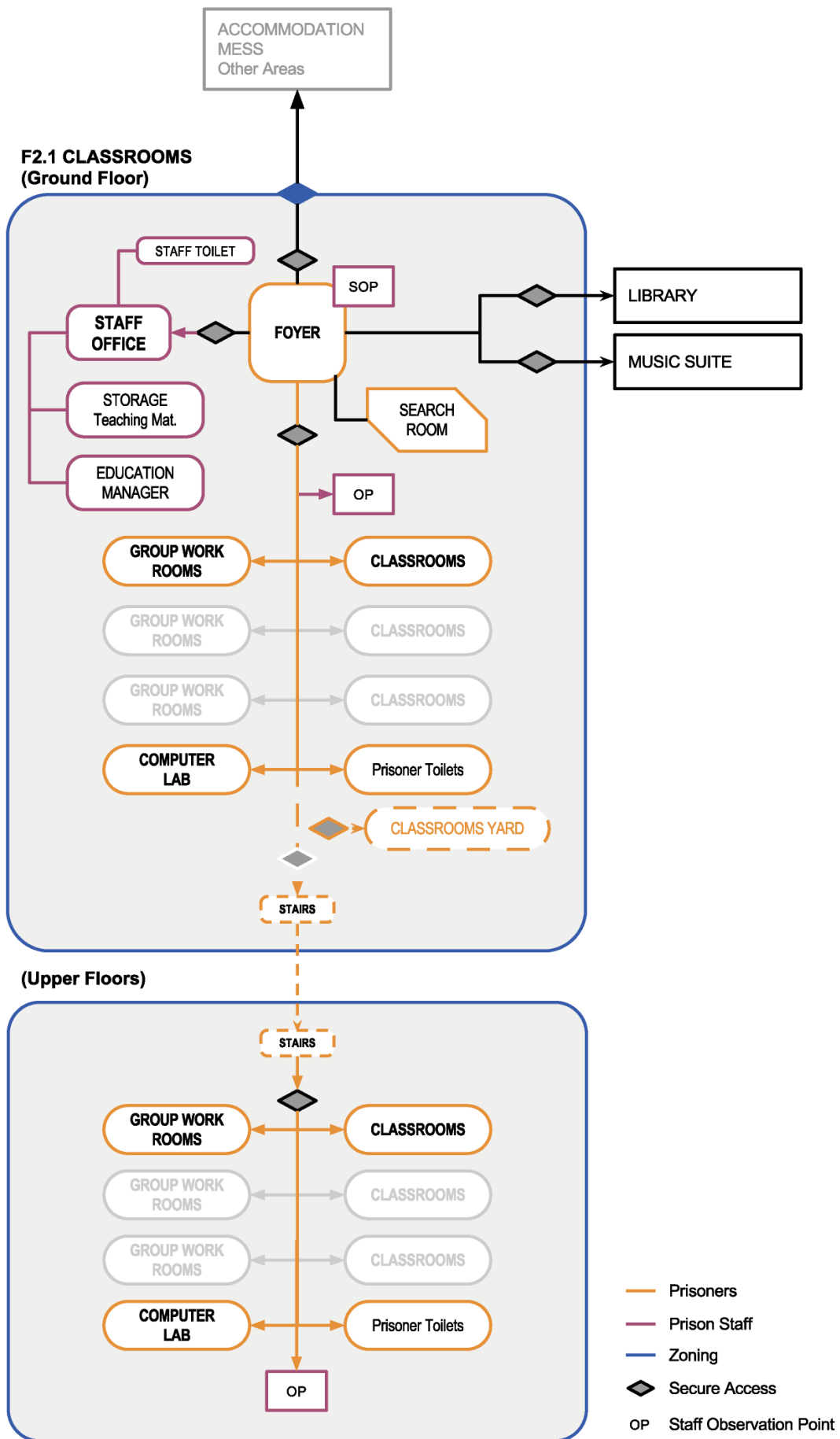


Figure 27: Functional diagram – classrooms

FACT2.2 EDUCATION (LIBRARY)

Operational and security considerations

International standards require that prisoners are provided with an adequately stocked library, which contains both educational and recreational resources, and that they are encouraged to make full use of the materials provided.²¹

The library should be sufficiently sized and stocked for use by all prisoners on an equal basis. In order to maintain separation between different prisoner groups, such as men and women, two separated libraries could be considered. However, because of the costs of staffing two libraries and equipping them equally, this solution is often too expensive. Instead, the library can be a common space that is used at different times by different categories of prisoners, subject to careful management oversight.

The size of the library will depend on the number of prisoners identified in the prison profile, with at least 5 books per prisoner. The space required for storage, reading/study areas and office space for librarian services will vary accordingly, and a selection of children's books may also have a dedicated space within the visitation facilities.

The prison library will also be responsible for ensuring that prisoners who are temporarily unable to access the library, such as prisoners who are ill or prisoners in the segregation unit, have access to library books.

²¹ Mandela Rules, Rule 64; Havana Rules, Rule 41; EPRs, Rule 28.5; Principles and Best Practices of the IACHR, Principle XIII.

Library components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; security level; lifespan; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; site/plot constraints; availability of skilled staff; availability of construction materials and labour; stakeholder engagement; national legislation and other standards.*

Components

F2.21 Study area

A study area may entail a number of spaces for quiet study, as well as areas for group work. This area should be linked to the shelving area to enable access to resource materials. It may also need to be configured for computer access to allow prisoners to prepare coursework or engage in education programmes, including secure online education.

F2.22 Shelving area

The shelving area will require adequate space to store books and other resource materials. In higher security settings, instead of using bookcases that can be toppled, bookcases and shelving should be securely fastened to the wall.

F2.23 Prisoner search room

A search room should be placed next to the entrance of an education facility. While tap/rub down searches may be conducted in the open, more thorough searches should take place in a designated space, out of view but not isolated, to preserve a prisoner’s dignity and minimize opportunity for abuse.

Specifications:
At least 2.5 meters x 3 meters.

F2.24 - F2.25 Prisoner toilets (standard and accessible)

In line with the needs identified in the Prison Profile, adequate toilet facilities must be provided.

Specifications:

Number of toilets:	1 toilet per 25 prisoners. (ICRC)
Dimensions of accessible toilets:	See figure following F1.06 and F1.07, Visitor toilets.

F2.26 Staff offices

If library facilities are extensive, there may also be an office for library staff to operate from. The staff office must be large enough to allow staff to conduct administrative duties. It will need to have enough space to accommodate a desk and filing cabinets and, depending on the technological level of the prison, will have a landline and perhaps access to the inter/intranet system. The staff office must allow good access and visibility over the prisoners located in that area, and be secure to protect any materials and equipment inside.

F2.27 Staff toilet

If staff offices are provided, they must have access to separate toilet facilities.

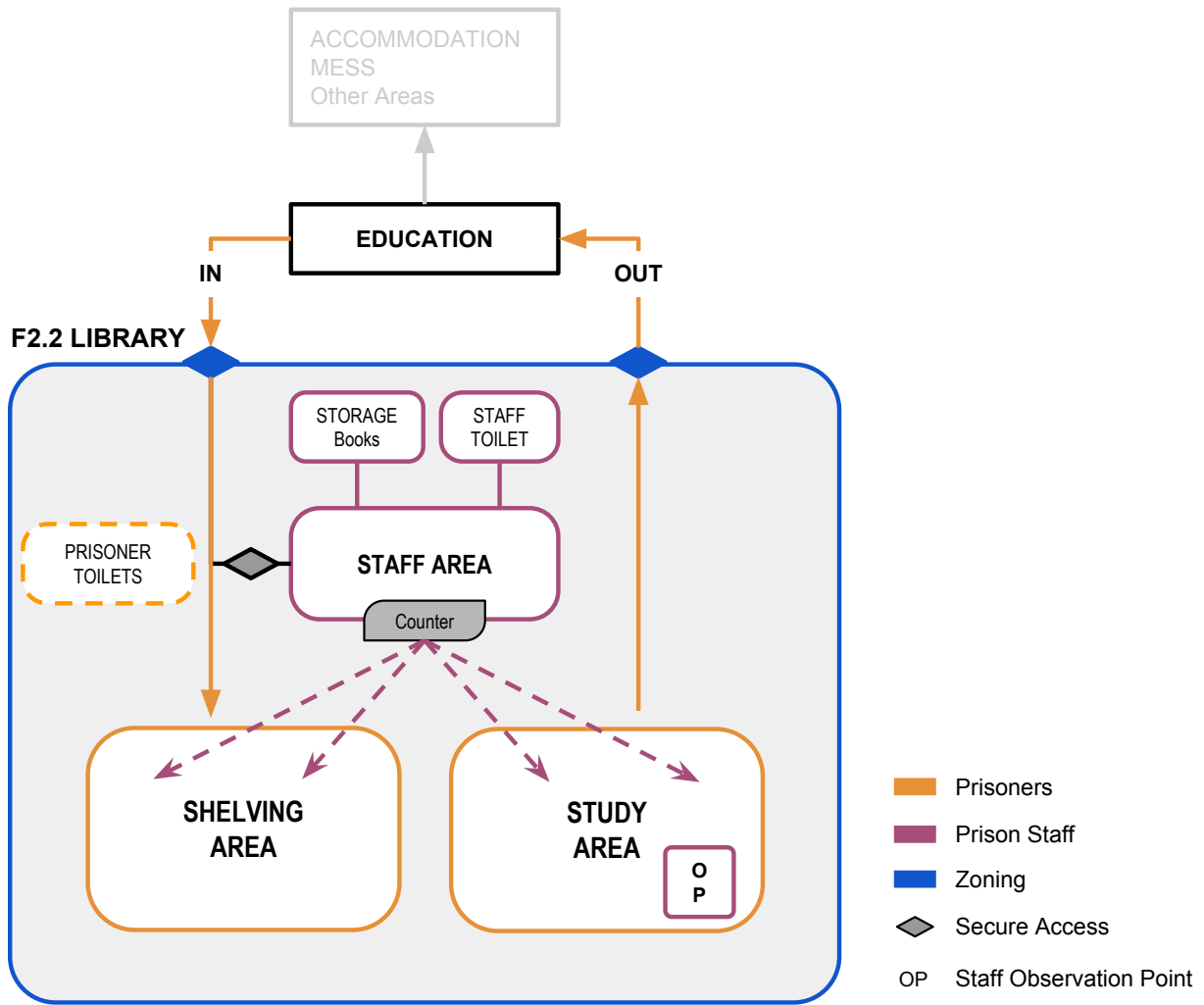


Figure 28: Functional diagram – library

FACT2.3 EDUCATION (OTHER)

Components

F2.30 Prison radio station²²

In certain operational environments, prison radio stations may offer prisoners the opportunity to learn new vocational skills and provide entertainment and recreational activities. The room should be soundproof and large enough to accommodate two or three prisoners and broadcast equipment. The broadcast system should be wired in such a way that, in case of an incident, staff can override the system or switch it off.

Specifications:

Soundproof facility.

²² More information about prison radio stations can be found at: <http://prisonradioassociation.org/pr-international/>

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 71	<p>1. Prison labour must not be of an afflictive nature.</p> <p>2. Prisoners shall not be held in slavery or servitude. All prisoners under sentence shall be required to work, subject to their physical and mental fitness as determined by the medical officer.</p> <p>3. Sufficient work of a useful nature shall be provided to keep prisoners actively employed for a normal working day. No prisoner shall be required to work for the personal or private benefit of any prison staff.</p>
Rule 92(1)	To these ends, all appropriate means shall be used, including religious care in the countries where this is possible, education, vocational guidance and training, social casework, employment counselling, physical development and strengthening of moral character, in accordance with the individual needs of each prisoner, taking account of his or her social and criminal history, physical and mental capacities and aptitudes, personal temperament, the length of his or her sentence and prospects after release.
Rule 96	<p>1. Sentenced prisoners shall have the opportunity to work and/or to actively participate in their rehabilitation, subject to a determination of physical and mental fitness by a physician or other qualified health-care professional.</p> <p>2. Sufficient work of a useful nature shall be provided to keep prisoners actively employed for a normal working day.</p>
Rule 98	<p>1. So far as possible the work provided shall be such as will maintain or increase the prisoners, ability to earn an honest living after release.</p> <p>2. Vocational training in useful trades shall be provided for prisoners able to profit thereby and especially for young prisoners.</p> <p>3. Within the limits compatible with proper vocational selection and with the requirements of institutional administration and discipline, the prisoners shall be able to choose the type of work they wish to perform.</p>
Rule 99	<p>1. The organization and methods of work in the institutions shall resemble as closely as possible those of similar work outside institutions, so as to prepare prisoners for the conditions of normal occupational life.</p> <p>2. The interests of the prisoners and of their vocational training, however, must not be subordinated to the purpose of making a financial profit from an industry in the institution.</p>
Rule 100	<p>1. Preferably institutional industries and farms should be operated directly by the administration and not by private contractors.</p> <p>2. Where prisoners are employed in work not controlled by the administration, they shall always be under the supervision of prison staff. Unless the work is for other departments of the government the full normal wages for such work shall be paid to the administration by the persons to whom the labour is supplied, account being taken of the output of the prisoners.</p>
Rule 101	<p>1. The precautions laid down to protect the safety and health of free workmen shall be equally observed in institutions.</p> <p>2. Provision shall be made to indemnify prisoners against industrial injury, including occupational disease, on terms not less favourable than those extended by law to free workmen.</p>
Rule 102	<p>1. The maximum daily and weekly working hours of the prisoners shall be fixed by law or by administrative regulation, taking into account local rules or custom in regard to the employment of free workmen.</p> <p>2. The hours so fixed shall leave one rest day a week and sufficient time for education and other activities required as part of the treatment and rehabilitation of the prisoners.</p>
Rule 103	<p>1. There shall be a system of equitable remuneration of the work of prisoners.</p> <p>2. Under the system prisoners shall be allowed to spend at least a part of their earnings on approved articles for their own use and to send a part of their earnings to their family</p> <p>3. The system should also provide that a part of the earnings should be set aside by the administration so as to constitute a savings fund to be handed over to the prisoner on his release.</p>
Rules 37, 40, 42, 46-47	Bangkok Rules, 2010
8, 10	Basic Principles, 1990
Rules 26-27, 100, 105	EPRs, 2006
Principle XIV	Principles and Best Practices of the IACHR, 2008
Rules 42-46	Havana Rules, 1990
Conditions, 7	Kampala Declaration, 1996

Introduction

Efforts to develop the vocational capacity of prisoners should be tailored to local skills and trades to facilitate their reintegration into society upon release. Prison facilities should include a dedicated work space to provide prisoners with appropriate work activities and a focus on vocational training in useful trades.

Prisons have a responsibility to provide vocational and rehabilitative opportunities to prisoners. Depending on the setting and circumstances, the required facilities may be extensive. They may include factory based work, handicraft, clerical activities, recycling activities, laundry, farming, gardening, baking and commercial cooking, etc. Different programs may require separate facilities with substantial design considerations.

A common prison industry is farming, which generally entails a minimal cost and improves prisoner lives, particularly in places where prisoner nutrition is inadequate. Given available land and a sufficient water supply, a lot of food can be grown with very little infrastructure.

Connections with external organisations such as local businesses and farming communities may be very beneficial to prisoners. There are implications for the space required for the management of work release programmes and security implications of prisoners leaving the premises on a daily basis. The latter places a particular pressure on the reception area of the prison.

Operational and security considerations

Vocational training will require coordination with government and prison authorities to determine the type of training to be offered and the space needed to provide it. Some types of training may be carried out entirely within prison facilities; other types may be external to the prison and require more management considerations.

In all cases, as with other aspects of good prison management, particular attention must be paid to the control of movement over goods and prisoners. The management of materials must be planned with due consideration of the process of delivery and removal of materials from the loading bay, and the safe and secure storage of materials. In prisons that include work in farms beyond the prison walls, a secure process for the transfer of prisoners to and from the work site must be carefully considered, planned, and managed. Another important consideration is the appropriate storage and management of tools that can be used as weapons or to affect escape.

FACT3.1 WORK (WORKSHOPS)

Workshop components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; security level; lifespan; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; geographic location; site/plot constraints; availability of skilled staff; availability of construction materials and labour; stakeholder engagement; national legislation and other standards.*

Components

F3.10 - F3.14 Workshops (and storage)

The need for workshops must be identified as early as possible in the planning process and provided on an equitable basis for all prisoners, i.e. without discrimination on gender or other grounds. Masterplanning of the prison should incorporate any such plans and, if relevant, allow space for phasing considerations.

The physical space needed for prison workshops vary too much for a defined set of minimum recommendations. The tasks may range from data entry, which requires a chair and table, to ranch work for the raising of cattle. Common prison work programs include weaving, welding, woodworking, plumbing, masonry, painting and decorating, brick-making, construction, road building, catering, tailoring, furniture making, mechanics, assembly of mechanical and electronic components, hairdressing, shoemaking, jewellery making, bookbinding, farming and husbandry, and even small scale manufacturing of goods. The choice of work programmes should be oriented towards the development of skills required by the labour market, increasing chances of employment after release. Depending on the nature of activities, careful attention and priority may need to be given to health and safety programs and equipment.

F3.15 Prisoner search room

A search room should be placed next to the entrance to a workshop facility. While tap/rub down searches may be conducted in the open, more thorough searches should take place in a designated space, out of view but not isolated, to preserve a prisoner's dignity and minimize opportunity for abuse. In workshops where tools are used, a metal detecting portal may also be required to assist staff when searching prisoners.

Specifications:

At least 2.5 meters x 3 meters.

F3.16 - F3.17 Prisoner toilets (standard and accessible)

In line with the needs identified in the Prison Profile, adequate toilet facilities must be provided.

Specifications:

Number of toilets:

1 toilet per 25 prisoners. (ICRC)

Dimensions of accessible toilets:

See figure following F1.06 and F1.07, Visitor toilets.

F3.18 Staff office(s)

If the workshop area is extensive, prison staff may require an office to work from. This office must be secure and able to prevent prisoners from accessing it. Also, there may be a need for additional office space for non-prison staff associated with a work programme. A staff office must be large enough to allow staff to conduct administrative duties. It will need to have enough space to accommodate a desk and filing cabinets and, depending on the technological level of the prison, will have a landline and perhaps access to the inter/intranet system. An office must permit good access and visibility over the prisoners located in that area, and be secure to protect any materials and equipment inside. Particular attention must be given to tool storage, which may require a secure tool stores or lockable cabinets. Shadow boards and simple 'tally exchange for tools' can make it easy to assess what tools are in circulation, and which prisoner has borrowed a tool for use.

F3.19 Staff toilet

If staff offices are provided, they must have access to separate toilet facilities.

F3.20 Loading bay/workshop yard

Prison workshops may require access to incoming supplies and outgoing products. As a result, this space should be oriented for convenient access to the central stores area (see SUPRT4.2, Central Stores), which is the dedicated space for the general delivery of supplies. The management of materials must be planned with due consideration of the process of delivery and removal of materials from the loading bay, and the safe and secure storage of materials.

In facilities that receive goods from large trucks, it is convenient to have a proper truck-height loading dock so that fork-lifts, pallet-jacks, and hand trucks can be used efficiently for offloading. If there is enough space, docks should be designed so that trucks may be unloaded from the rear or the side. When goods are offloaded from pick-up trucks or carts, wheel barrows may be more convenient for moving goods into stores.

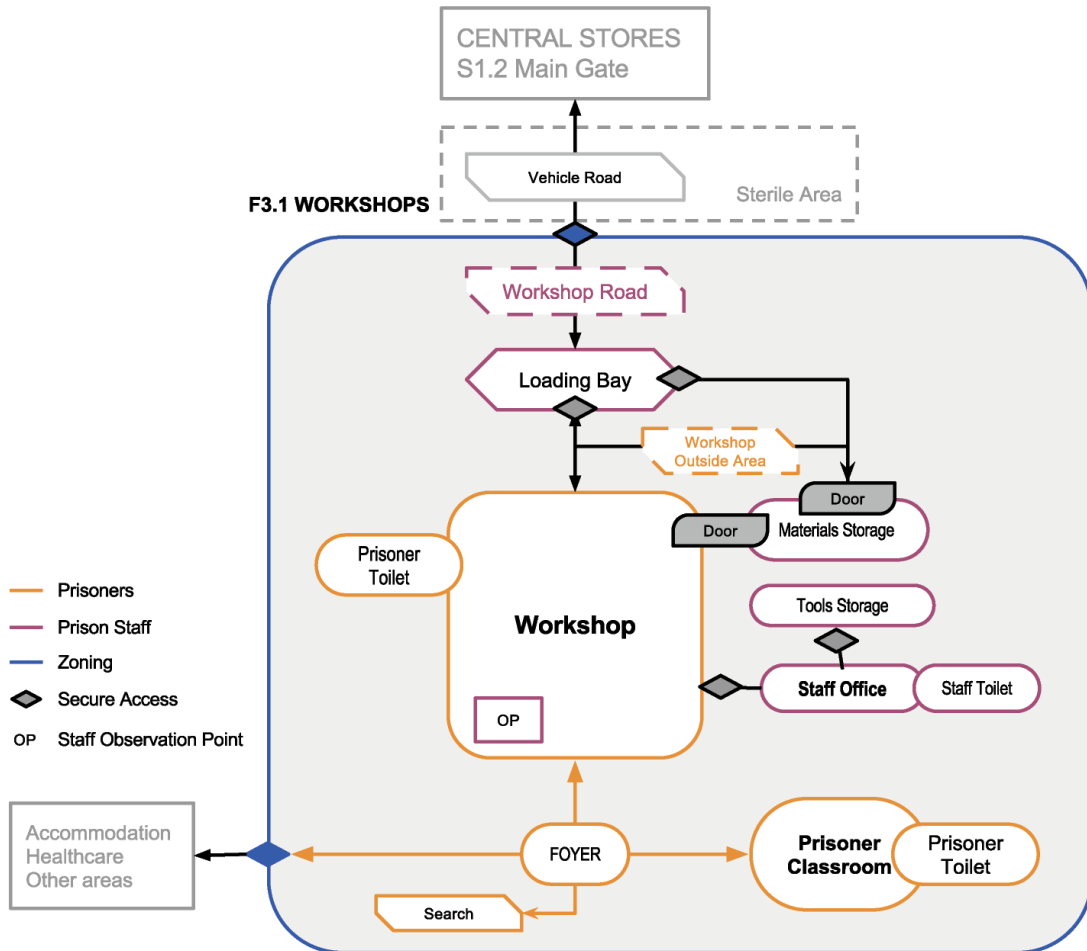


Figure 29: Functional diagram – workshop

FACT3.2 WORK (FARMS)

Workshop components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; security level; lifespan; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; geographic location; site/plot constraints; availability of skilled staff; availability of construction materials and labour; stakeholder engagement; national legislation and other standards.*

Components

F3.21 Storage (tools)

The safe storage and management of tools within a prison environment is an essential element of maintaining good security. Tools can be applied to an escape attempt, to effect disruption or an assault, and must therefore be stored in secure conditions that allow staff to manage them without loss, incident or sabotage.

The necessary space for storage and maintenance will depend on the nature of the tools to be stored. Are these hand tools or machine tools? Is there farming equipment involved, such as plows or tractors? In short, the necessary space may be a simple shed, or something much more substantial. Lockable cabinets and shadow boards on the wall may provide a simple and effective system to record, monitor and control access to the tools, with a tally system to identify to whom a tool has been issued.

F3.22 Storage (harvest)

Adequate space is required to enable the farm to store harvested fruit, vegetables, or grains. Consideration should also be given to providing adequate access to the storage area for effective delivery and distribution of produce.

The store/s should be designed to prevent rodents and other pests from access to the produce. To reduce the possibility of rot, the space should have adequate ventilation and be free from water, dampness, or extreme temperatures. Lighting may be required for shorter daylight hours. The amount of capacity required to store the produce will depend on the crop, the scale of farming and the expected yields.

F3.23 Animal husbandry

In certain operational contexts, prisoners may be engaged in animal husbandry, such as chicken, pig, and dairy farms. Special considerations may be required for animals in care, as well as specific measures for the collection, storage, packaging and distribution of milk, eggs, and other potential products.

F3.24 Prisoner search room

A search room should be placed next to the entrance to a work or storage facility. While tap/rub down searches may be conducted in the open, more thorough searches should take place in a designated space, out of view but not isolated, to preserve a prisoner's dignity and minimize opportunity for abuse. In larger areas where tools are used, a metal detecting portal may also be required to assist staff when searching prisoners. Depending on the type of work, this area may also include a changing room for prisoners.

Specifications:

At least 2.5m x 3m.

F3.25 - F3.26 Prisoner toilets (standard and accessible)

In line with the needs identified in the Prison Profile, adequate toilet facilities must be provided.

Specifications:

Number of toilets:	1 toilet per 25 prisoners. (ICRC)
Dimensions of accessible toilets:	See figure following F1.06 and F1.07, Visitor toilets.

F3.27 Waste management

Design considerations should incorporate measures to handle the waste product in the management of farms. These will depend on the nature of the farming activities and may include slurry pits, composting, and recycling.

F3.28 Internal gardens/allotments

When possible, prison gardens within the cellblock yard area offer a useful recreational activity and may provide supplementary food supplies for prisoners. This can have a positive impact on the sustainability of the prison as well as the rehabilitation of prisoners.

As with other activities that we have discussed, the safe storage and management of tools is imperative to prison security. If gardens maintenance and farming activities are of a sufficient scale, consideration will need to be given to including spaces such as a staff office, prisoner changing rooms and secure equipment stores.

F3.29 Greenhouses

Depending on climactic and operational context, prisons with sufficient resources may consider greenhouses as a way to grow vegetables and fruits out of season, to raise seedlings for planting elsewhere, and to teach prisoners horticultural skills.

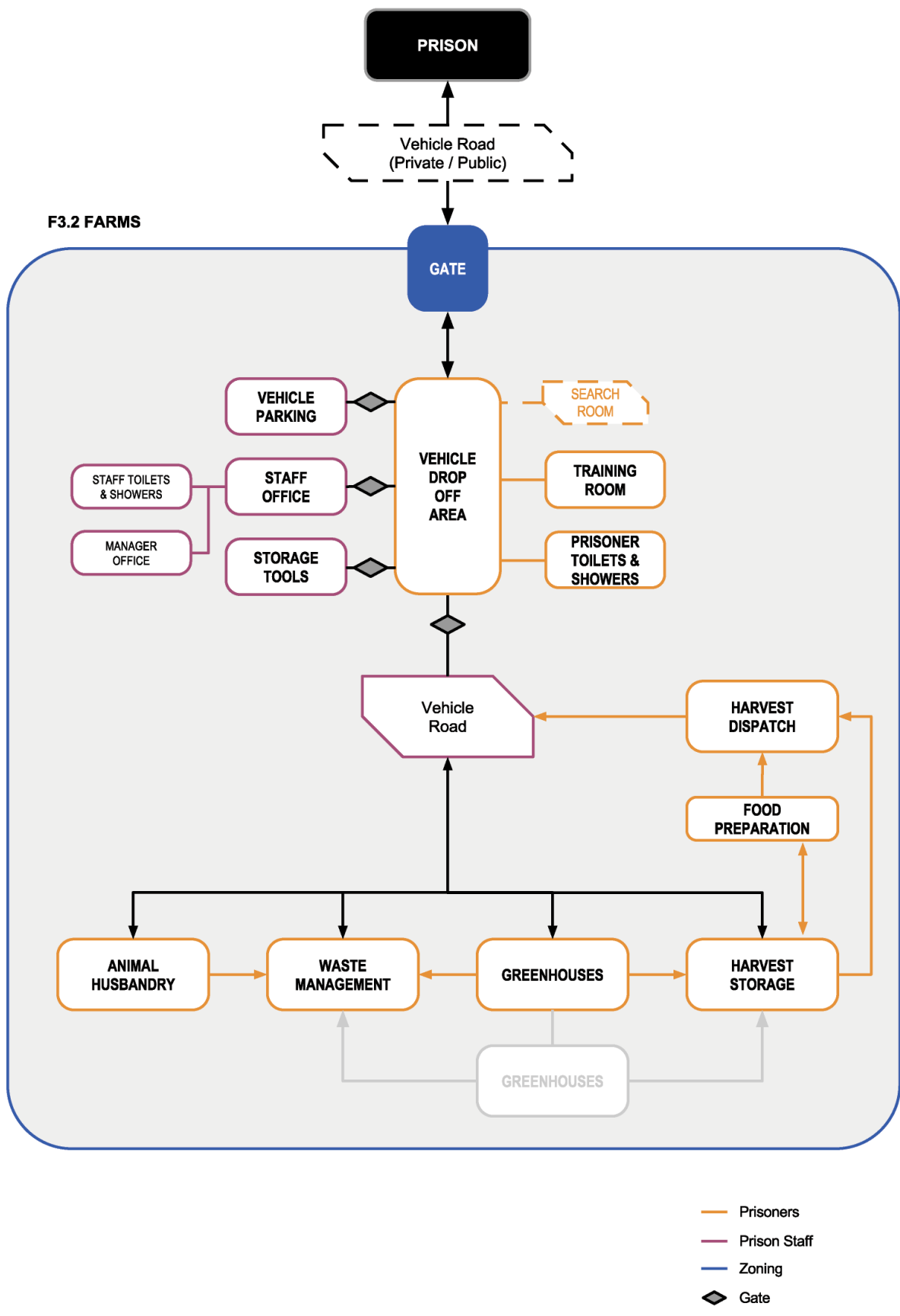


Figure 30: Functional diagram – farms

FACT4 HEALTHCARE AND HYGIENE

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

- Rule 15** The sanitary installations shall be adequate to enable every prisoner to comply with the needs of nature when necessary and in a clean and decent manner.
- Rule 16** Adequate bathing and shower installations shall be provided so that every prisoner can, and may be required to, have a bath or shower, at a temperature suitable to the climate, as frequently as necessary for general hygiene according to season and geographical region, but at least once a week in a temperate climate.
- Rule 17** All parts of a prison regularly used by prisoners shall be properly maintained and kept scrupulously clean at all times.
- Rule 18**
1. Prisoners shall be required to keep their persons clean, and to this end they shall be provided with water and with such toilet articles as are necessary for health and cleanliness.
2. In order that prisoners may maintain a good appearance compatible with their self-respect, facilities shall be provided for the proper care of the hair and beard, and men shall be able to shave regularly
- Rule 19**
1. Every prisoner who is not allowed to wear his or her own clothing shall be provided with an outfit of clothing suitable for the climate and adequate to keep him or her in good health. Such clothing shall in no manner be degrading or humiliating.
2. All clothing shall be clean and kept in proper condition. Underclothing shall be changed and washed as often as necessary for the maintenance of hygiene.
3. In exceptional circumstances, whenever a prisoner is removed outside the prison for an authorized purpose, he or she shall be allowed to wear his or her own clothing or other inconspicuous clothing.
- Rule 20** If prisoners are allowed to wear their own clothing, arrangements shall be made on their admission to the prison to ensure that it shall be clean and fit for use.
- Rule 21** Every prisoner shall, in accordance with local or national standards, be provided with a separate bed and with separate and sufficient bedding which shall be clean when issued, kept in good order and changed often enough to ensure its cleanliness.
- Rule 24**
1. The provision of health care for prisoners is a State responsibility. Prisoners should enjoy the same standards of health care that are available in the community, and should have access to necessary health-care services free of charge without discrimination on the grounds of their legal status.
2. Health-care services should be organized in close relationship to the general public health administration and in a way that ensures continuity of treatment and care, including for HIV, tuberculosis and other infectious diseases, as well as for drug dependence.
- Rule 25**
1. Every prison shall have in place a health-care service tasked with evaluating, promoting, protecting and improving the physical and mental health of prisoners, paying particular attention to prisoners with special health-care needs or with health issues that hamper their rehabilitation.
2. The health-care service shall consist of an interdisciplinary team with sufficient qualified personnel acting in full clinical independence and shall encompass sufficient expertise in psychology and psychiatry. The services of a qualified dentist shall be available to every prisoner.
- Rule 26**
1. The health-care service shall prepare and maintain accurate, up-to-date and confidential individual medical files on all prisoners, and all prisoners should be granted access to their files upon request. A prisoner may appoint a third party to access his or her medical file.
2. Medical files shall be transferred to the health-care service of the receiving institution upon transfer of a prisoner and shall be subject to medical confidentiality.
- Rule 27**
1. All prisons shall ensure prompt access to medical attention in urgent cases. Prisoners who require specialized treatment or surgery shall be transferred to specialized institutions or to civil hospitals. Where a prison service has its own hospital facilities, they shall be adequately staffed and equipped to provide prisoners referred to them with appropriate treatment and care.
2. Clinical decisions may only be taken by the responsible health-care professionals and may not be overruled or ignored by non-medical prison staff.
- Rule 28** In women's prisons, there shall be special accommodation for all necessary prenatal and postnatal care and treatment. Arrangements shall be made wherever practicable for children to be born in a hospital outside the prison. If a child is born in prison, this fact shall not be mentioned in the birth certificate.
- Rule 29(1)** A decision to allow a child to stay with his or her parent in prison shall be based on the best interests of the child concerned. Where children are allowed to remain in prison with a parent, provision shall be made for:
(a) Internal or external childcare facilities staffed by qualified persons, where the children shall be placed when they are not in the care of their parent;
(b) Child-specific health-care services, including health screenings upon admission and ongoing monitoring of their development by specialists.
- Rule 30** A physician or other qualified health-care professionals, whether or not they are required to report to the physician, shall see, talk with and examine every prisoner as soon as possible following his or her admission and thereafter as necessary. Particular attention shall be paid to:
(a) Identifying health-care needs and taking all necessary measures for treatment;
(b) Identifying any ill-treatment that arriving prisoners may have been subjected to prior to admission;
(c) Identifying any signs of psychological or other stress brought on by the fact of imprisonment, including, but not limited to, the risk of suicide or self-harm and withdrawal symptoms resulting from the use of drugs, medication or alcohol; and undertaking all appropriate individualized measures or treatment;
(d) In cases where prisoners are suspected of having contagious diseases, providing for the clinical isolation and adequate treatment of those prisoners during the infectious period;
(e) Determining the fitness of prisoners to work, to exercise and to participate in other activities, as appropriate.
- Rule 31** The physician or, where applicable, other qualified health-care professionals shall have daily access to all sick prisoners, all prisoners who complain of physical or mental health issues or injury and any prisoner to whom their attention is specially directed. All medical examinations shall be undertaken in full confidentiality.

Rule 32	<p>1. The relationship between the physician or other health-care professionals and the prisoners shall be governed by the same ethical and professional standards as those applicable to patients in the community, in particular:</p> <p>(a) The duty of protecting prisoners' physical and mental health and the prevention and treatment of disease on the basis of clinical grounds only;</p> <p>(b) Adherence to prisoners' autonomy with regard to their own health and informed consent in the doctor-patient relationship;</p> <p>(c) The confidentiality of medical information, unless maintaining such confidentiality would result in a real and imminent threat to the patient or to others;</p> <p>(d) An absolute prohibition on engaging, actively or passively, in acts that may constitute torture or other cruel, inhuman or degrading treatment or punishment, including medical or scientific experimentation that may be detrimental to a prisoner's health, such as the removal of a prisoner's cells, body tissues or organs.</p> <p>2. Without prejudice to paragraph 1(d) of this rule, prisoners may be allowed, upon their free and informed consent and in accordance with applicable law, to participate in clinical trials and other health research accessible in the community if these are expected to produce a direct and significant benefit to their health, and to donate cells, body tissues or organs to a relative.</p>
Rule 33	The physician shall report to the director whenever he or she considers that a prisoner's physical or mental health has been or will be injuriously affected by continued imprisonment or by any condition of imprisonment.
Rule 34	If, in the course of examining a prisoner upon admission or providing medical care to the prisoner thereafter, health-care professionals become aware of any signs of torture or other cruel, inhuman or degrading treatment or punishment, they shall document and report such cases to the competent medical, administrative or judicial authority. Proper procedural safeguards shall be followed in order not to expose the prisoner or associated persons to foreseeable risk of harm.
Rule 35	<p>1. The physician or competent public health body shall regularly inspect and advise the director on:</p> <p>(a) The quantity, quality, preparation and service of food;</p> <p>(b) The hygiene and cleanliness of the institution and the prisoners;</p> <p>(c) The sanitation, temperature, lighting and ventilation of the prison;</p> <p>(d) The suitability and cleanliness of the prisoners' clothing and bedding;</p> <p>(e) The observance of the rules concerning physical education and sports, in cases where there is no technical personnel in charge of these activities.</p> <p>2. The prison director shall take into consideration the advice and reports provided in accordance with paragraph 1 of this rule and rule 33 and shall take immediate steps to give effect to the advice and the recommendations in the reports. If the advice or recommendations do not fall within the prison director's competence or if he or she does not concur with them, the director shall immediately submit to a higher authority his or her own report and the advice or recommendations of the physician or competent public health body.</p>
Rules 5-18	Bangkok Rules, 2010
Rules 13, 16	Beijing Rules, 1985
Rules 49-55	Havana Rules, 1990
9	Basic Principles, 1990
Rules 19-21, 39-48.2	EPRs, 2006
Principle X	Principles and Best Practices of the IACHR, 2008

FACT4.1 HEALTHCARE FACILITIES

Introduction

All prisoners have the right to the highest possible standard of physical and mental health. While it is a typical expectation that health facilities should be equivalent to the standard of facilities serving the broader community, it must be recognized that the absence of local health facilities does not imply a lack of responsibility toward the healthcare of prisoners. At a minimum, the level of care should be sufficient to maintain a person's health as they were when they entered the prison, except for the natural effects of aging.

Prison facilities must include a dedicated space for the provision of physical and mental health services, as well as dental services. Prisons that house women must include provisions for pre- and post-natal care, and other gender-specific health care services.²³

The size and extent of the required facilities, and the sophistication of services infrastructure and capacity for delivery of health services, will depend on the size of the prison and may include a large infirmary. In all cases, the facilities should be designed with respect and consideration of the health, human rights and dignity of prisoners.

Depending on the size of the facility, a controlled waiting area and separate examination room will need to be adjacent to the consultation room and a secured dispensary for drugs and medical supplies. There may also be a dedicated area for use by health care professionals in carrying out necessary administration activities, including the secure storage of confidential patient information. In cases where the prisoner's medical needs cannot be met within the prison facilities, every effort should be made to transfer prisoners to a specialized institution for treatment.

The design of all cells, daytime activity spaces, ablution areas must consider the potential for ligature points and remove these to every possible extent.

Operational and security considerations

Prisoner care is usually centralised within a healthcare facility inside the prison. Larger prisons may have small, secure dispensaries near prisoner accommodation areas to dispense daily medications and reduce the amount of necessary prisoner movement. Pharmacies should be located in prisoner free areas to prevent prisoners from gaining access to stored drugs.

Prisoners with more serious conditions should be transferred to outside hospitals for treatment. Note that this will impact the management processes to enable safe and efficient inpatient/outpatient transfer of prisoners. Areas that can be used to isolate prisoners with infectious diseases are also required to stop the spread of the contagion, especially in overcrowded prisons.

Facilities must be designed in a way that permits the segregation of prisoners with infectious or contagious illnesses. The management of waste, including "sharps" as well as health care tools and equipment, will require careful consideration and measures for controlled storage. The laundering of clothes and bedding requires special consideration to avoid the spread of illness through the wider prison population. In a similar vein, the maintenance of clean facilities is crucial to reducing the incidence and spread of disease.

23 For a more comprehensive document on the provision of healthcare in prisons, see the recent WHO. Prisons and Health. 2014.

Health facilities components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; security level; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; geographic location; site/plot constraints; availability of skilled staff; availability of supplies; availability of construction materials and labour; stakeholder engagement; national legislation and other standards.*

Components

A basic prison healthcare facility has to have **at least** the following spaces:

F4.00 Consultation room and waiting room

The consultation room should be secure and contain a hand washing basin and at least basic equipment such as an examination light. It may also require a separate examination room where minor procedures are performed and a separate waiting area outside the room in larger institutions. These additional areas enable better sequencing of appointment-based consultations and help to maintain their confidentiality.

F4.01 Staff office/nurses station

Prison staff responsible for day-to-day management of sick prisoners in the infirmary, such as doctors, nurses, and other staff will require a secure office to work from.

F4.02 Infirmary

The infirmary consists of rooms or multi-bed wards where sick prisoners can stay overnight. Male and female wards must be kept separate, with specialized provisions for the treatment of special needs prisoners. Each space must maintain sufficient ventilation and light, and include hand wash basins to maintain hygiene requirements. Screening around each bed should be available to maintain a prisoner's dignity during medical examinations/treatments. Each bed should have enough space around it to allow for access to wheelchairs and medical equipment.

F4.03 Toilets and bathing facilities (for prisoners in the infirmary or with disabilities)

Prisoners staying in infirmary rooms must be provided access to toilet and shower facilities that are large enough to allow for assisted care. Separate facilities must be provided for men and women.

Guidance materials for the typical size and configuration of combined facilities (for toilet, washing, and bathing) are readily available and generally use an area of at least 2.2m x 2.8m. A specialized medical bath may be required for the treatment of skin conditions.

Note that the average age of prisoners is increasing rapidly in many countries, requiring more attention of accessibility considerations and management processes for persons with disabilities.

Specifications:

Dimensions of combined facilities: At least 2.2m x 2.8m

F4.04 Dental office

The dental office should be equipped with a dental chair and instruments that are appropriate to the level of hygienic standards in the local context. The sterilization and safe storage of instruments must be provided for.

F4.05 Pharmacy and store

The prison pharmacy is where medicines are stored and prescriptions are filled before being dispensed to prisoners. The pharmacy must be a prisoner-free zone located away from prisoner accommodation areas, in order to prevent their access. This is especially important in drug treatment programs, in order to control dosage and manage care.

F4.06 Outdoor facilities (infirmary yard/drug treatment yard)

Prisoners who are in the infirmary or the addiction/detoxification ward must be allowed outside for daily sunlight or exercise. The space may be a small area covered by a veranda.

F4.07 Cleaning room

This room should be large enough to accommodate all necessary materials required to keep the health facilities clean. Materials may include brooms, protective clothing, mops, cleaning detergents and a large sink. Depending on the social and cultural context, it may be necessary to provide sufficient space for the cleaner to take breaks and change clothing before and after work. In a prison that has an adequate piped water supply in the cellblocks, the design should consider including a mop sink in this space. Additionally, a floor drain/grate should be provided for the discharge of water.

In larger prisons, specialized infrastructure components may be required to deliver the necessary standard of healthcare. These facilities may include:

F4.08 Isolation ward

Depending on location, the degree of isolation, scope and size of prison facilities, it may be necessary to consider the need for isolation ward facilities for infectious diseases such as multidrug-resistant tuberculosis, for example.

F4.09 Medical imaging

Medical imaging facilities, especially x-ray radiography, should be included in an infirmary wherever possible, practicable, and maintainable. In the case that no such facilities exist, management must provide access to external facilities.

F4.10 Natal care/nursery

In most circumstances, for both health and economic reasons, women prisoners should be able to deliver their babies in a public hospital. However, women's prisons must have special accommodation for all necessary prenatal, birthing and postnatal care and treatment. In the case that no such facilities exist, management must provide access to external facilities.

F4.11 Drug dependency ward

A drug dependency ward is a space where prisoners who are dependent on drugs or alcohol can receive a structured detoxification programme. If located in the same facility, this ward should be adjacent to but separate from normal wards, and have access to its own outdoor space. Because of the nature of the ward and its function, additional management and oversight support may be needed.

F4.12 Facilities for prisoners with mental disorders

The prisoner population tends to have higher number of individuals with mental health issues than the general public. To assist prison healthcare authorities in the assessment, monitoring, and support to these prisoners, a dedicated facility may need to be planned and included in the design of the prison.

Such a space may provide flexible cell accommodation that can cater to single as well as multiple occupancy; observation cells for those prisoners at high risk of self-harm; interview/counselling rooms; a dispensary; and an office for staff. Cells that will house prisoners at a high risk of suicide should be designed without ligature points.

F4.13 Storage facilities

A lockable room to keep confidential medical records is required. In prisons used to support prisoners with breathing difficulties, a lockable area may need to be provided for the safe storage of oxygen and other bottled gasses. Secure storage facilities will also be required for medical equipment and bedding. If storage facilities are to be included, they should adjoin and be accessible from staff offices.

F4.14 Outpatient facilities

In larger prisons, to provide adequate healthcare and reduce the need to transfer prisoners to facilities outside the prison, it may be necessary to allow for outpatient facilities for professionals such as dentists, physiotherapists, and other specialists such as a gynaecologist for women prisoners and a paediatrician for any accompanying children. The outpatient facility may also be responsible for dispensing medication directly to prisoners. This can be achieved through a hatch that prisoners walk past on their way to daily activities. Higher security prisons where prisoner movement is more restricted may require the medication to be delivered to the prisoner by healthcare staff.

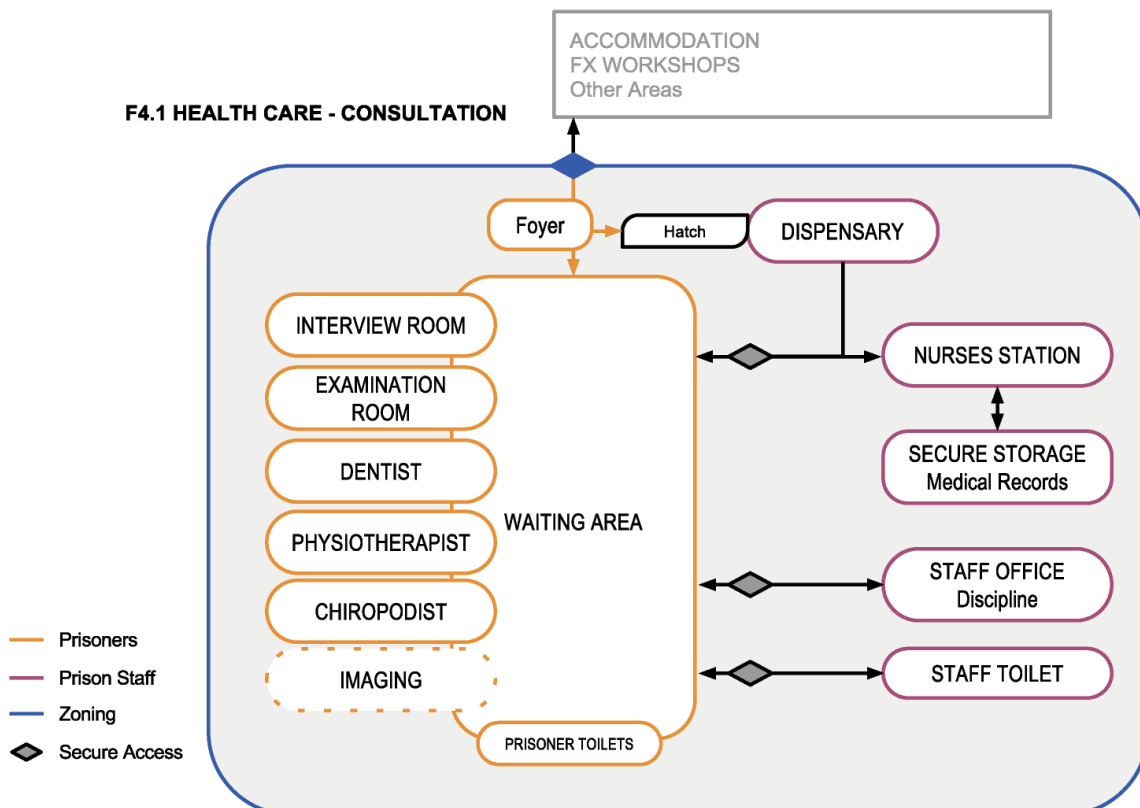


Figure 31: Functional diagram – healthcare, consultation visit

F4.15 Mortuary facilities

Prisons may require a facility where prisoners who have died can be prepared for burial or cremation, or where they can be stored while awaiting family arrangements. In such a case, special considerations must be incorporated to prevent the spread of disease.

F4.16 Inpatients day room

If possible, a day room allows prisoners the opportunity to associate, play games, receive visits, watch television, etc.

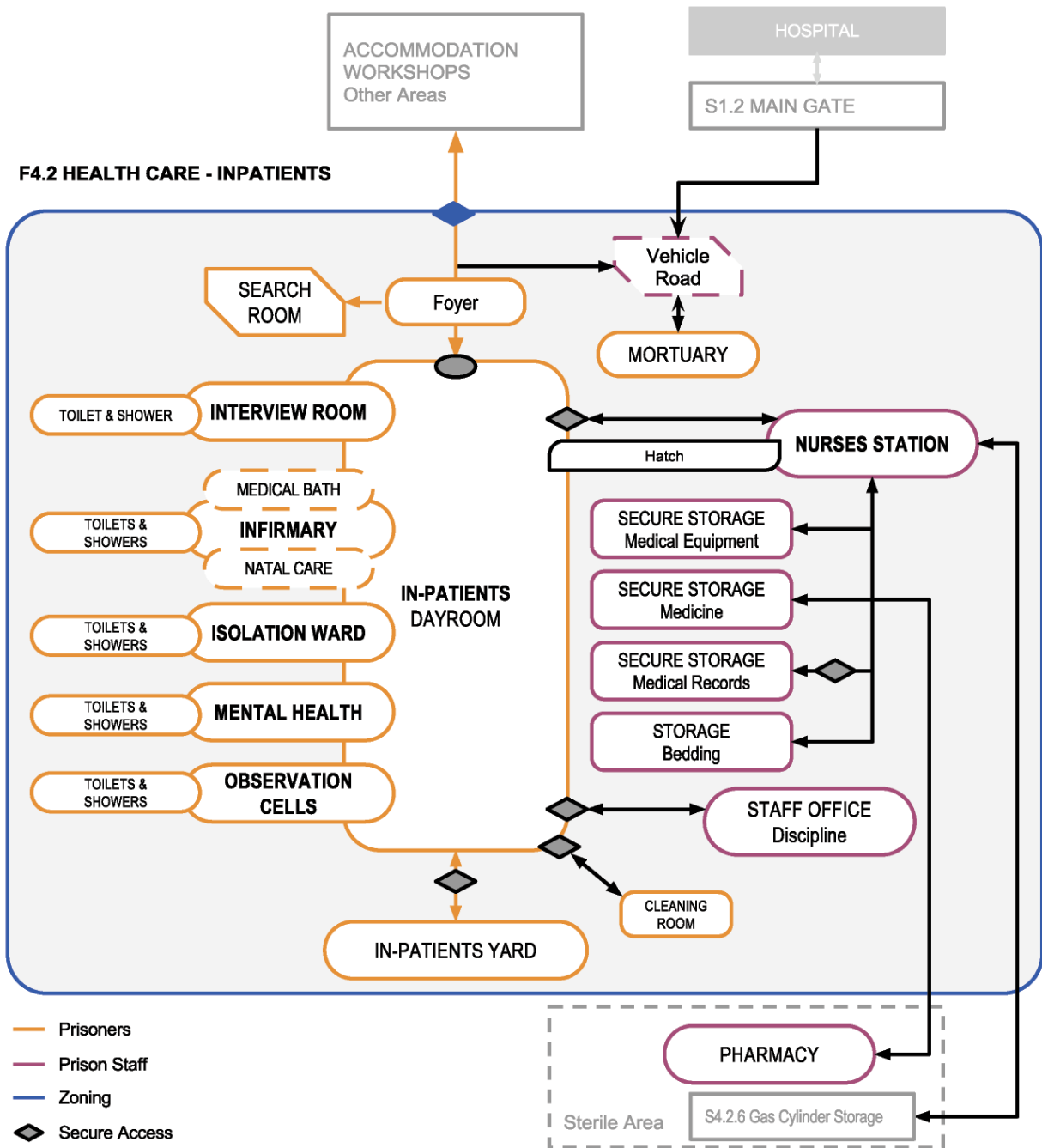


Figure 32: Functional diagram – healthcare, inpatients

FACT4.2 HYGIENIC FACILITIES

Note:

This section covers hygienic facilities such as a laundry and a barbershop. For guidance on sanitation and bathing facilities such as toilets and showers, please refer to Section A2: Block Facilities.

Introduction

The maintenance of clean facilities is crucial to reducing the incidence and spread of disease. To provide clean clothing and bedding, a prison must maintain institutional laundry facilities or facilities for prisoners to wash and dry their own clothing and bedding on a regular basis.²⁴

These facilities are in addition to any ablution facilities and will require larger sinks or troughs to enable adequate cleansing of the clothes and bedding materials. In addition, space should be allowed for the storage of clean bedding in each cellblock; in larger institutions, these may be stored in a central location.

Provisions should be made for bulk storage of prison attire near the incoming registration area for issue to incoming prisoners on arrival (see later section on Prisoner Support).

While all prisoners must be provided individual beds with a recommended minimum dimension of 2m x 0.8m,²⁵ it is necessary to consider the size of washable, locally available mattresses to ensure their availability and suitability for sleeping accommodation.

If bedding is laid directly on the surface of the floor, the cleanliness and hygiene quality of the floor finish will be a significant factor in maintaining an acceptable standard of hygiene for the bedding.

Suitable receptacles and hygienic disposal for female sanitary products must be considered to maintain an acceptable level of hygiene in female facilities.

Operational and security considerations

The frequency of access to washing facilities will be directly related to the extent of activities available to prisoners and their living conditions, any vocational training or work activities and the associated needs for personal hygiene. The frequency of access will dictate the size and configuration of the washing and drying facilities. Consideration is also needed of maintenance response times, spare parts availability and the robustness of fixtures. Installations should reflect cultural and technological concerns to facilitate clean, safe and well-functioning facilities. Chemicals and tools will require secure storage when not in use. Prisons with laundry facilities that connect to outside facilities must have robust security systems in place to prevent prisoners from escaping via vehicles that come in and out of the prison.

The use of mirrors in cells or dormitories to assist with ablutions will depend on the level of security and potential risks identified by the prison authority. Polished stainless steel or chrome plated steel sheet solidly fixed to the wall may be preferable to silvered glass mirrors. In some countries, it is common to place tiles around sinks to improve hygiene and cleanliness. However, this practice may need to consider the security context and the likelihood of use of any materials as weapons.

Hair and beard trimming may be an issue depending on the disposal method for waste hair and security implications for scissors and razors. A central cleaning facility with maintenance duties may be most effective in limiting these risks and reducing the potential for hair blockage in drains.

²⁴ Mandela Rules, Rules 19-21.

²⁵ ICRC. *Water, Sanitation, Hygiene and Habitat in Prisons*. 2013, 22.

Hygienic facilities components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; security level; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; site/plot constraints; availability of supplies; availability of construction materials and labour; national legislation and other standards.*

Components

F4.20 Laundry

Prisoners' clothes and bedding, as well as kitchen whites, hospital linen, towels and other washable cleaning supplies, must be laundered regularly.

In some countries laundry may be sent to commercial facilities outside of the prison. In such circumstances, careful consideration must be given to the transfer process, in order to prevent the likelihood of prisoner escapes.

If laundry is processed within a prison, washing may be done in a central laundry facility or decentralized to smaller laundries in each cellblock. Prisoners may be required to do their own laundry in facilities located in their cellblocks or in a designated place within the exercise area outside. In areas where water supply is an issue, a central laundry may prove more effective in managing and supervising the amount of water/electricity/detergent used. Similarly, prisons that have their central laundry will need to ensure that procedures are such that prisoners cannot use the transfer process as means to escape. Chemicals and tools must be accountable for at all times and will require secure facilities to ensure that they are not misused.

Appropriate facilities may range from very low technology solutions (buckets or large laundry sinks with space provided to dry clothes in the yard of the cellblock) to a full mechanized laundry with washing and drying machines. Cultural expectations as well as the availability of water and power will affect the choice of systems. Any solution must be able to be serviced and maintained locally.

F4.21 Barber/hairdresser

International standards and norms require that facilities be provided for the proper care of hair. For hygienic reasons, to prevent the spread of lice, it is important that haircutting be done only in designated locations and that all the clippings be swept up and disposed of immediately. Where possible, mirrors should be made from unbreakable materials. Provisions must be arranged for tools such as scissors to be securely stored when not in use. Secure barber and hairdressing facilities should be located in or near prisoner accommodation areas.

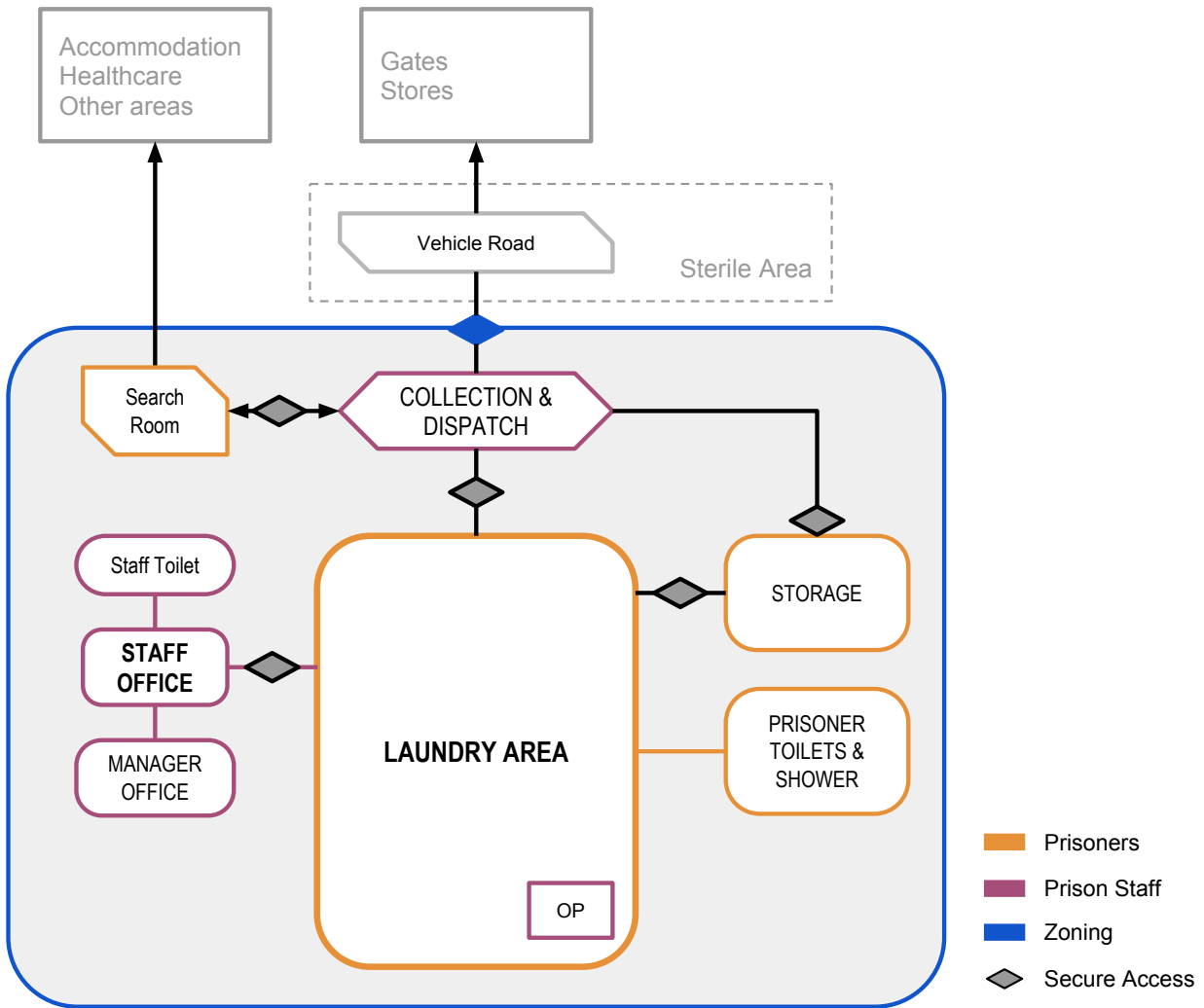


Figure 33: Functional diagram – central laundry facilities

FACT5 FOOD AND DRINK

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 22	1. Every prisoner shall be provided by the administration at the usual hours with food of nutritional value adequate for health and strength, of wholesome quality and well prepared and served. 2. Drinking water shall be available to every prisoner whenever he needs it.
1-3	Human Right to Water and Sanitation, 2010
Rule 37	Havana Rules, 1990
Rule 22.1-22.6	European Prison Rules, 2006
Principle XI	Principles and Best Practices of the IACHR, 2010
Article 11	International Covenant on Economic, Social and Cultural Rights, 1966
Rule 5, 48	Bangkok Rules, 2010
Rule 26	Beijing Rules, 1985
1	Basic Principles, 1990

Introduction

The United Nations General Assembly has recognized the right to clean and safe drinking water as a “human right that is essential for the full enjoyment of life and all human rights”.²⁶ The provision of safe and clean drinking water for prisoners is at all times mandated by international standards.²⁷ Where prisoners do not have direct access to a continuous supply of safe and clean water, it is necessary to ensure that they are provided with safe and clean containers of sufficient size to meet their needs, with gender and climate considerations. Containers must be protected from insects and other potential airborne contaminants such as dust.

The fundamental right of all individuals to be free from hunger is also entrenched in international standards.²⁸ As “every state is obliged to ensure for everyone under its jurisdiction access to the minimum essential food which is sufficient, nutritionally adequate and safe, to ensure their freedom from hunger,”²⁹ this requirement has particular implications in the case of detained individuals, since the fact of their imprisonment places them under the direct responsibility of the state.

International standards require that the preparation of food takes place under hygienic conditions,³⁰ and with consideration of health and medical criteria.³¹ The diet provided for prisoners should also take into account religious and cultural requirements,³² as well as the age, physical condition and the nature of the individual’s work.³³

In some environments, untried and civil prisoners may have food procured from outside of the prison at their own expense. However, it is not an acceptable practice for prison management to expect that prisoners under their jurisdiction will be supported by food provided by family.

26 UN General Assembly. Human Right to Water and Sanitation. 2010. A/RES/64/292, 1.

27 Havana Rules, Rule 37; EPRs, Rule 22.5; Principles and Best Practices of the IACHR, Principle XI(2).

28 ICESCR, Article 11.

29 CESCR. 1999. Substantive Issues Arising in the Implementation of the International Covenant on Economic, Social, and Cultural Rights: General Comment 12. 1999. E/C.12/1999/5, 14.

30 EPRs, Rule 22.3; Principles and Best Practices of the IACHR, Principle XI(1).

31 EPRs, Rule 22.1; Havana Rules, Rule 37; Principles and Best Practices of the IACHR, Principle XI(1).

32 Ibid.

33 EPRs, *supra* note 24, rule 22.1.

FACT5.1 FOOD AND DRINK (KITCHEN AREAS)

Operational and security considerations

The design of the kitchen should reflect the necessary operational processes (such as stock delivery, storage, dispatch, preparation, cooking, waste disposal and cleaning) while incorporating health and safety measures.

Prisons must maintain sufficient food storage and cooking facilities to ensure that all prisoners are provided with safe, sufficient and nutritionally adequate food, or must ensure that these needs are met by the procurement of food from outside sources. It is the prison authorities who are responsible for securing this provision, not families of prisoners.

A prison kitchen will typically be located in proximity to a mess hall and have a loading area to receive food supplies; a secure storage area for food stock, designed to prevent access to vermin; a food preparation area; a cooking area; a washing up station; a cleaning station to ensure hygiene; an office to securely lock away tools such as knives; toilets with hand sinks; a search room for prisoners; a food dispatch area or a counter; and an area for the disposal of waste. Security systems must be in place to ensure that prisoners cannot use the regular arrival of delivery vehicles as an opportunity for escape.

In addition to a large central facility, smaller kitchens may sometimes be placed in cellblocks to allow prisoners to cook for themselves. This measure is sometimes afforded as a reward for good behaviour, or to teach prisoners life skills in preparation for release. In all cases, cooking implements, equipment and other tools must have washing facilities that enable an appropriate standard of hygiene. Wherever applicable, management of the transfer of food supplies from storage areas to the kitchen and potentially to cellblocks must be considered.

Kitchen area components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; security level; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; site/plot constraints; availability of supplies; availability of construction materials and labour; national legislation and other standards.*

Components

F5.10 Delivery/dispatch area

Food delivery must be considered early in the site planning process of a prison to ensure that large volumes of foodstuffs can be easily moved from the delivery area to the kitchen storage. A loading bay may be required to allow vehicles to deliver food or, in the case of central kitchen facility for a cluster of prisons or a large campus, to collect prepared food for distribution. In countries where food is cooked on open fires or wood fired stoves, more space and a substantial wood storage capacity may be required, with necessary considerations of fire safety. Consideration may also need to be given to measures to prevent prisoners using the delivery/dispatch of food processes as an opportunity for escape.

F5.11 - F5.12 Food cooking and preparation area (kitchen)

In order to satisfy the requirement for the provision adequate food and nutrition, a prison must have a kitchen that is fit for purpose and can cater to all prisoners (and staff, if required). The minimum area for a kitchen is 0.1m² per person (for prisons providing more than 200 meals per day) and a minimum size of 20m² for smaller prisons. Depending on the size of the facility, separate food cooking and preparation areas may be considered.

Kitchens employ many different methods of cooking, depending on traditions, foods, and fuel sources available. A kitchen may include a bakery to bake bread products for the prison and teach prisoners vocational skills. For the health of prisoners and staff working in kitchens, effective methods for the extraction of smoke are a basic but essential consideration. Adequate ventilation must be provided by natural ventilation, range hoods over the cooking area, or other measures.

To promote energy efficiency and alleviate the ecological impacts of local deforestation, for example, consideration may also be given to sustainable measures such as the use of biogas and solar boilers.

Specifications:

Food cooking area: At least 20m². More than .05m²/person for prisons with more than 200 meals/day.

F5.13 Waste collection area

All kitchens produce waste as part of the food preparation process. This waste has to be disposed hygienically to avoid attracting vermin and pests. An area separate from the kitchen yet close enough for practical use will need to be included in the design and planning for a kitchen. The food waste can then be composted, fed to animals on a prison farm, or taken away for disposal. The separation of waste should be encouraged to promote recycling, if possible and practical.

If waste will be transferred for disposal at a facility outside of the prison, planning will also need to incorporate provisions for waste disposal vehicles to access the area, as well as physical measures to prevent prisoners from using this process as a means of escape.

F5.14 Washing area

An area connected to the kitchen is required to clean kitchen equipment and to maintain good hygiene and cleanliness standards in the kitchen facilities. Consideration should be given to locating this space in the vicinity of the waste area. The space should be large enough to accommodate all necessary materials required to keep the kitchen clean. Materials may include brooms, mops, cleaning detergents and a large sink. In a prison that has an adequate piped water supply, the design should consider including a mop sink in this space. Additionally, a floor drain/grate should be provided for the discharge of water.

F5.15 - F5.17 Kitchen storage area

The kitchen storage area must be large enough to enable the supply of food in a hygienic manner even in the event of unforeseen circumstances that may temporarily affect food supply deliveries.

Storage of food and other supplies requires half the area of the kitchen (0.05m² per person with a minimum area of 10m²). This recommendation is also dependent on the programming for food deliveries and the range of foods required. More advanced facilities may need to consider cold stores, freezer stores, and utility stores for the storage of plates, trays, cups, and other possible kitchen supplies.

Specifications:

Supply storage area: At least 10m². More than .05m²/person for prisons with more than 200 meals/day.

F5.18 Staff office(s)

The kitchen area will require a secure office to allow staff to maintain records such stock levels and delivery invoices. Consideration should be given to whether kitchen tools such as knives will be stored and issued from the kitchen office or another nearby secure area within the kitchen.

F5.19 Staff toilet

If staff offices are provided, they must have access to separate toilet facilities.

F5.20 Change room

Because prisoners are involved in the preparation of food and the clean-up of kitchen facilities, change rooms, showers and toilets may need to be provided.

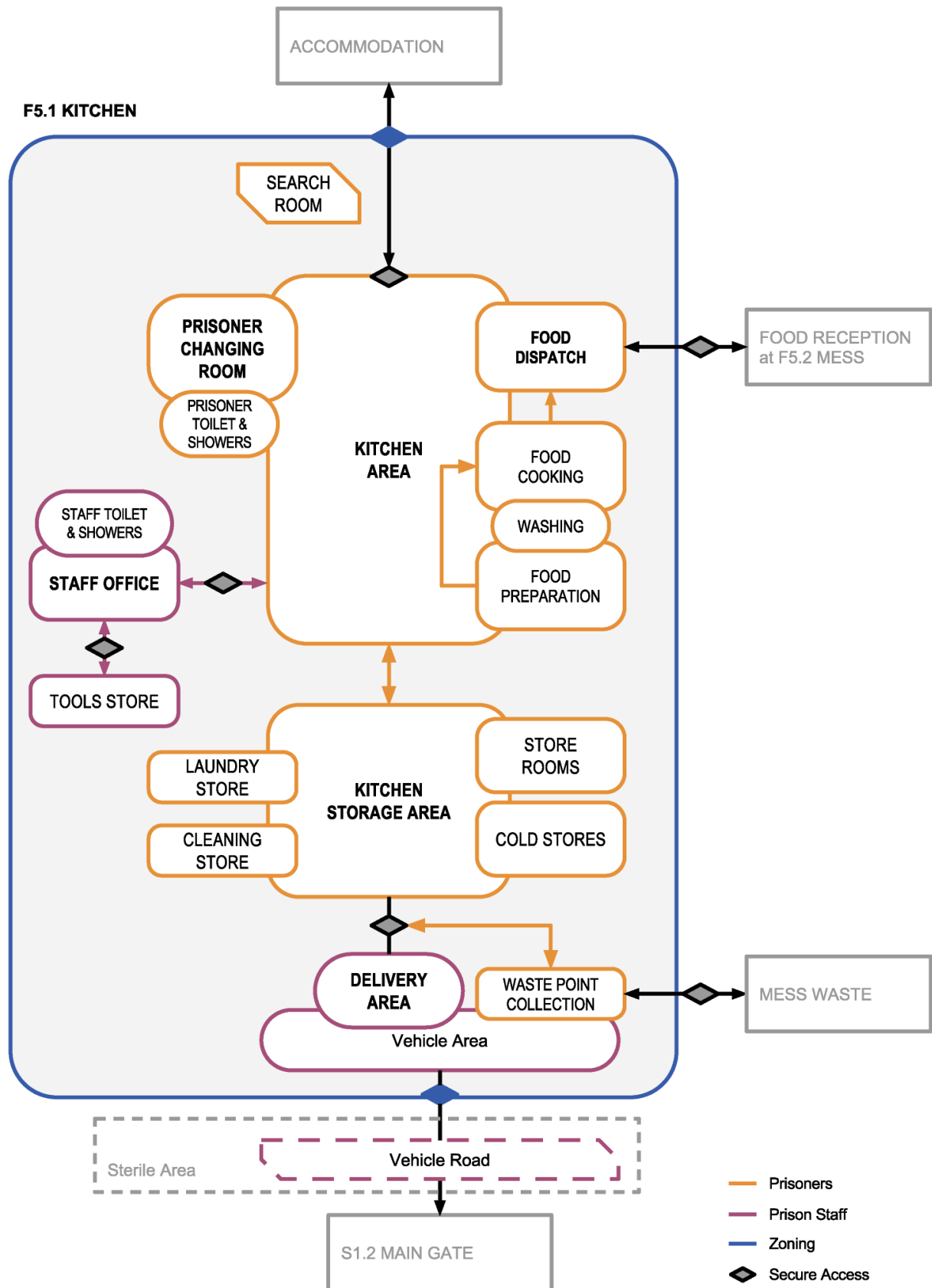


Figure 34: Functional diagram – kitchen area

FACT5.2 FOOD AND DRINK (MESS AREAS)

Operational and security considerations

The consumption of food may occur in cells, cellblocks, central mess areas or external yards. Sound planning and processes must ensure effective management of the process of food collection (if in a mess) or food delivery (if to cells) and the collection, washing and drying of eating utensils, plates, trays and other items.

Mess or dining areas are open spaces within a prison that allow prisoners to eat their food in a communal setting and which, for reasons of hygiene and socialization, should be preferred to prisoners eating in their cells. As with other areas where prisoners gather, consideration will be needed to ensure that security and control is maintained, commensurate with the level of risk presented by the prisoners.

Understanding the prison profile and proposed management regime will help determine the size of the mess area. Larger prisons may wish to have several sittings at mealtimes to control the number of prisoners congregating in the mess at one time. A search room may be required to check prisoners for weapons or contraband. Staff will also require good observation and supervision over the prisoners; obstacles, such as pillars, that hinder their line of sight should be avoided where possible. A number of access points into the mess area should be considered to allow staff swift entry in case of an incident. Higher security prisons may require fixed seating and tables to prevent their use as weapons.

Careful consideration must be given to the flow of prisoners in and out of this area, particularly if different categories of prisoners must be kept separated. To facilitate the transfer of prisoners, mess areas need to be located so that they will be accessible from work and communal areas. In higher security prisons, secure walkways to the mess may be required, with gates installed to allow staff to control prisoner access and movement.

Once the prisoners arrive at the mess, they are usually required to head straight for the servery and to collect their meal before sitting down. At the end of the meal, consideration must be given to the process of cleaning or the return of kitchen utensils. These may be carried back to the servery, or dropped off at a series of drop off points in the mess.

Mess area components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; security level; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; site/plot constraints; availability of construction materials and labour; national legislation and other standards.*

Components

F5.21 Food distribution area(s) (servery)

The servery is usually located close to the point of entry into the mess so that prisoners can collect their food and sit down to eat. As a security precaution, the servery should be designed so that prisoners in the mess area cannot gain easy access into it and the serving tools. Similarly, if the kitchen is to be located beside the servery, then secure doors must be installed to prevent prisoners gaining access to the kitchen via the servery. If food is being delivered to cellblocks, a distribution area may be designated and equipped to keep food at the desired temperature.

F5.22 Common dining area (mess room)

Assuming all prisoners are brought to eat into a common area, they are seated in rows or around tables that may be bolted down in fixed seating arrangements. In a campus layout, food may be delivered from the kitchen to smaller common dining areas in the cellblocks.

Sufficient light and ventilation must be provided and the floor finishes must be robust, to allow for easy cleaning and maintenance.

Specifications:

At least ½m² net per person, not including circulation space.

F5.23 Prisoner search room

A search room should be placed next to the entrance/exit of the mess area. While tap/rub down searches may be conducted in the open, more thorough searches should take place in a designated space, out of view but not isolated, to preserve a prisoner's dignity and minimize opportunity for abuse.

Specifications:

At least 2.5m x 3m.

F5.24 - F5.25 Prisoner toilets (Standard and accessible)

In line with the needs identified in the Prison Profile, adequate toilet facilities must be provided.

Specifications:

Number of toilets: 1 toilet per 25 prisoners. (ICRC)

Dimensions of accessible toilets: See figure following F1.06 and F1.07, Visitor toilets.

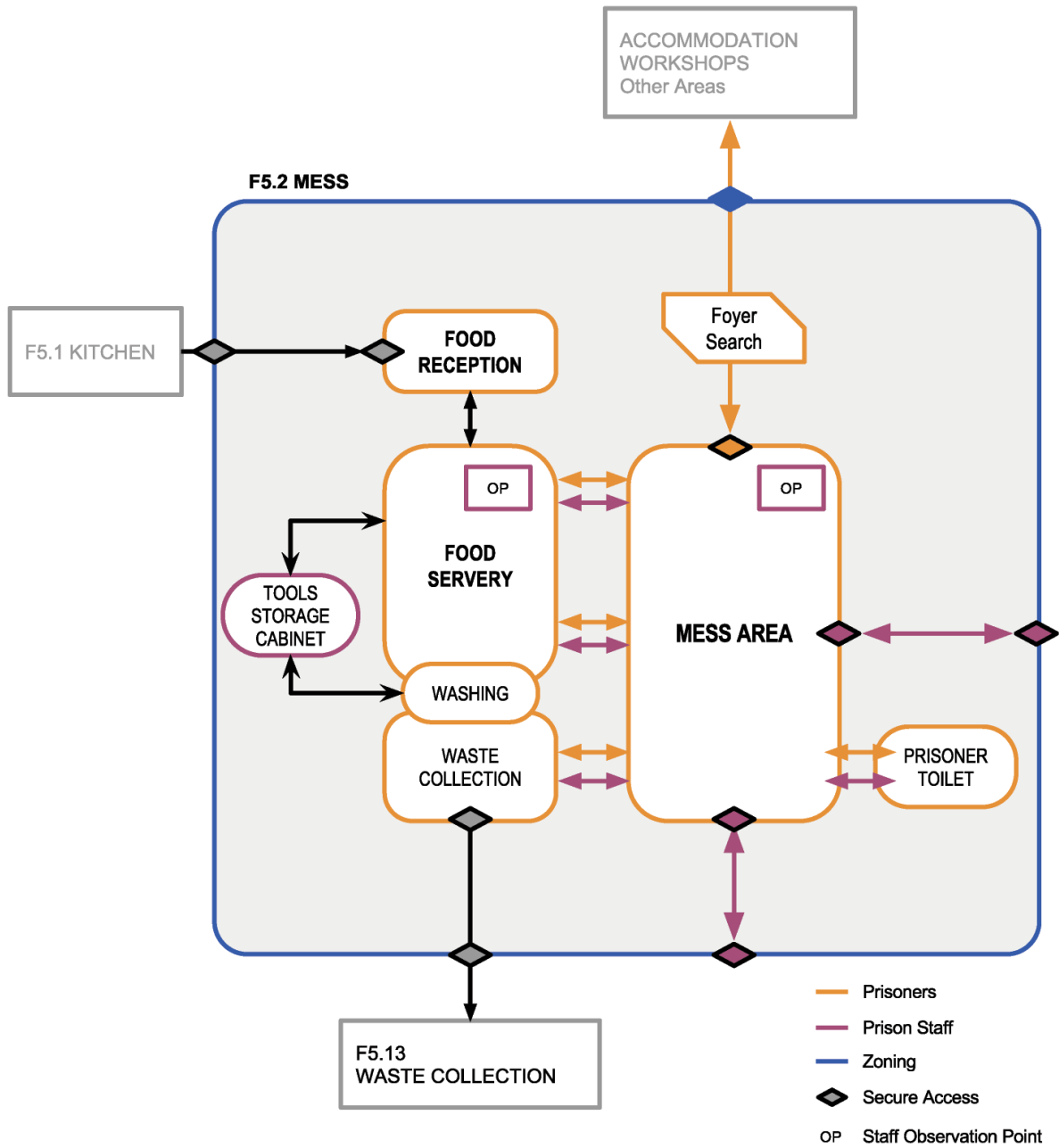


Figure 35: Functional diagram – mess area

FACT6 PHYSICAL RECREATION

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 23	<p>1. Every prisoner who is not employed in outdoor work shall have at least one hour of suitable exercise in the open air daily if the weather permits.</p> <p>2. Young prisoners, and others of suitable age and physique, shall receive physical and recreational training during the period of exercise. To this end space, installations and equipment should be provided.</p>
Rule 105	Recreational and cultural activities shall be provided in all prisons for the benefit of the mental and physical health of prisoners.
Rules 25, 27	European Prison Rules, 2006
Rules 13, 47	Havana Rules, 1990
Rule 42	Bangkok Rules, 2010

Introduction

International standards require that prisoners receive a minimum of one hour access to open air per day (excluding weather limitations) to ensure their health and well-being.³⁴

Prison facilities must provide a suitable space and equipment to provide prisoners with indoor or outdoor exercise. In the case of inclement weather, alternative arrangements for exercise should be provided.³⁵ In order to facilitate exercise and recreational opportunities, prison authorities should provide appropriate installations and equipment for prisoner use.³⁶ Most popular sports in the local context should be accommodated where possible. In all cases, it is crucial that equitable access to recreational spaces and exercise equipment is provided to all categories of prisoners.

All prisoners should have access to controlled outdoor space, with a minimum area of at least 4m² per person. This is based on a reasonable expectation of space for movement and recreation activities. In wet weather and hot climates where sun shading is needed to maintain suitable shelter, a covered area may provide a suitable space for recreational and cultural activities.

Operational and Security Considerations

Careful planning and management of external spaces is required to avoid the mixing of prisoner groups. Dual fences may be required to avoid physical contact and the transfer of contraband. If distinct categories of prisoners are to be outside at the same time, such as women and men, the exercise areas will need to ensure complete physical, visual and acoustic separation.

³⁴ Mandela Rules, Rule 23.

³⁵ EPRs, Rule 27.2.

³⁶ EPRs, Rule 27.4; Havana Rules, Rules 13 & 47.

Physical recreation activities are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; security level; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; site/plot constraints; availability of construction materials and labour; national legislation and other standards.*

Components

F6.01 Gym room

A gym provides installations and equipment for exercise and recreational use by prisoners. Equipment must be robust and durable. It may include balance beams, chin up bars, leg lift stations, parallel bars, a sit-up/bench press, yoga mats, equipment for step aerobics, and more. Depending on the demographic composition and risk profile of the prisoners, the exercise equipment may be specially designed (without free weights, or moving parts) to reduce safety and security risks.

F6.02 Storage

Between uses, gym equipment may need to be stored in an appropriately sized, locked space.

F6.03 Indoor court(s)

Where space within a prison is limited and separate courts for different sports and games is impractical, multi-sports courts should be considered as a practical option as they allow different sports to be played at different times utilising the same space.

F6.04 Outdoor pitches and court(s)

Where space within a prison is limited and the provision of separate courts for different sports and games is impractical, multi-sports courts should be considered as a practical option that allow different sports to be played at different times. Extra space around the courts may be required to allow non-participating prisoners to watch competitions.

F6.05 Prisoner search room

A search room should be placed next to the entrance of a recreation facility. While tap/rub down searches may be conducted in the open, more thorough searches should take place in a designated space, out of view but not isolated, to preserve a prisoner's dignity and minimize opportunity for abuse.

Specifications:

At least 2.5 meters x 3 meters.

F6.06 - F6.07 Prisoner toilets (standard and accessible)

In line with the needs identified in the Prison Profile, adequate toilet facilities must be provided.

Specifications:

Number of toilets:

1 toilet per 25 prisoners. (ICRC)

Dimensions of accessible toilets:

See figure following F1.06 and F1.07, Visitor toilets.

F6.08 Prisoner showers

Showers may be individual or ganged with many in one room. If they are ganged, consideration should be given to using screens to provide some privacy, especially in sensitive cultural settings. In all cases, prisoner showers must be observable by prison staff. Showers may have a piped water supply or water can be carried to them in buckets. Both hot and cold water should be available for use, where possible. The choice of wall and floor finishes, tapware and shower heads is a critical decision due to maintenance implications.

Because of the potential use of flexible hoses as strangulation devices, and shower arms and ceramic wall/floor tiles as weapons, these aspects need careful consideration in light of the prison's security level.

Specifications:

Number of showers: Minimum of one bathing/shower installation per 50 prisoners. (ICRC)

F6.09 Staff office

A staff office in the recreation area must permit good access and visibility over the prisoners located in that area, and be secure to protect any materials and equipment inside.

F6.10 Staff Toilet

If staff offices are provided, they must have access to separate toilet facilities.

F6 PHYSICAL RECREATION

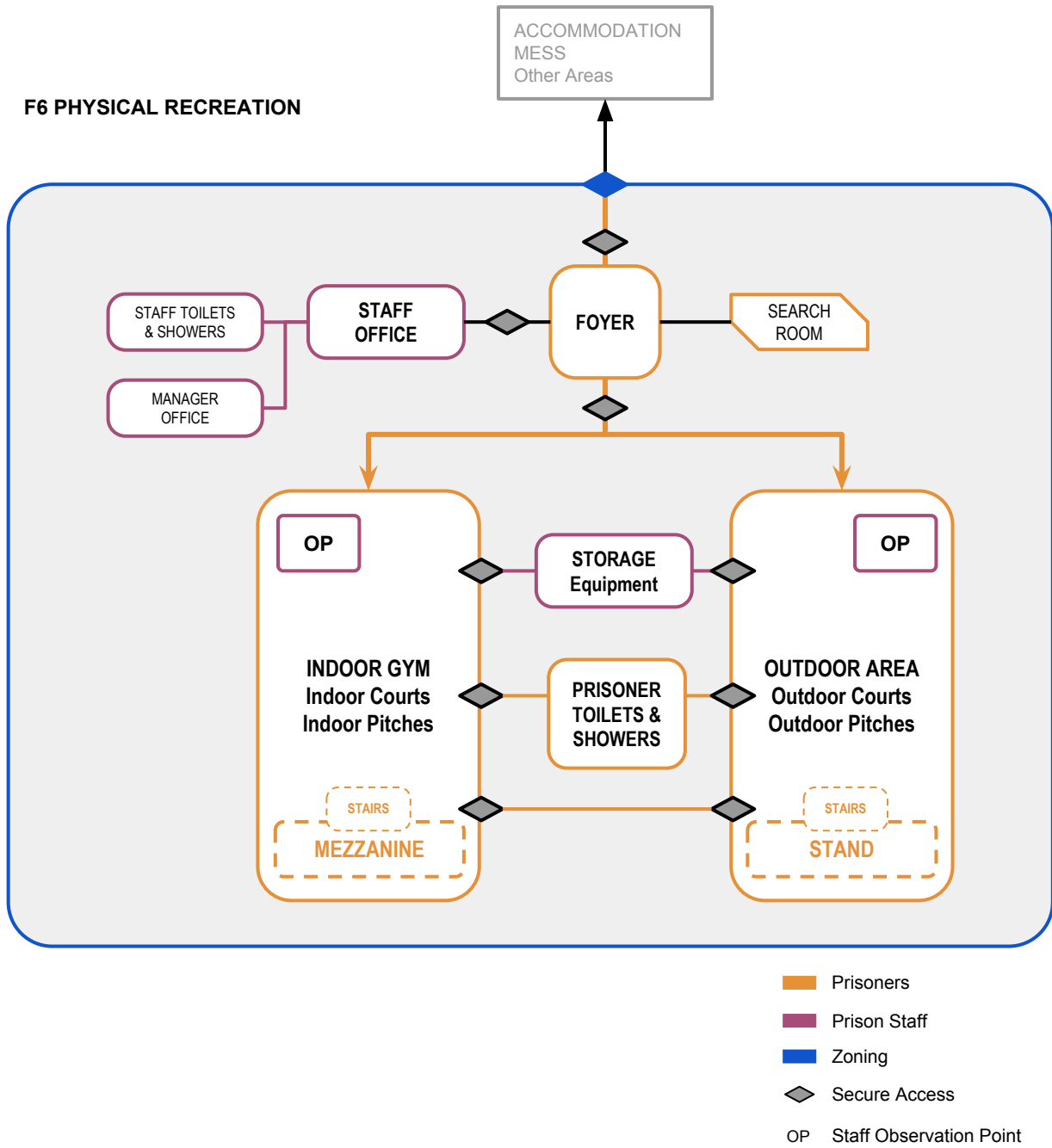


Figure 36: Functional diagram – recreation facilities

FACT7 OTHER FACILITIES

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 65	<p>1. If the prison contains a sufficient number of prisoners of the same religion, a qualified representative of that religion shall be appointed or approved. If the number of prisoners justifies it and conditions permit, the arrangement should be on a full-time basis.</p> <p>2. A qualified representative appointed or approved under paragraph (1) shall be allowed to hold regular services and to pay pastoral visits in private to prisoners of his or her religion at proper times.</p> <p>3. Access to a qualified representative of any religion shall not be refused to any prisoner. On the other hand, if any prisoner should object to a visit of any religious representative, his attitude shall be fully respected.</p>
Rule 66	<p>So far as practicable, every prisoner shall be allowed to satisfy the needs of his or her religious life by attending the services provided in the prison and having in his possession the books of religious observance and instruction of his or her denomination.</p>
Rule 104	<p>1. Provision shall be made for the further education of all prisoners capable of profiting thereby, including religious instruction in the countries where this is possible. The education of illiterate prisoners and of young prisoners shall be compulsory and special attention shall be paid to it by the prison administration.</p> <p>2. So far as practicable, the education of prisoners shall be integrated with the educational system of the country so that after their release they may continue their education without difficulty.</p>
Rule 105	<p>Recreational and cultural activities shall be provided in all prisons for the benefit of the mental and physical health of prisoners.</p>
Article 18	<p>Universal Declaration of Human Rights, 1948</p>
Articles 1, 3, 18	<p>International Covenant on Civil and Political Rights, 1966</p>
Principles 3, 5, 10	<p>Basic Principles, 1990</p>
Rule 29.1-29.3	<p>European Prison Rules, 2006</p>
Rule 48	<p>Havana Rules, 1990</p>
Principle XV	<p>Principles and Best Practices of the IACHR, 2008</p>

Introduction

Religion may form an important part of a prisoner's life and offer comfort and support, as well as moral guidance, to help an individual in their efforts to rehabilitate. Facilities must be provided to permit prisoners to receive regular visits from religious or spiritual representatives, should they so desire. In addition, prisoners should be provided with storage space for books and literature necessary for religious or spiritual observance.

At the same time, prisoners must not be forced or compelled to practice a particular religion or belief, or to be visited by religious representatives against their will.³⁷ A functional space must be provided for prisoners to practice their religion/spiritual beliefs without discrimination.

Ritual ablution areas, ante rooms, religious counselling spaces, storage space for books, literature, musical instruments necessary for religious or spiritual observance, confessional spaces and similar support rooms may be required to enable the effective spiritual support of prisoners. Other factors may include religion-specific considerations, such as the provision of a space facing Mecca for Muslim prisoners.

Operational and Security Considerations

When one or more religious or spiritual representatives are appointed for the provision of services to prisoners, sufficient space should be provided to enable prisoners to attend services on an equal basis. Depending on the numbers of prisoners attending services, this space may cater to many faiths/denominations. As a result, a multi-faith room should be provided to enable its use by different religious groups.

Other facility components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; vulnerable groups; security level; typology of the prison; probability of expansion; level of technology; maintenance of facilities; total staff; site/plot constraints; availability of construction materials and labour; national legislation and other standards.*

Components

F7.00 Religious space(s)

Any special requirements such as ablution areas, ante rooms, religious counselling spaces, a storage space for books, literature, and musical instruments necessary, etc., must be noted and specified in the requirements.

F7.01 Multi-faith room(s)

A multi-faith room is a space designed to house multiple religious practices and may serve other practical purposes. Different religious groups must be ensured equitable use of the area and prison staff will need to carefully plan the transfer of individuals and groups in and out of the multi-faith room. The size and form of the space may be a significant issue depending on cultural expectations.

F7.02 Counselling room(s)

For prisoners with requiring psychological, spiritual, or other support, specific counselling spaces may be provided to support their health and rehabilitation efforts.

F7.03 Other office(s)

In certain contexts, a prison may need space for psychology, sentence and pre-release planning, or other rehabilitation and support services. The extent of these will depend on the extent of rehabilitation programs in a prison facility.

An office may also be needed to provide an administrative space for chaplains or other religious representatives. A storage room for religious books, icons, instruments and other articles of faith may also need to be connected to this office.

³⁷ EPRs, Rule 29.

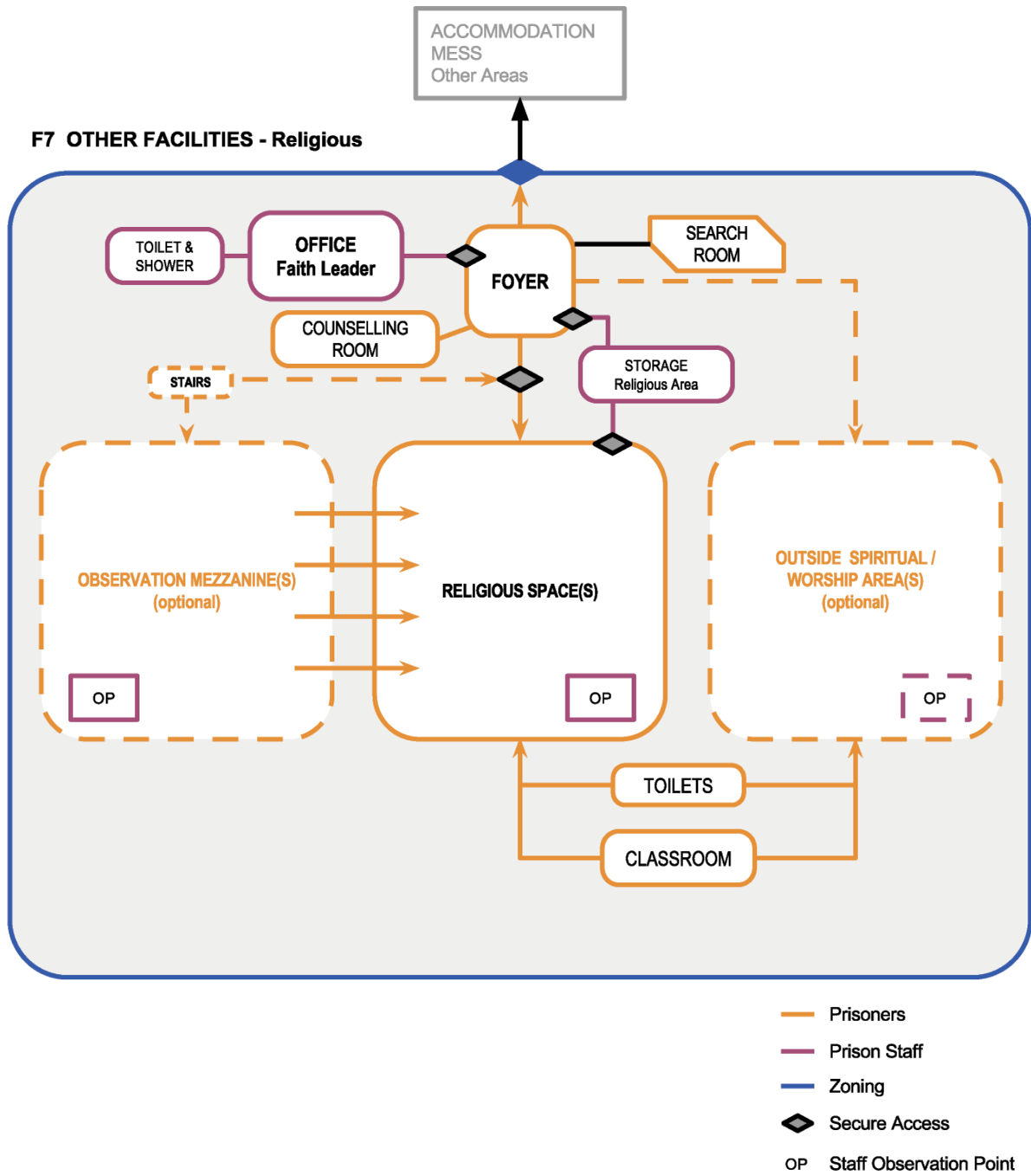
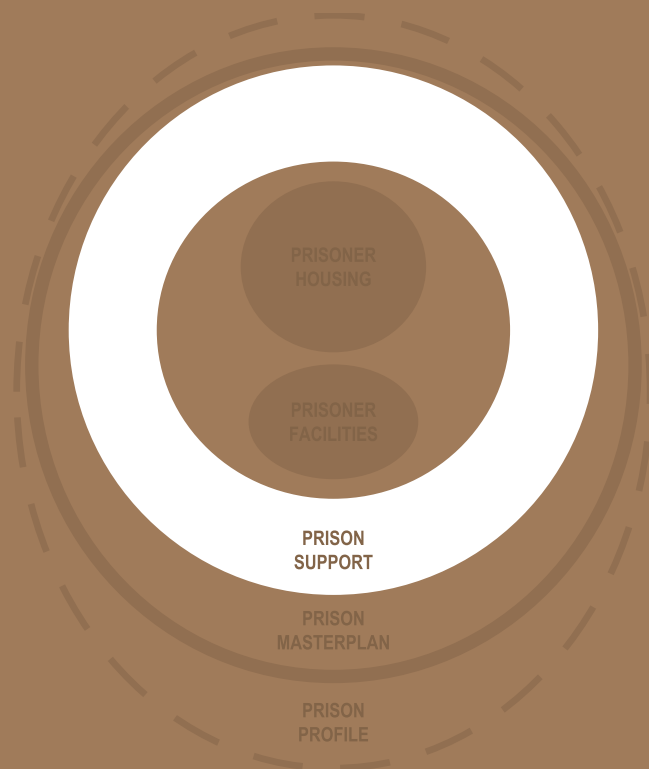


Figure 37: Functional diagram – religious facilities



3. PRISON SUPPORT

SECTION D3: PRISON SUPPORT

SUPRT1	Security
SUPRT2	Staff
SUPRT3	Services infrastructure
SUPRT4	Maintenance and central stores
SUPRT5	Administration

The objective of the prison support section is to plan for the necessary provisions with regard to security, staff, infrastructure services and other essential considerations in the effective functioning of a prison facility.

Guidance on **security** aspects includes various considerations to inform the design of and operations pertaining to the security department, prison boundaries, the main gate to the prison, and the reception area for the intake, transfer, and processing of prisoners.

Guidance on **staff** includes information on necessary facilities and possible accommodation requirements; guidance on **service infrastructure** includes considerations of water supply and sanitation, electrical, HVAC, and IT services.

The **maintenance** and **central stores** departments have a crucial role in the day-to-day functioning of the prison facilities, while the **administration** area manages the financial, administrative, and human resource activities of the prison.

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

- Rule 11** The different categories of prisoners shall be kept in separate institutions or parts of institutions taking account of their sex, age, criminal record, the legal reason for their detention and the necessities of their treatment. Thus,
- a. Men and women shall so far as possible be detained in separate institutions; in an institution which receives both men and women the whole of the premises allocated to women shall be entirely separate;
 - b. Untried prisoners shall be kept separate from convicted prisoners;
 - c. Persons imprisoned for debt and other civil prisoners shall be kept separate from persons imprisoned by reason of a criminal offence;
 - d. Young prisoners shall be kept separate from adults.
- Rule 54** Upon admission, every prisoner shall be promptly provided with written information about:
- (a) The prison law and applicable prison regulations;
 - (b) His or her rights, including authorized methods of seeking information, access to legal advice, including through legal aid schemes, and procedures for making requests or complaints;
 - (c) His or her obligations, including applicable disciplinary sanctions; and
 - (d) All other matters necessary to enable the prisoner to adapt himself or herself to the life of the prison.
- Rule 55**
1. The information referred to in rule 54 shall be available in the most commonly used languages in accordance with the needs of the prison population. If a prisoner does not understand any of those languages, interpretation assistance should be provided.
 2. If a prisoner is illiterate, the information shall be conveyed to him or her orally. Prisoners with sensory disabilities should be provided with information in a manner appropriate to their needs.
 3. The prison administration shall prominently display summaries of the information in common areas of the prison.
- Rule 73**
1. When the prisoners are being removed to or from an institution, they shall be exposed to public view as little as possible, and proper safeguards shall be adopted to protect them from insult, curiosity and publicity in any form.
 2. The transport of prisoners in conveyances with inadequate ventilation or light, or in any way which would subject them to unnecessary physical hardship, shall be prohibited.
 3. The transport of prisoners shall be carried out at the expense of the administration and equal conditions shall apply to all of them.
- Rule 74**
1. The prison administration shall provide for the careful selection of every grade of the personnel, since it is on their integrity, humanity, professional capacity and personal suitability for the work that the proper administration of the institutions depends.
 2. The prison administration shall constantly seek to awaken and maintain in the minds both of the personnel and of the public the conviction that this work is a social service of great importance, and to this end all appropriate means of informing the public should be used.
 3. To secure the foregoing ends, personnel shall be appointed on a full-time basis as professional prison officers staff and have civil service status with security of tenure subject only to good conduct, efficiency and physical fitness. Salaries shall be adequate to attract and retain suitable men and women; employment benefits and conditions of service shall be favourable in view of the exacting nature of the work.
- Rule 75**
1. All personnel shall possess an adequate standard of education and shall be given the ability and means to carry out their duties in a professional manner.
 2. Before entering on duty, all prison staff shall be provided with training tailored to their general and specific duties, which shall be reflective of contemporary evidence-based best practice in penal sciences. Only those candidates who successfully pass the theoretical and practical tests at the end of such training shall be allowed to enter the prison service
 3. The prison administration shall ensure the continuous provision of in-service training courses with a view to maintaining and improving the knowledge and professional capacity of its personnel, after entering on duty and during their career.

Rule 76	<p>1. Training referred to in paragraph 2 of rule 75 shall include, at a minimum, training on:</p> <ul style="list-style-type: none"> (a) Relevant national legislation, regulations and policies, as well as applicable international and regional instruments, the provisions of which must guide the work and interactions of prison staff with inmates; (b) Rights and duties of prison staff in the exercise of their functions, including respecting the human dignity of all prisoners and the prohibition of certain conduct, in particular torture and other cruel, inhuman or degrading treatment or punishment; (c) Security and safety, including the concept of dynamic security, the use of force and instruments of restraint, and the management of violent offenders, with due consideration of preventive and defusing techniques, such as negotiation and mediation; (d) First aid, the psychosocial needs of prisoners and the corresponding dynamics in prison settings, as well as social care and assistance, including early detection of mental health issues. <p>2. Prison staff who are in charge of working with certain categories of prisoners, or who are assigned other specialized functions, shall receive training that has a corresponding focus.</p>
Rule 77	All prison staff shall at all times so conduct themselves and perform their duties as to influence the prisoners for good by their example and to command their respect.
Rule 81	<p>1. In a prison for both men and women, the part of the institution set aside for women shall be under the authority of a responsible woman staff member who shall have the custody of the keys of all that part of the institution.</p> <p>2. No male member of the staff shall enter the part of the institution set aside for women unless accompanied by a woman officer.</p> <p>3. Women prisoners shall be attended and supervised only by women staff members. This does not, however, preclude male members of the staff, particularly doctors and teachers, from carrying out their professional duties in prisons or parts of prisons set aside for women.</p>
Rule 82	<p>1. Prison staff shall not, in their relations with the prisoners, use force except in self-defence or in cases of attempted escape, or active or passive physical resistance to an order based on law or regulations. Prison staff who have recourse to force must use no more than is strictly necessary and must report the incident immediately to the director of the prison director.</p> <p>2. Prison staff shall be given special physical training to enable them to restrain aggressive prisoners.</p> <p>3. Except in special circumstances, prison staff performing duties which bring them into direct contact with prisoners should not be armed. Furthermore, prison staff should in no circumstances be provided with arms unless they have been trained in their use.</p>
Rules 49-54	EPRs, 2006
Rules 19-25	Bangkok Rules, 2010
Principles XXI-XXIII	Principles and the Best Practices of the IACHR, 2008

Introduction

To keep a prison fully operational, there are a number of component functions that support the core work of maintaining security and managing the care and rehabilitation of prisoners. Security must be maintained so that prisoners are not in a position to escape, cause disruption within the prison environment, or pose a further threat to the public while serving their sentences, and also to protect prisoners themselves from potential violence.

To assist in this work, prisons often have a designated security department with specific staff to carry out security tasks. Depending on the country and the prison system within it, security and protection from violence may require:

- controlling the gate, keys, radios, and weaponry;
- searching staff and visitors coming in and out of the prison;
- developing security assessments of new prisoners;
- providing designated search teams;
- searching letters, parcels, and other goods entering the prison;
- providing perimeter security;
- providing escort staff to take prisoners to court, hospital, etc.;
- ensuring that the prison's contingency plans are up to date;
- gathering intelligence about prisoners, staff and visitors to assist prison staff and other criminal justice agencies;
- staffing the Control Room;
- ensuring that the prison's command suite is functional in case of an incident;
- monitoring prisoners' phone calls and mail, and other potential duties, such as the operation of drug or patrol dogs
- techniques of conflict prevention and conflict resolution
- individual needs and risk assessment

Operational and Security Considerations

The security department is often, but not always, located in or near the main gate area (for security reasons, often on an upper floor) to enable it to manage some of the functions listed above. Because of the security department's role in controlling the prison and the sensitive nature of the information contained within, access to this space must be limited to authorised staff. Specific operational and security considerations related to individual elements of prison security are discussed in more detail below.

SUPRT1.1 SECURITY (PRISON PERIMETER)

Operational and Security Considerations

As emphasised throughout this document, the security level of the prison should not be higher than the security risk presented by prisoners. This will avoid unnecessary restrictions on prisoner movement and the regime, as well as the overall cost of the prison. The erection of walls and fencing around a prison can constitute a significant portion of the overall cost, especially if excessive security measures have been enacted. On the other hand, underestimating the risk posed by prisoners may require regular staff patrols, and increase operational costs. For these reasons, as well as the general safety and well-being of prisoners and staff, a sound understanding of prisoner risk is essential.

The figure on the following page suggests a range of prison perimeter layouts commensurate with the level of risk presented by prisoners. A description of prisoner risk levels can be found within Section B: Prison Profile, while Section A7: Security Features offers a more complete explanation of the various levels of security that the following paragraphs refer to.

Prisoners in a **Level 1** facility are considered high risk. To prevent them from escaping, it may be necessary to construct facilities that function as a “prison within a prison”. The relevant diagram shows an external perimeter wall with watchtowers at strategic points and perhaps an extra one at the gate, for additional protection and security. Within the outer perimeter wall there is an inner perimeter fence line. This installation is likely to require additional security features along the top of the fence, measures such as razor wire; double meshing or metal plating along the bottom of the fence to prevent cutting, and sensors to detect tampering. The bottom of the fence may be sunken or concreted to prevent tunnelling or passage below the fence. Within the inner perimeter fence line, additional perimeter walls may be required for areas where higher security risk prisoners are to be housed. Entry into these areas is usually controlled via an internal gate area. The perimeter should be marked sequentially, at regular intervals, for easy identification.

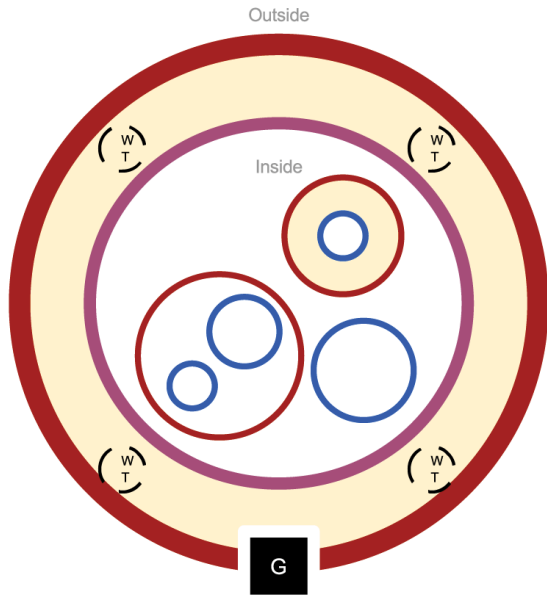
It should be noted that a prison may hold prisoners of multiple risk profiles within its facilities. Having a facility that can accommodate lower security category prisoners can allow prison management to transfer prisoners to lower security facilities once they have demonstrated a reduced risk profile.

For prisoners in a **Level 2** facility, escape needs to be very difficult, if not quite to the extent of facilities in a maximum security prison. The relevant diagram shows the same outer perimeter wall and watchtowers, along with an inner perimeter fence. As with the Level 1 inner perimeter fence, this installation may require additional security features.

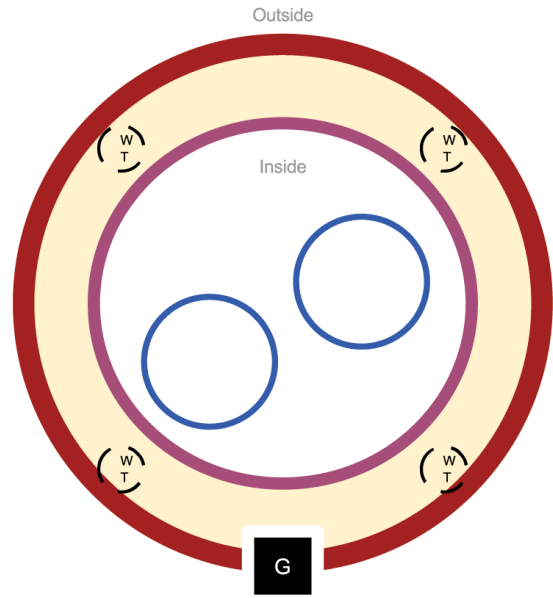
Prisoners in a **Level 3** facility are unlikely to try to escape but cannot be trusted in open conditions. The relevant diagram shows the perimeter wall without any watchtowers and no internal perimeter fence line. However, internal zoning may still be needed, in order to separate different categories of prisoners.

Level 4 prisoners pose the lowest risk, may be reasonably trusted not to try to escape, and may be given the privilege of an open prison. The relevant diagram shows only a fence line. As this layout is an open prison, the fence line is there to identify the boundary of the prison rather than to confine prisoners. For this reason, it does not need to be very high or be equipped with security features. Depending on the prison’s locations, a fence line may not be needed at all.

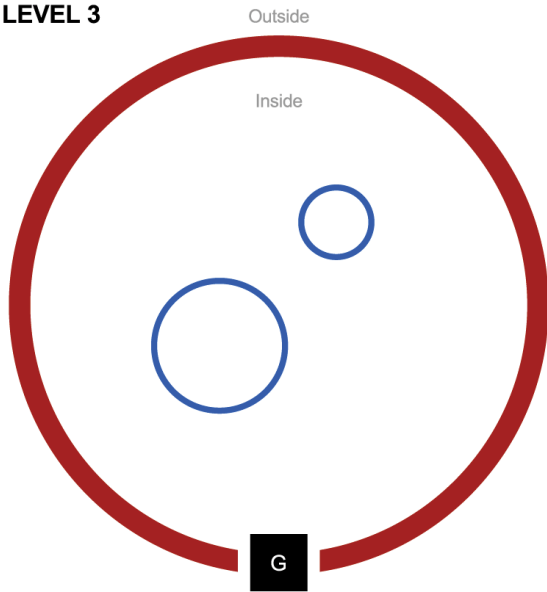
LEVEL 1



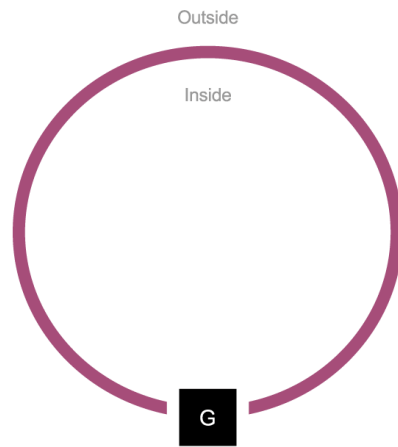
LEVEL 2



LEVEL 3



LEVEL 4








-  Outer Perimeter
-  Sterile Area
-  Inner Perimeter
-  Gate
-  Watchtower
-  Interior Security Perimeter

Figure 38: Security level and prison perimeters

Prison perimeter components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; visitors expected; security level; probability of expansion; level of technology; total staff; geographic location; site/plot constraints; external security issues; availability of services infrastructure; availability of construction material and labour; national legislation and other standards.*

Components

S1.10 Walls/fencing

The construction design of prison walls will differ from country to country and always depend on the extent of security risk posed by the prisoners. Designs of the perimeter may include:

Walkways and walls

Some prisons have walkways around the tops of the prison walls to allow prison staff to patrol them and have good visibility over the prison. The walkways connect to any watchtowers and are accessed through these points.

Protections for walls

Prisons may use a rounded or beaked design on top of the wall. This creates an overhang that is difficult to grasp in the case of an escape attempt. Rolls of razor wire may also be layered on the inside of the wall and on its top, in order to hinder any escape attempts. The foundations of both fences and walls should go deep enough into the ground to hinder prisoners who may try to tunnel out.

Protections for fence lines

Razor wire may also be used along the bottom of a fence line to prevent prisoners from getting close to the fence to cut it, scale it, or pass under it. This measure should not be used in areas of frequent pedestrian activity and may therefore be better suited for perimeter fence lines.

Additionally, devices are available that will detect if a fence is being tampered with. Control room staff is alerted in such a case, and can initiate an investigation into the cause.

In Level 1 and 2 prisons, putting a double layer of fence or metal sheeting along the bottom of the fence line will hinder or prevent prisoners from cutting through it. The foundations of both fences and walls should go deep enough into the ground to hinder prisoners who may try to tunnel out.

Finally, in all cases, care should be taken to ensure that drainage pipes, vent pipes or lightning earth cables are not placed in positions that would aid a prisoner in an attempted escape.

S1.11 Watchtowers

In certain risk and security contexts, watchtowers may be necessary to provide oversight over prisoner activities; to prevent prisoners from escaping, and prevent external efforts to assist in prisoner escape; to prevent contraband being thrown over and inside prison walls; and even to defend the prison from outside security threats.

As has been pointed out elsewhere in this document, it bears stressing that—due to the expense of building towers, their maintenance and staffing—development teams must be careful to provide for only the necessary amount of watchtowers to maintain the required level of security. Low security open prisons and many medium risk prisons will not ordinarily require towers, though there may be a cultural preference for having them in place.

The necessity of watchtowers and their required number will depend on the size of the prison, the risk profile of prisoners and the level of surveillance required, and the extent of outside threats to the security of the prison.

Towers are typically placed at the corners of the prison's perimeter so that its wall/fence sections can be readily observed. In larger prisons with particularly long sections of a wall/fence line, additional towers may also be needed. Some prison systems also favour a tower by the main gate, in order to maintain oversight of movement and control through that especially sensitive area. Wherever they are placed, watchtowers must be located so that prisoners cannot gain access to them from inside the prison nor must they be positioned so that external factors can get access to them to effect an escape or cause a diversion or incident. For these reasons, careful consideration should accompany the placement of watchtowers inside the prison perimeter in a prisoner-free zone.

Watchtowers should provide continuous protection from sun or inclement weather for the staff manning the posts. In some locations and contexts, the watchtowers may need to have ballistic protections from an armed attack from external forces. Watchtowers may also require toilet facilities to allow staff to remain at their post.

S1.12 Perimeter security lighting

Higher security prisons may require security lighting along the patrol path on the outside of the outer perimeter wall, and also the prisoner-free area between the inner perimeter fence and outer wall, in order to ensure that these areas are well lit and hinder any escape attempts.

Some prison systems also favour the use of spotlights mounted on watchtowers so staff can highlight areas of concern both inside and outside of the prison.

Good security lighting around the gate area may also be required, inside and outside of the perimeter.

SUPRT1.2 SECURITY (MAIN GATE)

Introduction

The main gate (sometimes referred to as a sally port or gate house) is one of the busiest operational parts of the prison. Vehicles and visitors will regularly pass through it and the paramount design concern is the adequate control of the entry and exit of individuals and vehicles. Because gates occur as an opening in a prison's wall or fence line, they are often considered the weakest point in a prison's security design. For this reason, wherever possible, one gate with multiple functions should serve as the prison's only access point.

The main gate area must have built-in security features to reduce the likelihood of escape and the smuggling of contraband into the prison. Security features may include: a vehicle lock with an inner and outer door to control the entry and searching of vehicles; mirrors positioned at a high elevation in the vehicle lock to allow staff to check the tops of tall vehicles; gates that slide sideways into a recess to prevent prisoners from barricading them; a designated search area for staff and visitors in line with the Mandela Rules¹; a secure room where staff collect and return keys, radios, restraints and weaponry when entering/leaving the prison; and a visitors waiting area. More developed prison systems may also consider metal detecting portals and x-ray machines.

Separate entrances should be provided for pedestrians and vehicles to reduce the number of functions crowded into one entrance and improve the level of security and general safety. Additionally, prisoners and visitors/staff should not use the same entrance simultaneously. In many prisons, prisoners are brought straight into the prison by a vehicle, and do not enter through the pedestrian gate. Whenever they do so, this issue may be resolved by dividing the entrance for individuals into two, one for prisoners and one for all other individuals visiting the facilities, such as visitors, prison staff, etc. If this is not possible, the entrance must be managed in a way to make certain that there is no overlap in use by prisoners and other individuals.

The gate area often houses important functions such as the detail office, where staff find out the duties they are assigned to, the security department, and staff facilities such as a showers, toilets and a locker room.

¹ Mandela Rules, Rules 50-52; 58; 60.

Main gate components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; visitors expected; security level; probability of expansion; level of technology; prisoner transfer: method; prisoner transfer: frequency; total staff; national legislation and other standards.*

Components

S1.20 Pedestrian access

In a gate area that has a separate process for controlling the movement of people in and out of the prison (sometimes called a pedestrian lock), visitors first enter a reception area where staff check their ID and assess whether they are eligible to visit the prison. This reception area can be adjoined to the gate office by means of a hatch so that staff can talk to visitors and check their documentation. Because of the nature of the items held in the gate office, such as keys, weapons and radios, any connection between reception points and the gate office should be robust, suited to the risk profile of the security context, with suitable operational and physical measures in place.

Visitors into the prison may be searched by staff in an adjoining search room or processed through two sets of gates, one being locked before the other is opened (to ensure that the prison is sealed at all times) and then searched. Incoming prisoners are typically not searched at the gate, but at reception (see S1.3 below).

S1.21 Vehicle access

A gate for controlling the movement of vehicles can be large enough for a big truck, emergency vehicle or a prisoner transport vehicle, varying in size from a car to a large bus. It functions in a similar fashion to the pedestrian gate: vehicles are admitted one at a time into a secure area to be inspected and searched before being allowed to proceed. The locks of the two gates can be interconnected so it is impossible to open both the individual and vehicle gates simultaneously (unless fitted with an electronic emergency override for evacuation purposes). In a low technology context, two trained members of staff may ensure that one gate is not opened until the other is locked and secure. Having gates that open by sliding sideways into a door cavity prevents them from being barricaded or blocked, while the positioning and robustness of the gate structure should be strong enough to resist tampering or potential ramming with a vehicle.

S1.22 Gate office

Prison staff working in the gate area will require an office to process individuals entering and leaving the prison during the core working day, and to guard the area when the prison is in a patrol state, that is, when all prisoners are to be locked in their cell (such as staff mealtimes, or during the night). Locating the gate office centrally, between the vehicle and pedestrian entrances, can allow staff to monitor and control access and exit in and out of the prison on both sides. Good visibility from the office over both the pedestrian and vehicle entrance is essential so that all movement through both entrances can be monitored.

Gate offices that will store keys and weaponry must be made secure to prevent unauthorised access and be robust enough to withstand an attack upon it. Gate offices should be equipped with lockable key and weapon safes to maintain their security when not deployed with staff. Some prisons operate a tally system where staff coming on duty hand over a numbered item in exchange for weapons/keys/radios. The tally is then placed at the space where the weapon/keys/radio was stored. This enables staff in the gate office to conduct checks on such equipment, especially in case of a security incident, to quickly identify the responsible member of staff.

Gate offices also have an administrative function to record the entry and departure of staff, prisoners and visitors for an accurate record of who was in the prison at any given time. They may also include information on the keys/equipment that individual staff is authorised to carry, registration of staff car number plates, and provide a safe for the storage of weapons, pepper spray, and other equipment belonging to official visitors.

To reduce the need for staff to leave their point of duty, a toilet can be provided at the gate office.

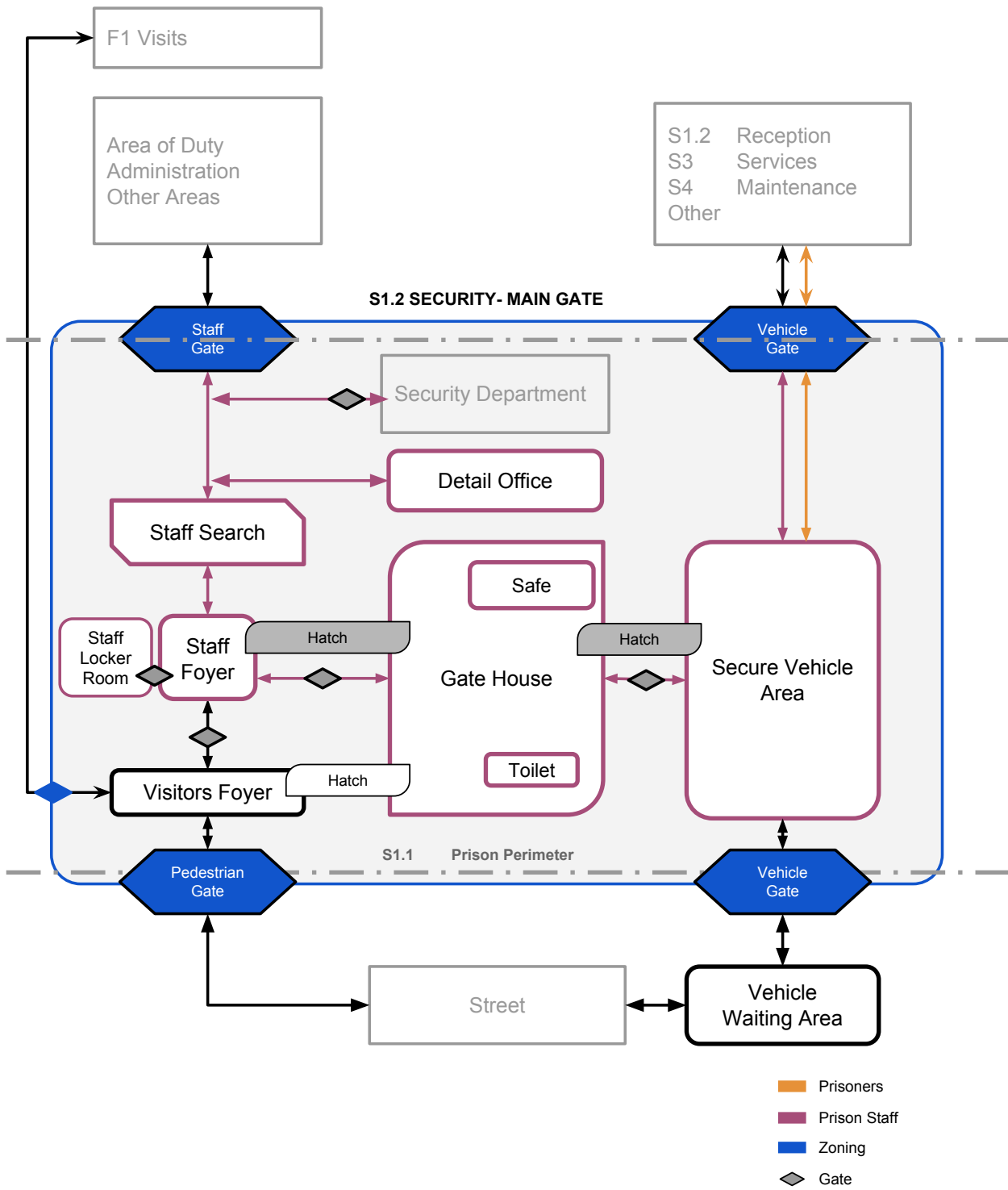


Figure 39: Functional diagram – main gate area

SUPRT1.3 SECURITY (RECEPTION)

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

- Rule 6** There shall be a standardized prisoner file management system in every place where persons are imprisoned. Such a system may be an electronic database of records or a registration book with numbered and signed pages. Procedures shall be in place to ensure a secure audit trail and to prevent unauthorized access to or modification of any information contained in the system.
- Rule 7** No person shall be received in a prison without a valid commitment order. The following information shall be entered in the prisoner file management system upon admission of every prisoner:
- Precise information enabling determination of his or her unique identity, respecting his or her self-perceived gender;
 - The reasons for his or her commitment and the responsible authority, in addition to the date, time and place of arrest;
 - The day and hour of his or her admission and release as well as of any transfer;
 - Any visible injuries and complaints about prior ill-treatment;
 - An inventory of his or her personal property;
 - The names of his or her family members, including, where applicable, his or her children, the children's ages, location and custody or guardianship status;
 - Emergency contact details and information on the prisoner's next of kin.
- Rule 19**
- Every prisoner who is not allowed to wear his own clothing shall be provided with an outfit of clothing suitable for the climate and adequate to keep him in good health. Such clothing shall in no manner be degrading or humiliating.
 - All clothing shall be clean and kept in proper condition. Underclothing shall be changed and washed as often as necessary for the maintenance of hygiene.
 - In exceptional circumstances, whenever a prisoner is removed outside the prison for an authorized purpose, he or she shall be allowed to wear his or her own clothing or other inconspicuous clothing.
- Rule 20** If prisoners are allowed to wear their own clothing, arrangements shall be made on their admission to the prison to ensure that it shall be clean and fit for use.
- Rule 21** Every prisoner shall, in accordance with local or national standards, be provided with a separate bed, and with separate and sufficient bedding which shall be clean when issued, kept in good order and changed often enough to ensure its cleanliness.
- Rule 53** Prisoners shall have access to, or be allowed to keep in their possession without access by the prison administration, documents relating to their legal proceedings
- Rule 54** Upon admission, every prisoner shall be promptly provided with written information about:
- The prison law and applicable prison regulations;
 - His or her rights, including authorized methods of seeking information, access to legal advice, including through legal aid schemes, and procedures for making requests or complaints;
 - His or her obligations, including applicable disciplinary sanctions; and
 - All other matters necessary to enable the prisoner to adapt himself or herself to the life of the prison.
- Rule 55**
- The information referred to in rule 54 shall be available in the most commonly used languages in accordance with the needs of the prison population. If a prisoner does not understand any of those languages, interpretation assistance should be provided.
 - If a prisoner is illiterate, the information shall be conveyed to him or her orally. Prisoners with sensory disabilities should be provided with information in a manner appropriate to their needs.
 - The prison administration shall prominently display summaries of the information in common areas of the prison.
- Rule 56**
- Every prisoner shall have the opportunity each week day of making requests or complaints to the prison director of the institution or the officer authorized to represent him or her.
 - It shall be possible to make requests or complaints to the inspector of prisons during his or her inspection. The prisoner shall have the opportunity to talk to the inspector or to any other inspecting officer freely and in full confidentiality, without the director or other members of the staff being present.
 - Every prisoner shall be allowed to make a request or complaint regarding his or her treatment, without censorship as to substance, without censorship as to substance but in proper form, to the central prison administration, and to the judicial authority or other proper competent authorities, including those vested with reviewing or remedial power.
 - Unless it is evidently frivolous or groundless, every request or complaint shall be promptly dealt with and replied to without undue delay. The rights under paragraph 1 to 3 of this rule shall extend to the legal adviser of the prisoner. In those cases where neither the prisoner nor his or her legal adviser has the possibility to exercise such rights, a member of the prisoner's family or any other person who has knowledge of the case may do so.
- Rule 67**
- All money, valuables, clothing and other effects belonging to a prisoner which under prison regulations he or she is not allowed to retain shall on his or her admission to the prison be placed in safe custody. An inventory thereof shall be signed by the prisoner. Steps shall be taken to keep them in good condition.
 - On the release of the prisoner all such articles and money shall be returned to him or her except in so far as he has been authorized to spend money or send any such property out of the prison, or it has been found necessary on hygienic grounds to destroy any article of clothing. The prisoner shall sign a receipt for the articles and money returned to him.
 - Any money or effects received for a prisoner from outside shall be treated in the same way.
 - If a prisoner brings in any drugs or medicine, the medical officer shall decide what use shall be made of them.
- Rule 68** Every prisoner shall have the right, and shall be given the ability and means, to inform immediately his or her family, or any other person designated as a contact person, about his or her imprisonment, about his or her transfer to another institution and about any serious illness or injury. The sharing of prisoners' personal information shall be subject to domestic legislation.
- Rule 69** In the event of a prisoner's death, the prison director shall at once inform the prisoner's next of kin or emergency contact. Individuals designated by a prisoner to receive his or her health information shall be notified by the director of the prisoner's serious illness, injury or transfer to a health institution. The explicit request of a prisoner not to have his or her spouse or nearest relative notified in the event of illness or injury shall be respected.

Rule 70	The prison administration shall inform a prisoner at once of the serious illness or death of a near relative or any significant other. Whenever circumstances allow, the prisoner should be authorized to go, either under escort or alone, to the bedside of a near relative or significant other who is critically ill, or to attend the funeral of a near relative or significant other.
Rule 73	<ol style="list-style-type: none"> 1. When the prisoners are being removed to or from an institution, they shall be exposed to public view as little as possible, and proper safeguards shall be adopted to protect them from insult, curiosity and publicity in any form. 2. The transport of prisoners in conveyances with inadequate ventilation or light, or in any way which would subject them to unnecessary physical hardship, shall be prohibited. 3. The transport of prisoners shall be carried out at the expense of the administration and equal conditions shall obtain for all of them.
Rule 74	<ol style="list-style-type: none"> 1. The prison administration shall provide for the careful selection of every grade of the personnel, since it is on their integrity, humanity, professional capacity and personal suitability for the work that the proper administration of the institutions depends. 2. The prison administration shall constantly seek to awaken and maintain in the minds both of the personnel and of the public the conviction that this work is a social service of great importance, and to this end all appropriate means of informing the public should be used. 3. To secure the foregoing ends, personnel shall be appointed on a full-time basis as professional prison staff and have civil service status with security of tenure subject only to good conduct, efficiency and physical fitness. Salaries shall be adequate to attract and retain suitable men and women; employment benefits and conditions of service shall be favourable in view of the exacting nature of the work.
Rule 75	<ol style="list-style-type: none"> 1. All prison staff shall possess an adequate standard of education and shall be given the ability and means to carry out their duties in a professional manner. 2. Before entering on duty, all prison staff shall be provided with training tailored to their general and specific duties, which shall be reflective of contemporary evidence based best practice in penal sciences. Only those candidates who successfully pass the theoretical and practical tests at the end of such training shall be allowed to enter the prison service. 3. The prison administration shall ensure the continuous provision of in-service training courses with a view to maintaining and improving the knowledge and professional capacity of its personnel, after entering on duty and during their career.
Rule 76	<ol style="list-style-type: none"> 1. Training referred to in paragraph 2 of rule 75 shall include, at a minimum, training on: <ol style="list-style-type: none"> (a) Relevant national legislation, regulations and policies, as well as applicable international and regional instruments, the provisions of which must guide the work and interactions of prison staff with inmates; (b) Rights and duties of prison staff in the exercise of their functions, including respecting the human dignity of all prisoners and the prohibition of certain conduct, in particular torture and other cruel, inhuman or degrading treatment or punishment; (c) Security and safety, including the concept of dynamic security, the use of force and instruments of restraint, and the management of violent offenders, with due consideration of preventive and defusing techniques, such as negotiation and mediation; (d) First aid, the psychosocial needs of prisoners and the corresponding dynamics in prison settings, as well as social care and assistance, including early detection of mental health issues. 2. Prison staff who are in charge of working with certain categories of prisoners, or who are assigned other specialized functions, shall receive training that has a corresponding focus.
Rule 77	All prison staff at all times so conduct themselves and perform their duties as to influence the prisoners for good by their example and to command their respect.
Rule 78	<ol style="list-style-type: none"> 1. So far as possible, prison staff shall include a sufficient number of specialists such as psychiatrists, psychologists, social workers, teachers and trade instructors. 2. The services of social workers, teachers and trade instructors shall be secured on a permanent basis, without thereby excluding part-time or voluntary workers.
Rule 79	<ol style="list-style-type: none"> 1. The prison director should be adequately qualified for his or her task by character, administrative ability, suitable training and experience. 2. The prison director shall devote his or her entire working time to official duties and shall not be appointed on a part-time basis. He shall reside on the premises of the institution or in its immediate vicinity. 3. When two or more prisons are under the authority of one director, he or she shall visit each of them at frequent intervals. A responsible resident official shall be in charge of each of these prisons.
Rule 80	<ol style="list-style-type: none"> 1. The prison director, his or her deputy, and the majority of the other prison staff shall be able to speak the language of the greatest number of prisoners, or a language understood by the greatest number of them. 2. Whenever necessary, the services of an interpreter shall be used.
Rule 81	<ol style="list-style-type: none"> 1. In a prison institution for both men and women, the part of the institution set aside for women shall be under the authority of a responsible woman staff member who shall have the custody of the keys of all that part of the institution. 2. No male staff member shall enter the part of the institution set aside for women unless accompanied by a woman staff member. 3. Women prisoners shall be attended and supervised only by staff members. This does not, however, preclude male staff members, particularly doctors and teachers, from carrying out their professional duties in prisons or parts of prisons set aside for women.
Rule 82	<ol style="list-style-type: none"> 1. Prison staff shall not, in their relations with the prisoners, use force except in self-defence or in cases of attempted escape, or active or passive physical resistance to an order based on law or regulations. Prison staff who have recourse to force must use no more than is strictly necessary and must report the incident immediately to the prison director. 2. Prison staff shall be given special physical training to enable them to restrain aggressive prisoners. 3. Except in special circumstances, staff performing duties which bring them into direct contact with prisoners should not be armed. Furthermore, prison staff should in no circumstances be provided with arms unless they have been trained in their use.
Rules 30-34	EPRs, 2006
Rule 3	Bangkok Rules, 2010
Principle IX	Principles and Best Practices of the IACHR, 2008
Rules 21-26	Havana Rules, 1990

Introduction

The prisoner intake, transfer and release area (sometimes referred to as reception) is a prisoner's first point of contact with a facility upon arrival, and the last point of contact upon release or transfer to another institution. It can be one of the busiest areas of the prison, particularly if pre-trial (or remand) prisoners constitute a significant portion of the prison population, as they may be required for frequent court appearances.

Depending on the size of the prison population and the types of prisoners being held at the prison, the function of this area is to: receive new prisoners into the prison system, identifying, photographing and processing individuals and recording their details; allow for searches of prisoners entering or leaving the prison; provide medical screening of prisoners; permit prisoners to make a telephone call to inform family or a legal representative about their whereabouts; record and store prisoners' property and valuables, including items that cannot be stored at the prison and must be handed over to family or friends; manage records in the prison roll; ensure prisoners have a provisional category and are allocated to the correct location in the prison according to their status; issue prison uniforms, bedding, etc., to new prisoners; ensuring prisoners have suitable clothing for release and potentially other operational functions, such as searching incoming post and parcels.

Operational and Security Considerations

Depending on the size of a prison facility and the organization of the country's judicial system, a facility may process prisoners on a continuous basis or according to a specified schedule. Prisoners may arrive individually or in large groups, in which case they may need to be kept separately or temporarily held in large holding cells while awaiting processing. In all cases measures for the separation of prisoner categories must be incorporated, and the reception area should be laid out in such a way so as to support the numerous operational functions it fills.

Subject to the expected pattern of arrivals, transfers or releases, size and security classification of the prison, it may be preferable to locate the prisoner intake space adjacent to, or even within, an administrative block. If prisoner intake, transfer or release activities occur on an infrequent basis and/or are extremely low volume, it may be economical to create a layout that permits administrative staff to use their usual offices for this function, rather than separate intake, transfer or release offices. On the other hand, in circumstances where prisoner intake, transfer, or release occurs on a continuous basis, the separation of processing areas from other administrative functions will contribute to increased efficiency and decreased work disruptions. Security considerations for medium and high security prisons would normally dictate the need for a separate facility.

In countries where there is a high incidence of self-harm or suicide in prisons, consideration should be given to anti-ligature solutions in holding cells.

Reception components are impacted by the following aspects of the Prison Profile: *total prison roll; prisoner categories; risk level; visitors expected; security level; probability of expansion; level of technology; prisoner transfer: method; prisoner transfer: frequency; total staff; national legislation and other standards.*

Components

S1.30 Processing area

The prisoner processing area is the functional office space where prisoners are identified, registered and classified upon entry to the facility. This is also where prisoners will be processed before transfer or release.

Here, prisoners will have their identity checked, any warrant from the court confirmed, finger prints and photographs taken, any property recorded and stored away safely and securely. The prisoner will also have their category/status established at this stage (i.e. pre-trial, vulnerable prisoner, etc.)

These functions may be provided in a designated room but they are more likely to be done over a counter in which a member of staff stands on one side with the prisoner on the other. Prisoner clothing may be issued from this area as well as other items such as eating utensils, bedding or toiletries. Prisoners may also be permitted to make a telephone call to inform family or a legal representative of their whereabouts.

S1.31 Staff office

Administrative activities for the processing of prisoners require a dedicated office space for this purpose. The size of the space necessary for these activities will vary depending on the expected pattern of arrivals to the prison. Phone, electrical and IT points may be required to support the reception function, as well as a safe to store prisoner valuables.

It may be preferable to locate this office space nearby or connected to the prison's administrative facilities; in any case, the transfer of files should be as simple and straightforward as possible, to prevent the loss of documentation.

S1.32 Search room(s)

All arriving prisoners will be searched upon entering the prison facility. The room should be small enough that it will not be converted for office use by staff, but large enough to allow two prison officers to search one prisoner at a time, and in privacy. It is advisable to use doors that provide visual privacy but permit the transfer of sound to reduce the possibility of accusations of abuse.

In reception areas that are busy at particular times, more than one search room may be required. Search rooms should be located so that staff can raise alarm in the event of a prisoner's violent objection to a search.

Some higher security prisons will have additional security items in this area such as a metal detecting portal and specially designed chairs for detecting mobile phones and weapons that have been secreted internally or discretely within a prisoners clothing.

S1.33 Holding cells

Holding cells detain incoming or outgoing prisoners who are awaiting processing and may consist of individual or group cells. A typical holding cell is very simple, with benches providing seating along the walls. Wherever possible, distinct holding cells will be required to separate those prisoners who have not yet been searched from those who have been searched.

Prisoners will require access to drinking water and also food when held for extended periods of time. Additionally, there must be enough holding cells, or scheduling mechanisms, to ensure that different categories of prisoners are not detained together (e.g. women, men, pre-trial prisoners and prisoners awaiting release).

As noted above, wherever possible, a distinction must be made between pre-search and post-search holding cells:

Holding cells (pre-search):

Pre-search holding cells detain new prisoners before they are searched and processed. Seating should be provided along with noticeboards with initial information about the prison. In order to prevent the smuggling of contraband, pre-search cells must not adjoin post-search holding cells for prisoners who have been processed and searched.

Drinking water must be made available and prisoners should have a means of getting the attention of prison staff, such as with a cell bell or buzzer. And toilets should be located away from pre-search holding cells to ensure that prisoners do not hide or flush contraband down the toilet.

Holding cells (post-search):

Once prisoners have been searched and processed, they then pass into separate holding cells from prisoners that are yet to be searched. Again, seating and information boards should be provided. These cells may have an internal toilet/shower connected to them and these should be designed to respect cultural requirements as well as the general dignity of persons.

S1.34 Prisoner toilets (standard and accessible)

If the reception area is extensive enough, sufficient prisoner toilets must be provided for the typical or expected number of arrivals, and the expected processing times.

Specifications:	
Number of toilets:	1 toilet per 25 prisoners. (ICRC)
Dimensions of accessible toilets:	See figure following F1.06 and F1.07, Visitor toilets.

S1.35 Showers/bathing facilities

After being searched, prisoners may be required to shower upon arrival to the prison facilities. Showers should be sized and arranged according to the expected pattern of arrivals, and may be individual or ganged, depending on the social and cultural context. If showers are located outside the reception area, a secure process should direct prisoners to these facilities. To avoid delays in processing incoming prisoners, planners may consider increasing the number of showers.

Specifications:	
Number of showers:	Minimum of one bathing/shower installation per 50 prisoners. (ICRC)
Dimensions of combined facilities:	At least 2.2m x 2.8m

S1.36 Personal belongings storage

Depending on prison regulations, prisoners may be required to relinquish some or all of their personal belongings upon arrival to prison. These items must be kept in storage. For the ease of processing and transfer of these belongings, the storage area will typically be nearby or adjoined to the prisoner reception area.

The space needed to store prisoners' property may be considerable unless adequate controls and limits are put in place. Some prison systems exercise volumetric control on a prisoner's property, only allowing them to store their personal effects in the specifically sized storage boxes that are provided for them. Should the prisoner's property exceed the amount of space in these boxes, the excess property is handed out to relatives on the next visit.

As well as providing safe and secure storage facilities, a prison should maintain a written or electronic logbook, to ensure that prisoners receive their belongings upon transfer or release. Larger prisons may require a secure office for administration with adequate space for filing cabinets and record keeping.

S1.37 Bedding and clothing storage

Prisoners should receive bedding that is appropriate for the climate. Bedding may be issued during the intake process or upon arrival to cellblock accommodation. When it is issued at intake, there should be a storage room for this purpose.

In facilities where prisoners are required to wear prison issued clothing, there should be sufficient space to store all clothing to be issued and clothing should be gender appropriate. Prisoners may change into their prison uniform in the search room or after they have showered, handing in their clothing for storage after they have done so.

The extent of the required space will depend on the size and capacity of the prison, as well as the frequency of prisoner transfer. A prison with a high transfer rate may require a larger stock area.

S1.38 Interview rooms

It is important to consider the inclusion of interview room(s) to allow medical assessments as well as any other necessary interviews for incoming prisoners. These meetings necessitate privacy but staff must have measures to raise alarm in case of an incident. Doors should allow some measure of visibility into the room and open outward. This will reduce the opportunity for security incidents. The room should be large enough to allow for a desk and chairs for administrative functions as well as a screen, weighing scales and a trolley if initial medical assessments are being carried out.

S1.39 Kitchenette

As prisoners may be held in the reception area over mealtime, meals and drink may need to be provided. In such a case, a dedicated space for the purpose of serving food and washing up afterwards may be required.

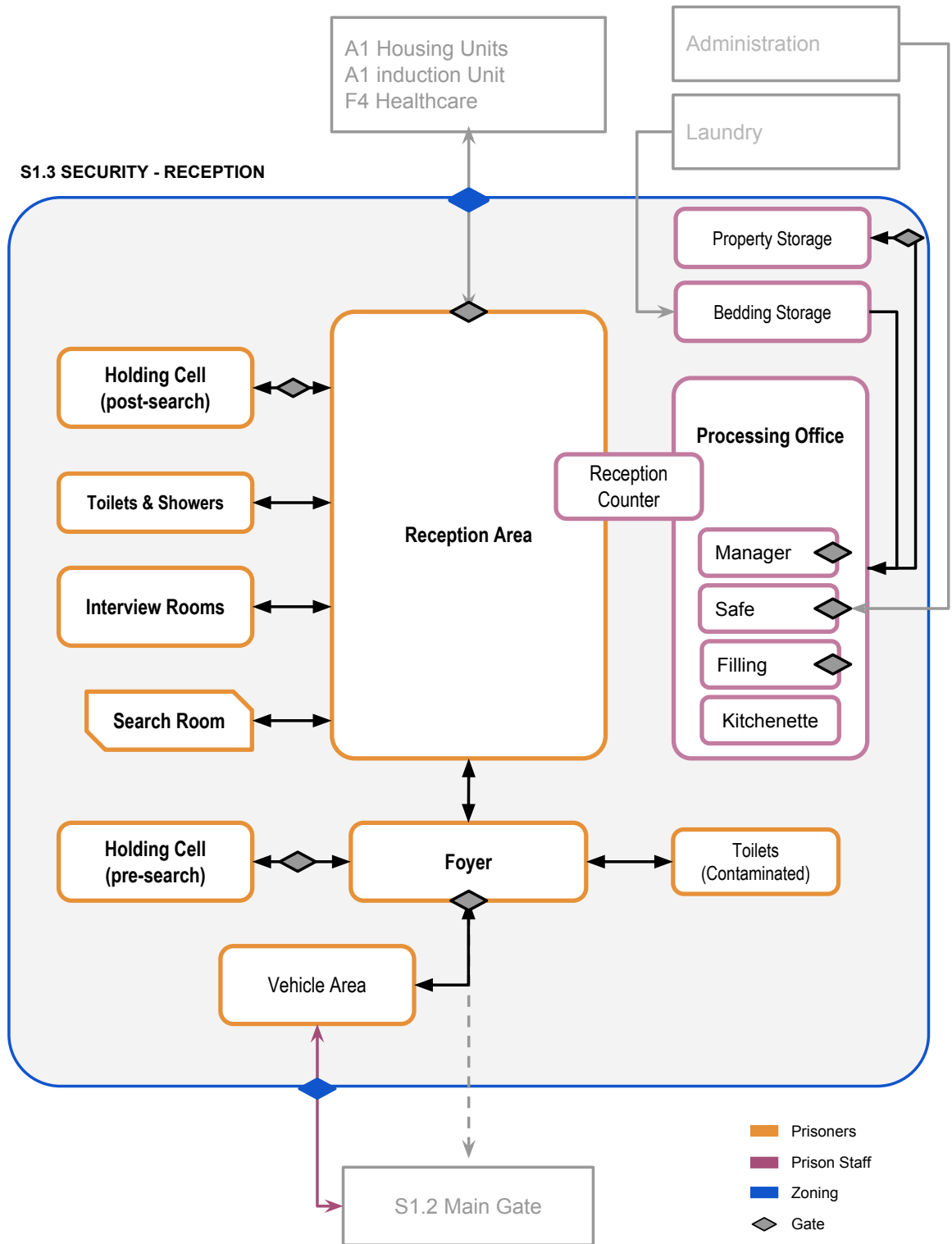


Figure 40: Functional diagram – reception area

SUPRT1.4 SECURITY (SECURITY DEPARTMENT)

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 11	<p>The different categories of prisoners shall be kept in separate institutions or parts of institutions taking account of their sex, age, criminal record, the legal reason for their detention and the necessities of their treatment. Thus,</p> <ol style="list-style-type: none">Men and women shall so far as possible be detained in separate institutions; in an institution which receives both men and women the whole of the premises allocated to women shall be entirely separate;Untried prisoners shall be kept separate from convicted prisoners;Persons imprisoned for debt and other civil prisoners shall be kept separate from persons imprisoned by reason of a criminal offence;Young prisoners shall be kept separate from adults.
Rule 73	<ol style="list-style-type: none">When the prisoners are being removed to or from an institution, they shall be exposed to public view as little as possible, and proper safeguards shall be adopted to protect them from insult, curiosity and publicity in any form.The transport of prisoners in conveyances with inadequate ventilation or light, or in any way which would subject them to unnecessary physical hardship, shall be prohibited.The transport of prisoners shall be carried out at the expense of the administration and equal conditions shall apply to all of them.
Rule 74	<ol style="list-style-type: none">The prison administration shall provide for the careful selection of every grade of the personnel, since it is on their integrity, humanity, professional capacity and personal suitability for the work that the proper administration of the institutions depends.The prison administration shall constantly seek to awaken and maintain in the minds both of the personnel and of the public the conviction that this work is a social service of great importance, and to this end all appropriate means of informing the public should be used.To secure the foregoing ends, personnel shall be appointed on a full-time basis as professional prison staff and have civil service status with security of tenure subject only to good conduct, efficiency and physical fitness. Salaries shall be adequate to attract and retain suitable men and women; employment benefits and conditions of service shall be favourable in view of the exacting nature of the work.
Rule 75	<ol style="list-style-type: none">All prison staff shall possess an adequate standard of education and shall be given the ability and means to carry out their duties in a professional manner.Before entering on duty, all prison staff shall be provided with training tailored to their general and specific duties, which shall be reflective of contemporary evidence based best practice in penal sciences. Only those candidates who successfully pass the theoretical and practical tests at the end of such training shall be allowed to enter the prison service.The prison administration shall ensure the continuous provision of in-service training courses with a view to maintaining and improving the knowledge and professional capacity of its personnel, after entering on duty and during their career.
Rule 77	<p>All members of the personnel shall at all times so conduct themselves and perform their duties as to influence the prisoners for good by their example and to command their respect.</p>
Rule 81	<ol style="list-style-type: none">In a prison for both men and women, the part of the institution set aside for women shall be under the authority of a responsible woman staff member who shall have the custody of the keys of all that part of the institution.No male staff member shall enter the part of the institution set aside for women unless accompanied by a woman staff member.Women prisoners shall be attended and supervised only by women staff members. This does not, however, preclude male staff members, particularly doctors and teachers, from carrying out their professional duties in prisons or parts of prisons set aside for women.
Rule 82	<ol style="list-style-type: none">Prison staff shall not, in their relations with the prisoners, use force except in self-defence or in cases of attempted escape, or active or passive physical resistance to an order based on law or regulations. Prison staff who have recourse to force must use no more than is strictly necessary and must report the incident immediately to the prison director.Prison staff shall be given special physical training to enable them to restrain aggressive prisoners.Except in special circumstances, staff performing duties which bring them into direct contact with prisoners should not be armed. Furthermore, prison staff should in no circumstances be provided with arms unless they have been trained in their use.
Rule 54	<p>Upon admission, every prisoner shall be promptly provided with written information about:</p> <ol style="list-style-type: none">The prison law and applicable prison regulations;His or her rights, including authorized methods of seeking information, access to legal advice, including through legal aid schemes, and procedures for making requests or complaints;His or her obligations, including applicable disciplinary sanctions; andAll other matters necessary to enable the prisoner to adapt himself or herself to the life of the prison
Rule 55	<ol style="list-style-type: none">The information referred to in rule 54 shall be available in the most commonly used languages in accordance with the needs of the prison population. If a prisoner does not understand any of those languages, interpretation assistance should be provided.If a prisoner is illiterate, the information shall be conveyed to him or her orally. Prisoners with sensory disabilities should be provided with information in a manner appropriate to their needs.The prison administration shall prominently display summaries of the information in common areas of the prison.
Rules 51-53	<p>EPRs, 2006</p>
Principles XXI-XXIII	<p>Principles and Best Practices of the IACHR, 2008</p>

Security department components are impacted by the following aspects of the Prison Profile: *security level; total prison roll; prisoner categories; risk level; probability of expansion; level of technology; total staff; demographic breakdown of staff; external security issues; national legislation and other standards.*

Components

S1.40 Control room

The control room of a prison (sometimes called central security, central control, master control, or comms) is responsible for the daily operational oversight of movement, order, security and control of the prison.

Depending on the country and the complexity of its prisons, the functions that take place in this room may include: the control of prisoner and vehicle movement; raising general alarm during an incident; maintenance of prison rolls (so it is known how many prisoners there are, and where they are located); functioning as a central communications hub should an incident occur; and the monitoring of CCTV, fence alarms, motion detectors or other security features that have been installed.

If the prison is not equipped with a CCTV system, the control room should provide clear visibility over as much of the prison as is possible. Control rooms are sometimes located over the main gate area for this purpose, in order to provide a vantage point in a prisoner-free area.

S1.41 Security office(s)

Designated staff working on security issues may also need office space. Depending on the size and security risk of the prisoners, this work may include the analysis of security data and the monitoring of phones and mail. The office of the Head of Security (and any deputies) should be located in the vicinity of the control room and the security briefing room. This allows personnel to quickly respond to sudden security issues, and facilitates management of the security department.

Adequate lockable filing cabinets will need to be provided to ensure that sensitive paperwork can be stored securely. A secure evidence locker or information room may also need to be provided so that post incident evidence can be stored until collected by the police or used for further proceedings.

S1.42 Briefing room

A briefing room should be provided to provide daily security briefings, and coordinate daily and emergency security measures. Each staff shift may have its initial meeting here and receive assignments and other information, so the space must be large enough to accommodate an entire shift of prison officers at the same time. When not in use for briefings, this space can be used as a general staff training room, away from the scrutiny of prisoners.

S1.43 Search room

Depending on the level of security required for the prison, it may be necessary to include a search room for non-security related personnel entering the security department, in addition to the required screening at the main gate.

Note:

A basic prison facility will have at least the four preceding components. A larger or higher risk facility may also require the following:

S1.44 Command suite

A command suite is used to manage a serious incident in the prison. Often located in the vicinity of the control room, the space may include a briefing room and will be used by the management team and other staff to contain the incident and plan interventions to conclude it.

When not in use, command suites need to be secure as they can hold sensitive material such as pre-planned written contingencies and block plans of the prison. The command suite must have sound and reliable communication into and out of the prison to be able to summon external support when needed, as well as issue commands and messages to staff working in the prison. In prisons where CCTV is present, extra monitors may be located in this room.

S1.45 Armoury and equipment store(s)

In prisons where equipment is used to restore control during a riot, the storage of weapons, personal protective equipment, riot batons, shields and similar equipment must ensure access only to authorized personnel and with sufficient safeguards in place to maintain their security. This space must be a secure room of sound construction, located in a prisoner-free area.

Co-location of these facilities near the briefing room, or the office of the Head of Security, is a common option.

S1.46 Information room

A secure information room should be provided to store sensitive security information.

S1.47 IT room

A secure information technology (IT) room will be necessary for prison facilities that use sophisticated surveillance systems. This space should be large enough to house the computer servers, UPS systems, telephony systems and backup systems necessary for the use of electronic security systems.

S1.48 Kitchenette

A small tea kitchen should be provided for security staff, to allow for making tea or coffee without the need to leave the security department.

S1.49 Toilets and showers

Toilet and shower facilities should be provided inside or in close proximity to the security department. When security staff includes both women and men, there should be separate toilets/showers for each.

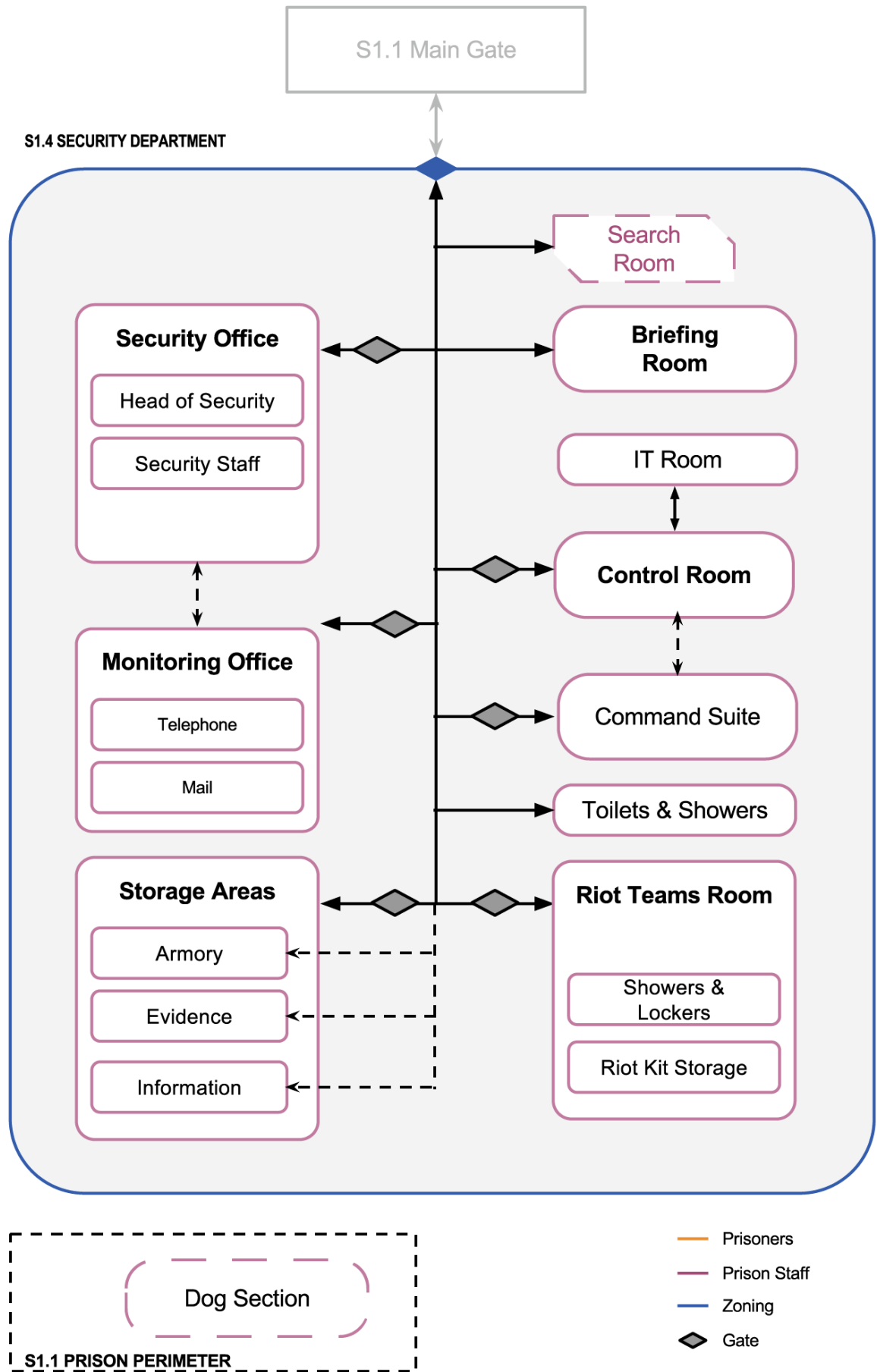


Figure 41: Functional diagram – security department

SUPRT2 STAFF

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 74	<p>1. The prison administration shall provide for the careful selection of every grade of the personnel, since it is on their integrity, humanity, professional capacity and personal suitability for the work that the proper administration of the institutions depends.</p> <p>2. The prison administration shall constantly seek to awaken and maintain in the minds both of the personnel and of the public the conviction that this work is a social service of great importance, and to this end all appropriate means of informing the public should be used.</p> <p>3. To secure the foregoing ends, personnel shall be appointed on a full-time basis as professional prison staff and have civil service status with security of tenure subject only to good conduct, efficiency and physical fitness. Salaries shall be adequate to attract and retain suitable men and women; employment benefits and conditions of service shall be favourable in view of the exacting nature of the work.</p>
Rule 75	<p>1. All prison staff shall possess an adequate standard of education and shall be given the ability and means to carry out their duties in a professional manner.</p> <p>2. Before entering on duty, all prison staff shall be provided with training tailored to their general and specific duties, which shall be reflective of contemporary evidence based best practice in penal sciences. Only those candidates who successfully pass the theoretical and practical tests at the end of such training shall be allowed to enter the prison service.</p> <p>3. The prison administration shall ensure the continuous provision of in-service training courses with a view to maintaining and improving the knowledge and professional capacity of its personnel, after entering on duty and during their career.</p>
Rule 76	<p>1. Training referred to in paragraph 2 of rule 75 shall include, at a minimum, training on:</p> <ul style="list-style-type: none"> (a) Relevant national legislation, regulations and policies, as well as applicable international and regional instruments, the provisions of which must guide the work and interactions of prison staff with inmates; (b) Rights and duties of prison staff in the exercise of their functions, including respecting the human dignity of all prisoners and the prohibition of certain conduct, in particular torture and other cruel, inhuman or degrading treatment or punishment; (c) Security and safety, including the concept of dynamic security, the use of force and instruments of restraint, and the management of violent offenders, with due consideration of preventive and defusing techniques, such as negotiation and mediation; (d) First aid, the psychosocial needs of prisoners and the corresponding dynamics in prison settings, as well as social care and assistance, including early detection of mental health issues. <p>2. Prison staff who are in charge of working with certain categories of prisoners, or who are assigned other specialized functions, shall receive training that has a corresponding focus.</p>
Rule 77	<p>All prison staff shall at all times so conduct themselves and perform their duties as to influence the prisoners for good by their example and to command their respect.</p>
Rule 78	<p>1. So far as possible, prison staff shall include a sufficient number of specialists such as psychiatrists, psychologists, social workers, teachers and trade instructors.</p> <p>2. The services of social workers, teachers and trade instructors shall be secured on a permanent basis, without thereby excluding part-time or voluntary workers.</p>
Rule 79	<p>1. The prison director should be adequately qualified for his or her task by character, administrative ability, suitable training and experience.</p> <p>2. The prison director shall devote his or her entire working time to official duties and shall not be appointed on a part-time basis. He shall reside on the premises of the prison or in its immediate vicinity.</p> <p>3. When two or more prisons are under the authority of one director, he or she shall visit each of them at frequent intervals. A responsible resident official shall be in charge of each of these prisons.</p>
Rule 80	<p>1. The director, his deputy, and the majority of the other personnel of the institution shall be able to speak the language of the greatest number of prisoners, or a language understood by the greatest number of them.</p> <p>2. Whenever necessary, the services of an interpreter shall be used.</p>
Rule 81	<p>1. In a prison for both men and women, the part of the prison set aside for women shall be under the authority of a responsible woman staff member who shall have the custody of the keys of all that part of the prison.</p> <p>2. No male staff member shall enter the part of the prison set aside for women unless accompanied by a woman staff member.</p> <p>3. Women prisoners shall be attended and supervised only by women staff members. This does not, however, preclude male staff members, particularly doctors and teachers, from carrying out their professional duties in prisons or parts of prisons set aside for women.</p>
Rules 29-35	Bangkok Rules, 2010
Rules 71-91	EPRs, 2006
Principles XX	Principles and Best Practices of the IACHR, 2008
Rules 81-87	Havana Rules, 1990
Staff 1-6	Kampala Declaration, 1996

SUPRT2.1 STAFF (FACILITIES)

Introduction

To ensure that the prison system is able to attract qualified and professional employees, it is important that the conditions of employment for prison staff are professional and dignified.

Prison security personnel provide a vital role in protecting the human rights and inherent dignity of detained individuals. There are several considerations with regard to the design of facilities to support personnel in fulfilling this important role. In particular, where there are no existing local or regional training facilities for prison personnel, prison design must include dedicated offices, training and support facilities fit for this purpose.

Operational and Security Considerations

The functional areas designated for use by prison staff should be completely separate from areas used by prisoners.

Staff facilities must include sufficient changing rooms for prison staff, both men and women. Facilities should include sinks, toilets and shower installations. The extent of these installations needs to consider rapid shift changeover periods, with the implication of a larger number of fixtures than would otherwise be considered. Similar concerns over maintenance, spare parts availability and the quality of fixtures apply to equally to staff facilities as with prisoner facilities.

Additional toilet facilities for prison staff may be required in secure spaces within the prison, such as housing units, workshops, gatehouse, watchtowers, and kitchens, for example, in order to minimize the need for staff to leave their duty stations during shifts.

Access to prison staff facilities, offices, briefing and training rooms, etc. needs careful design consideration as these areas must be located away from prisoners. Staff locker rooms should be located near to or just inside the prison gate and before the search area so that staff can change into their uniforms and leave prohibited items behind, e.g. mobile phones. A secure car park may also be considered, if appropriate.

To promote a healthy working environment for prison staff, there should also be one or more designated break rooms for use by staff. These rooms may have their own kitchen or be served by a centralized kitchen.

Prison staff must receive training prior to beginning work and regularly during the course of employment. To ensure security personnel are able to meet the requirements of their position, a physical training space should be provided within the prison facilities. Wherever possible, it is always preferable to provide a designated training space in an area free of prisoners, particularly if the training is security related.

Finally, it is recognized that a combination of uniformed prison personnel and non-uniformed personnel may work in the same prison. Consideration is needed to the provision of adequate facilities for different types of staff, and the appropriate level of security and access requirements for each.

Staff facilities components are impacted by the following aspects of the Prison Profile: *total prison roll; risk level; lifespan; probability of expansion; level of technology; maintenance of facilities; total staff; demographic breakdown of staff; availability of skilled staff; availability of construction materials and labour; national legislation and other standards.*

Components

S2.10 Staff canteen

Depending on the local social and cultural context and the location of the prison, it may be necessary to provide a space for a staff canteen (sometimes referred to as the “staff mess”). This space may incorporate a separate kitchen facility or rely on food from the central kitchen that serves prisoners. The process of delivering food to the canteen must be considered in site and security planning. Some lower risk prisons allow prisoners to work in the staff canteen to develop useful skills that they can use to gain employment upon release. Consideration may also be given to locating this facility outside of the prison.

Depending on the size of the prison, numbers of staff on a shift and other management considerations, an adjoining recreational area may be provided for staff. This space may be linked to the canteen and/or form part of the staff yard.

S2.11 Staff yard/open space

The staff open space is an outdoor break area for prison staff. It should be completely separated from prisoners and not be observable by them. Depending on the local climate some form of protection from inclement weather should be provided. The open space is often placed beside the canteen so that staff can utilise it during their meal breaks.

S2.12 Staff locker room

The locker room should provide sufficient space for prison staff to change their clothing and store belongings while at work. Wherever both men and women are employed, there must be separate locker rooms of appropriate size to accommodate the estimated number of staff for each gender. This space needs to be large enough to accommodate all personnel during a shift changeover. The staff locker room must be located before the search area at the gate to the prison so that staff can leave behind any personal items that are not allowed within the prison, such as mobile phones.

S2.13 Staff gym

Sufficient space should be provided for the physical training of staff. This space should be large enough to provide a physical exercise space for groups of staff as well as training exercises on methods to safely restrain prisoners. Physical exercise equipment will be needed as well as storage facilities for minor equipment.

In prisons where there are not sufficient resources or space to provide such a separate area for prison staff, the prisoners’ gym/facilities will be shared. In such a case, facilities will not be used by prisoners and staff at the same time. Staff can use such facilities during “patrol states”, those periods during which prisoners are locked in their cells. These spaces should be designed so that prisoners cannot observe staff during their training sessions.

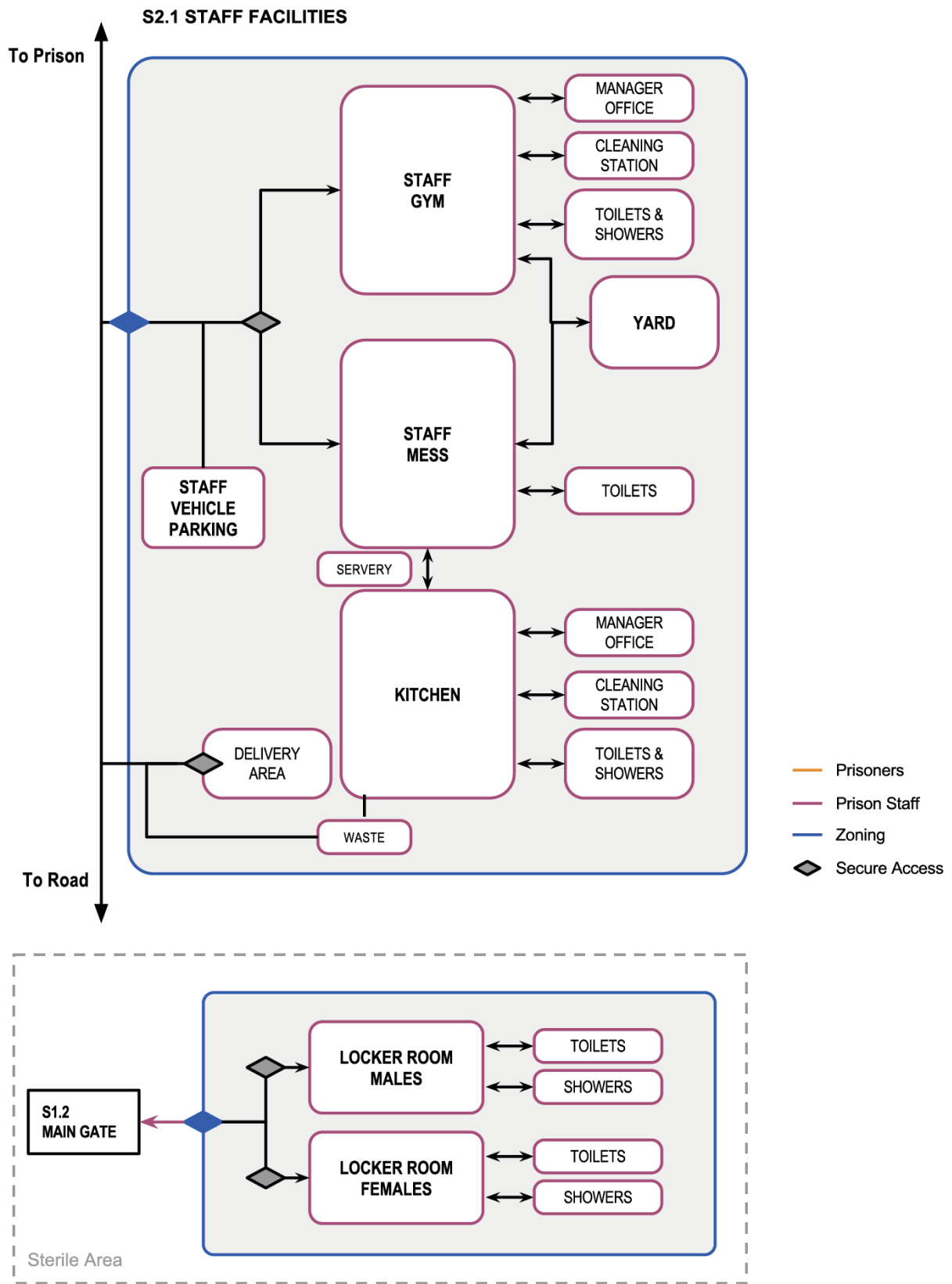


Figure 42: Functional diagram – staff facilities

SUPRT2.2 STAFF (ACCOMMODATION)

Introduction

The living arrangements of institutional personnel are a frequent consideration with regard to the design of prison facilities. The location of a prison in a remote or inaccessible location may necessitate the design and construction of all housing and associated services infrastructure for security, administrative and other personnel.

Some on-site accommodation may need to be provided for certain prison staff; these are given consideration below. If extensive accommodation infrastructure is required, it will lie well beyond the walls of the prison, and so beyond the scope of this prison brief, but development teams will have to address this fundamental issue to achieve a desirable outcome.

Operational and Security Considerations

The requirement that a prison director reside on prison grounds or in the immediate vicinity necessitates the design and construction of housing suitable for this purpose. Where facilities require the appointment of one or more full time medical personnel, housing facilities for medical personnel should also be provided.

In larger prison facilities, the need for housing and other support services may be significant. The prison can have a high level of impact on surrounding towns or villages, such as the costs and availability of housing and the provision of food supplies and services. These economic benefits and costs therefore need to be considered in the siting of the facility.

In areas where there may be hostility shown towards prison staff, their housing area should be made as secure as possible.

Staff accommodation components are impacted by the following aspects of the Prison Profile: *total prison roll; risk level; lifespan; probability of expansion; level of technology; maintenance of facilities; total staff; demographic breakdown of staff; site/plot constraints; availability of services infrastructure; availability of skilled staff; availability of construction materials and labour; national legislation and other standards.*

Components

S2.20 Prison director's housing

Prison Directors are required to live in or near to the prison site so that they are available at short notice to deal with prison management and emergency issues. The layout, style and design of the building should reflect cultural norms.

S2.21 Staff housing

Staff housing should be sited away from the prison but easily accessible to allow staff to reach work with ease, or respond quickly to an escalating incident in the prison. The positioning of the staff housing site in proximity and relation to the prison should be carefully considered so that it does not hinder any potential future expansion of the prison.

The layout, style and capacity of the staff housing will differ from country to country and may need to be designed to reflect cultural norms. Adequate services will need to be in place to ensure that power and sanitation needs are met. In areas where there may be an external threat to staff safety, security features such as fences and a gate entrance may need to be considered.

S2.22 Other community buildings

Larger staff housing developments that are isolated from other communities and services may benefit from buildings that will be of use to prison staff and their families. These buildings may include a laundry facility, community hall/religious space or a communal kitchen, food store and fuel store. An assessment of the housing and community building needs of any proposed development for staff will need to be conducted to ascertain with accuracy what is needed.

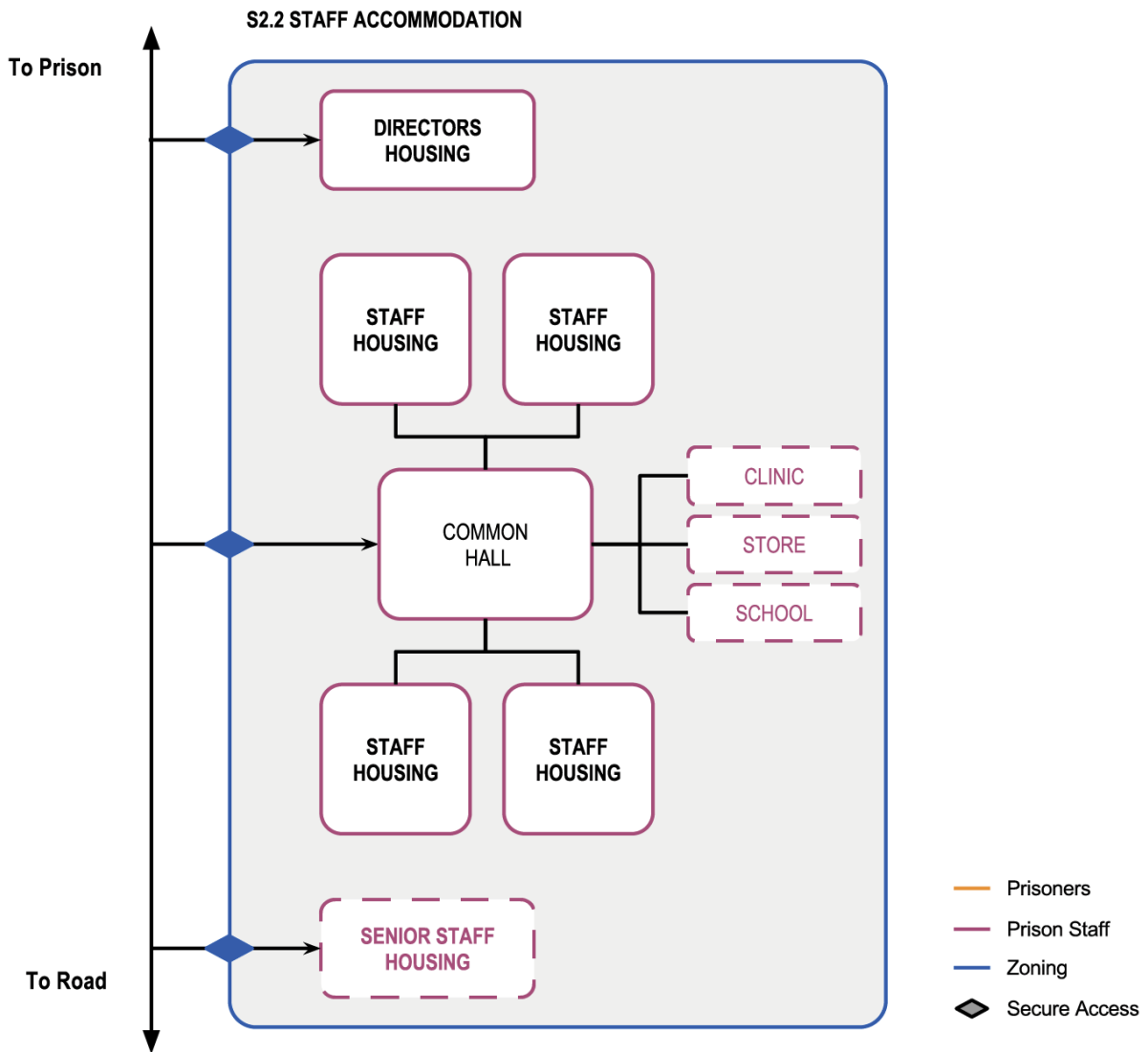


Figure 43: Functional diagram – staff accommodation

SUPRT3 SERVICES INFRASTRUCTURE

REFERENCES TO THE MANDELA RULES AND OTHER INTERNATIONAL NORMS

Rule 15	The sanitary installations shall be adequate to enable every prisoner to comply with the needs of nature when necessary and in a clean and decent manner.
Rule 16	Adequate bathing and shower installations shall be provided so that every prisoner can, and may be required to, have a bath or shower, at a temperature suitable to the climate, as frequently as necessary for general hygiene according to season and geographical region, but at least once a week in a temperate climate.
Rule 17	All parts of an institution regularly used by prisoners shall be properly maintained and kept scrupulously clean at all times.
Rule 18	Prisoners shall be required to keep their persons clean, and to this end they shall be provided with water and with such toilet articles as are necessary for health and cleanliness.
Rule 22	<ol style="list-style-type: none">1. Every prisoner shall be provided by the administration at the usual hours with food of nutritional value adequate for health and strength, of wholesome quality and well prepared and served.2. Drinking water shall be available to every prisoner whenever he or she needs it.
Rules 4, 48	Bangkok Rules, 2010
Rule 22.5	EPRs, 2006
Principle XI	Principles and Best Practices of the IACHR, 2008

Introduction

The provision of infrastructure services and selection of related equipment is of crucial importance in the design of any successful infrastructure project.

Well laid out, accessible and manageable infrastructure services (and back-up services) are essential considerations in ensuring that the prison remains operational and provides decent and humane living and working conditions. Services such as water and drainage and waste collection systems will have an outsize role on the health of prisoners and staff, as will other services such as power, heating, ventilation, etc.

In some instances, the proposed location for the prison will not have access to services and local authorities may not be able to provide water supply, water treatment, solid waste management systems or electrical supply to the site. In such a case, the design of the prison will need to include such provisions.

Another significant consideration is the availability of spare parts and local expertise for services maintenance during the building's operational life (See SUPRT 5, Maintenance). Often and in many operational contexts, reliable low-tech mitigation measures may be more readily maintained and thus preferred to high-tech measures.

In each case, the development team should make a careful analysis of the possible alternatives and settle on a judicious and sustainable choice, mindful of the practical and economic implications.

Operational and Security Considerations

Central core services coming into the prison for maintenance purposes must be located in areas away from prisoners, to reduce the likelihood of damage, sabotage or incident. Consideration should be given to locating them close to the gate area so that external contractors, their tools and vehicles, do not have to go far into the prison to undertake essential maintenance and repair work.

Backup generators, especially if they are essential in ensuring that security systems remain operational during a power cut, must be located in a prisoner-free area. Consideration must also be given to the provision of fuel supply to generators, including a suitable point of access for fuel tanks, if relevant. Underground drainage systems, IT and power cable ducting should be designed to prevent prisoners from using them as a means of escape. Access to these services should be robust enough to prevent prisoners from gaining access to them to cause sabotage or disruption.

SUPRT3.1 SERVICES INFRASTRUCTURE (WATER SUPPLY AND SANITATION)

Note:

An important resource on water supply and sanitation in prison environments is ICRC's *Water, Sanitation, Hygiene and Habitat* in Prisons and the supplemental guidance document. Both discuss the issues of water and sanitation in low technology environments, and are key resources for development teams and project managers.

Introduction

Water and sanitation systems of a prison are demanding design problems that must be addressed by a qualified engineer. Technical personnel should be involved in the project as early as possible ensure that all technical issues are adequately addressed.

In many parts of the developing world, plumbing is still not widespread and the local population frequently does not know how to use or maintain such installations. It may be better to have hand-pumped water carried in buckets than a piped water system that cannot be maintained. Similarly, clean, decent pit latrines may be preferred to flushing toilets that fail and allow sewage to back up into living quarters. Designers must choose water and sanitation systems that will function effectively and consistently within the level of maintenance (and maintenance budget) available in the local environment.

In the same vein, it may be very difficult, if not impossible, to find durable, non-leaking plumbing mechanisms in the markets of the developing world. High quality, imported valves are often installed incorrectly, cannot be maintained, or leak copiously when applied in systems with low quality or low water pressure. While access to water is one of the most important determinants for prisoner health, water in prisons is often in extremely short supply.

Often a municipal water supply is not available at prison sites, or is available only intermittently. Other water sources therefore need to be sought. Possibilities include boreholes, rainwater harvesting, connections to existing systems, and trucked water. Without a very secure water supply from a public utility, on-site water storage is a required part of the design. Three days of water storage, most of it in a below ground tank, with a high-level tank to provide pressure, gives some security for this crucial resource. A pump is needed to raise water to the upper tank or tanks.

In any environment where water supply is not provided by a very reliable public utility, site planning should always take into consideration emergency water supply in temporary tanks (like bladder or onion tanks) filled by trucks.

Available water for a prison may not be safe to drink. Prisons may have to provide their own water treatment, either for the entire water supply or for drinking water only.

Often there is no public sewer available, nor adequate water for flushing toilets. There are good, functional alternative sanitation systems that can work in any technological environment. The simplest of these, basic pit toilets, can be safe and functional in a prison environment if there is enough land area and they are well managed. Septic tanks can work well where there is enough water for flushing and land area for leach fields or soakage pits. Pour-flush toilets have no mechanism to break.

Septic tanks can fail either because they have been overloaded with waste from more people than they were designed to accommodate, because they have had non-biodegradable materials put in them, or because they have not been de-sludged. In many places prisoners are forced to resort to stones or plastic bags for personal sanitation in place of water, paper, or leaves. Stones and plastic fill up the septic tank faster than normal because they do not biodegrade and leave the tank as effluent, but stay in the bottom (or worse float on top). Prisons around the world can be overcrowded and while the prison design cannot prevent this, it can accommodate the additional system loads by over-designing the sanitary system to avoid failure. If possible, septic tanks in prisons should be designed for very high populations.

When septic tanks (or other sewage reservoirs) are overloaded to the point they are no longer capable of processing solid wastes into effluent which can soak into the soil, untreated sewage comes up through the soil above the tank, contaminating the area around it with disease-causing organisms. It is imperative that septic tanks be located so that if they overflow, prisoners will not be exposed to sewage. For this reason, septic tanks should not be located in cellblock yards.

Whatever system is ultimately chosen, it must be functional, durable and maintainable with technology that is available at a cost that can be borne by the institution. Prison maintenance staff will have to receive the appropriate training and the costs should be planned for and included in the prison budget. Sanitation systems that cannot be maintained should not be installed. It is prudent to install sanitation systems that have been designed specifically for use in prisons and, although generally more expensive than regular systems, can prove cost effective in the long run as they are resistant to sabotage and damage.

Lastly, the system should be designed so that it cannot be used to affect an escape or for prisoners to have easy access to hide forbidden items such as weapons and mobile phones.

Water supply and sanitation components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; lifespan; probability of expansion; level of technology; maintenance of facilities; total staff; geographic location; site/plot constraints; availability of services infrastructure; availability of skilled staff; availability of supplies; availability of construction materials and labour; national legislation and other standards.*

Components

S3.10 Main water tank

Prisons without an adequate water supply from a public utility (enough water, available all the time, with enough pressure, of good quality) must plan to source, store and distribute water within prison facilities. The water storage requirement should also include water for fire protection and the extent of any hydrant, fire-fighting and pump system needs careful analysis and recognition of fire risk. Water storage should be big enough to, when paired with a water pump capacity, meet the expected demand/drawdown at the highest level of the prison's demand. Consideration should be given to how emergency water supplies may be delivered to the tank by truck in any situation where water supplies are not extremely reliable.

Especially careful consideration must be granted to selecting and securing the water source. The security of both the water sources/boreholes and water pumps must be ensured.² If the water pump(s) are located outside the prison walls, the management of this area must be within control of the prison. If pumps are located within the prison, the risk of contamination is high, particularly if a septic tank is also present. In all cases, the level of technological capability should guide decision making about the type of system to be employed.

As a final note, for any water supply solution, coordination with the electrical utility is essential early in the design process to establish load and transformer needs, supply availability and location, and meter requirements and permitting needs.

S3.11 Water treatment facility

Available water for a prison may not be safe to drink. Prisons may have to provide their own water treatment, either for the entire water supply or for drinking water only. Settlement tanks, balanced tanks, and a number of chemical and solar disinfection methods may all be options for water treatment, depending on the operational context and local considerations.

S3.12 Rainwater harvesting

One cheap and low tech solution may include rainwater harvesting, usually in combination with other systems. The number of rain water catchments is a significant consideration on this point. Rainwater systems can be separated, or paired, in various ways. Many catchments with short distribution lines to nearby areas are one option; alternately, catchments can funnel water to a central tank. This will likely mean longer water flow lines, and correspondingly, a higher risk of contamination. For this reason, the storage of rain water in a single tank also requires a treatment solution. Anti-siphon controls should be in place to prevent the loss of rainwater to the municipal water supply, if available.

S3.13 Septic tank

Septic tanks that are not connected to a municipal sewage system will require periodic drainage to keep them functional. Septic tanks that are cleared out by means of a vehicle with a pump and waste tank will need to be located inside the prison where the vehicle can get easy access and without the possibility for prisoners to interfere with the process.

For hygienic reasons, septic tanks inside prisons must be located away from accommodation areas, food preparation, eating areas or indeed anywhere else where their presence may have the potential to cause a hazard to health.

² As a technical note, it should be kept in mind that it is the water source, rather than the water pump, which controls the rate of water flow.

Alternately, septic tanks may be located outside of the prison. Consideration should be given to its location, especially if there is a potential to expand the prison at a later date. To provide for later prison expansions and population growth, septic tanks should be designed to be able to cope with the extra capacity or indeed, any overcrowding that may occur within the prison in its current phase. Failing to build this extra capacity into the design could create significant health and hygiene issues in case of a failed system due to increased usage.

In all cases, careful consideration must be given to potential contamination of groundwater. Nearby water sources must be noted and at least 30 meters maintained between water sources and septic tanks, soak pits, or trench latrines.³ This is the minimum in a humanitarian context, and greater separation should be achieved wherever possible.

The outflow of septic tanks requires careful considerations and planning. To remove contaminants from a septic tank, French drains or septic drain fields (also known as leaching fields) may be used. The size of the field will be dictated by the soil condition, environmental considerations, and expected rainfall amounts.

S3.14 Sewage treatment plant

If, for any reason, a septic tank solution is not possible or practicable, more complex solutions may be necessary. An aerated waste treatment facility with open-pond treatment of sewage may be a low-tech option outside of prison walls. In more high tech operational environments, a sophisticated sewage treatment plant may be possible. As always, due consideration must be afforded to maintenance issues.

³ Sphere Project. *Sphere Handbook: Humanitarian Charter and Minimum Standards in Disaster Response*. 2011, 106.

SUPRT3.2 SERVICES INFRASTRUCTURE (ELECTRICAL)

Electrical services must result in a high degree of life and building safety. The development team must research the availability of local power and distribution sources, and the reliability and capacity of power supply. When considering power standby diesel generators, the availability of spare parts, maintenance services, fuel availability and consumption must all be considered. To reduce demand for fuel powered solutions and with sufficient funding, consideration may be given to solar lighting with appropriate battery storage capacity and other measures.

Electrical infrastructure components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; lifespan; probability of expansion; level of technology; maintenance of facilities; total staff; geographic location; site/plot constraints; availability of services infrastructure; availability of skilled staff; availability of supplies; availability of construction materials and labour; national legislation and other standards.*

Components

S3.20 Main electrical room

In prisons that have reticulated electrical services, the transformer, main incoming electrical distribution panel, and meter are located in this room. If the transformer is large enough, it may require its own fire isolated space. The electrical system must be designed by a qualified services engineer. The main electrical room must be inaccessible to prisoners and located in a prisoner-free zone, and may require override function(s) to control the distribution of power to the prison.

Secondary distribution points (subpanels or submains) will be necessary in various parts of the prison so that staff can isolate electricity in specific areas. These will be determined by the requirements of the space, load, and the distance of cables, and may be provided throughout the campus. As with the main electrical room, these points must also be secure to prevent access to prisoners. In low risk environments, some degree of control may be afforded to prisoners, to allow them to isolate circuits in case of an electrical malfunction, or developing fire.

Coordination with other systems, such as water and security, is essential early in the design process to establish load and transformer needs, supply availability and location, and meter requirements and permitting needs.

S3.21 Diesel generator

Subject to the availability of mains power supply, a generator may be the primary or back-up power source. The generator must not be located in the main electrical room or with the transformer. Instead, it should be given its own separate space in a prisoner free area, where it will not be affected in case of a fire or incident in the main electrical room, but be located close to the fuel source (see S4.24). The size of the fuel storage tank will depend on the facility, the expected use of the generator set, and resupply considerations. A change-over switch, governing the activity of the generator, is also usually located in this area.

SUPRT3.3 SERVICES INFRASTRUCTURE (HVAC)

All habitable spaces within buildings must be provided with acceptable comfort conditions. To every extent possible, low-tech and passive design solutions must be prioritized, and at an early stage of design and planning. The benefits of simple measures such as building orientation, access to daylight and natural and cross ventilation, and the provision of insulation are great and should be maximized.

To protect the health and well-being of detained individuals, it is essential that facilities maintain sufficient ventilation and temperature control. The combination of mechanical ventilation and adjustable natural ventilation must be examined and thoughtfully implemented. Providing sufficient ventilation is especially important in places where contamination risks are considerable, such as healthcare facilities and TB-infected facilities.⁴

HVAC components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; lifespan; probability of expansion; level of technology; maintenance of facilities; total staff; geographic location; site/plot constraints; availability of services infrastructure; availability of skilled staff; availability of supplies; availability of construction materials and labour; national legislation and other standards.*

Components

S3.31 Heating and chiller plant

There are many possible solutions to heating and cooling spaces to normal comfort conditions, and these should be carefully selected with an understanding of technical capacity, and the maintenance and security considerations.

In prisons with extensive heating or cooling needs and where it is technically feasible, it is most economical to generate hot and cold water in a central plant for distribution through a network of pipes to spaces where heating or cooling are needed. Design of central heating and cooling requires a specialty design engineer who should be involved early in the design process. A conventional split system air-conditioning unit may be provided, but also requires specialist design. For their versatility in heating and cooling, ventilation systems are superior to radiators, but the security implications of their provision must be carefully thought through. In all cases, the design team must select mechanical systems that can be locally maintained and operated.

Other, simpler techniques, such as the provision of small fireplaces may be a sound solution in cold climates and low-tech operational conditions. These can be managed by prisoners but fire risks must be managed.

Fuel type, storage, and delivery requirements must be coordinated with heating plant needs and location.

Specifications:

Heating systems must be capable of sustaining a minimum temperature of 15 and preferably 18 degrees Celsius on the coldest anticipated day.

⁴ For more information on providing adequate ventilation in a prison environment, see: WHO. *Prisons and Health*. 2014; and especially, UNODC. *Manual of Environmental Interventions for Tuberculosis Control in Prisons*. 2012.

SUPRT3.4 SERVICES INFRASTRUCTURE (IT)

IT infrastructure components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; lifespan; probability of expansion; level of technology; maintenance of facilities; total staff; geographic location; site/plot constraints; availability of services infrastructure; availability of skilled staff; availability of supplies; availability of construction materials and labour; national legislation and other standards.*

Components

S3.41 Main information technology (IT) room

This room must be secure and inaccessible to prisoners. Ideally, it should be located as close to the gate as possible to allow easy access to engineers so that they can conduct essential maintenance and repairs. The requirements for this space will vary greatly on the basis of the prison's size, complexity, and prisoner profile, but should be carefully considered. In complex cases, specialist advice and involvement should be sought.

The main IT room should be closely linked to the security area, particularly when CCTV, or a substantial IT component, is included in the prison security measures. A main telephone distribution panel, the primary server room, and primary UPS back-up may all be contained here. Alarm infrastructure may also be coordinated and linked to from the main IT room with contingencies in place in case of IT failure.

Secondary IT distribution points will be necessary in various parts of the prison. As with the main IT room, these points must also be secure and will contain secondary servers and patch panels.

SUPRT4.1 MAINTENANCE DEPARTMENT

Introduction

The maintenance department plays an important part in ensuring that a prison stays operationally functional on a day to day basis. It allows a prison to respond to its immediate repair and maintenance needs without having to wait for or rely on the availability of outside contractors to undertake such tasks. Because of the tools and materials they contain, maintenance departments are usually located in prisoner free areas. Some prisons will allow lower risk prisoners to work in their maintenance department in order to learn vocational skills that they can use to gain employment upon release.

In developed contexts, there may not be a need for maintenance facilities within the prison because of the reliability of outside services. Where this is less available, a prison must provide its own maintenance capacity. Securing funding for this purpose is crucial at an early stage of planning and should not be left unresolved until the prison is operational. Any degradation of service may present serious problems, especially with regard to water and hygiene, which may directly cause poor health outcomes.

Operational and Security Considerations

Maintenance departments usually have a wide range of tools at their disposal to quickly respond to any required maintenance and repair work over the course of the day. As with any tools and equipment being used within the prison, these must be properly stored and accounted for. Store rooms, lockable cabinets, and tally systems may all play a part in achieving this so that tools are not lost, used as weapons by prisoners or utilised to make an escape or cause sabotage.

Building and repair materials may also be stored within this area. Such materials are valuable and must be properly secured and managed to ensure that they are not mismanaged or lost.

Maintenance components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; lifespan; probability of expansion; level of technology; maintenance of facilities; total staff; breakdown of staff; geographic location; site/plot constraints; availability of services infrastructure; availability of skilled staff; availability of supplies; availability of construction materials and labour; national legislation and other standards.*

Components

S4.10 Maintenance office

Maintenance activities in the prison are organised from this office. The office usually contains drawings of the buildings, services infrastructure and any supporting information such as operations and maintenance manuals. These provide the basic information needed to facilitate the maintenance process. To prevent this documentation from facilitating plans of escape, this area must be securable in a prisoner-free zone. A separate office may also be required for the head of maintenance to carry out management activities.

S4.11 Maintenance workshop

The prison maintenance workshop may be used to repair plumbing, electrical, and mechanical services, as well as windows, doors, locks, building flashings and gutters, welded structures, furniture, and other general equipment. It should be separated into zones for different specialties. Particular attention must be made to ensuring that tools are stored away safely and securely.

As with all workshops, consideration must be given to ensure that the maintenance workshop meets all requirements related to the health and safety of the working environment.

S4.12 Maintenance storage

A maintenance storage area may be needed to store large and bulk supplies and equipment needed for maintenance. These may include full-lengths of construction materials such as wood and steel, as well as wheelbarrows, shovels, picks and other equipment for small construction work and repair. Any ladders should be lockable to prevent prisoner access to them for the purpose of escape. The storage area must provide access to trucks for delivery and also have the capacity to be securely locked to prevent access by unauthorized prisoners.

A securable section of the maintenance storage area should be set aside for the chemicals and equipment for the insect (vector) and rodent control program; for water tank maintenance and water treatment; and for latrine, septic tank, and pit maintenance. The scale of these needs will depend on the availability of public utilities and water and sanitation services available to the prison.⁵

⁵ *Water, Sanitation, Hygiene, and Habitat in Prisons* (ICRC, 2013) provides excellent practical information about maintaining healthful conditions with low-level technology.

SUPRT4.2 CENTRAL STORES

Introduction

A well-run prison must have the ability to receive, store, and distribute materials and supplies for the functioning of the prison, and to manage the disposal of waste. Central stores area is the part of the prison which is responsible for these essential functions.

Operational and Security Considerations

Because of the busy operational nature of the stores area, the design team should carefully consider the flow of goods, services, and people, to maintain the security of the prison.

A prison with well-developed facilities will have a main store that has the ability to receive, record, store and distribute materials and supplies. The central stores (sometimes called the main stores) are usually located in close proximity to the gate area for access to goods moving in and out, and to reduce security issues. Depending on the security level of the prison and their proximity to the gate, the stores are often located in a prisoner-free area, or even outside of the prison perimeter.

The delivery and distribution area is where goods and equipment are processed in and out of the prison. This area is generally controlled by the stores manager and other prison staff, with appropriate security and management procedures in place. Storage areas should be immediately adjacent to the delivery and distribution area to make the storage of goods efficient. Since maintenance and construction materials are bulky, the maintenance storage area should be conveniently incorporated as part of the main stores layout or located nearby. Prison workshops also need good access to incoming supplies and must be able to load finished goods onto transport from this area. Adequate storage space must be provided for goods and materials that are not entering into the prison for immediate use (such as items of furniture). Establishing the storage capacity needs of the prison is an important consideration during the design phase, and will have an extensive impact on prison operations if not accurately assessed.

As part of managing the flow of goods and services, adequate measures are also needed for waste management. In the course of daily operations, prisons create a lot of waste that must be disposed of to maintain a healthy environment. Consideration is required to the collection of waste around the prison (from residential units, kitchens, administration, workshops, etc.), the gathering of all this waste at a single point, and the method of its removal and disposal.

Wherever possible, waste collection points should be located close to the gate to reduce the distance that garbage trucks/refuse vehicles must enter into the prison. Larger prisons may consider the use of recycling practices. Special care will be needed to ensure that the system of waste disposal does not compromise security. For example, it may be necessary to hold larger waste receptacles in a collection area for 24 hours before allowing their removal from the prison. In this way, prisoners who try to escape within these containers will be found missing during role checks, and discovered during the subsequent search.

Central store components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; lifespan; probability of expansion; level of technology; maintenance of facilities; total staff; geographic location; site/plot constraints; availability of services infrastructure; availability of skilled staff; availability of supplies; availability of construction materials and labour; national legislation and other standards*

Components

Depending on the size and function of the prison, the central stores area of the campus may contain the following areas:

S4.20 Store manager's office

The store manager is in charge of ordering, receiving, recording, storing, and distributing supplies within the prison and for handling raw supplies and outgoing products of prison industry. The office needs to be large enough for the manager and staff to conduct their duties and must be able to be made secure when not in use by designated staff.

S4.21 Delivery and distribution area

This is the space where the prison staff receive, record, store, and distribute supplies to the relevant parts of the prison. Supplies may include food and kitchen equipment; maintenance materials including construction materials and equipment; supplies used by prisoners such as furniture, mattresses, bedding, water containers, dishes, and utensils; consumables like soap, cleaning supplies, and chemicals for housekeeping and water treatment; office supplies and furniture; fuel for vehicles, generators, and other engines, cooking, heating, and water heating; and raw materials and supplies for prison industries. These are likely to be divided into several separate storage facilities to simplify their management and security (see below). Changing facilities may also be required for staff/prisoners working in the stores area.

A prison may be large and complex enough to require separate receiving, storage, and distribution facilities for incoming and outgoing goods, and may need additional considerations for basic stores. (Note that it is likely that foodstuffs may be delivered directly to kitchen storage rather than double handling these goods by transferring them to a storage facility, and then again to the kitchen.)

In facilities that receive goods from large trucks, it is convenient to have a proper truck-height loading dock so that fork-lifts, pallet-jacks, and hand trucks can be used efficiently for off-loading. If there is enough space, docks should be designed so that trucks may be unloaded from the rear or the side. Where goods are offloaded from pick-up trucks or carts, wheel barrows may be more convenient for moving goods into stores. If a raised dock is included, wherever possible, there should also be unloading space at the ground level.

S4.22 Waste storage and recycling

Waste is generally stored outdoors and in proximity to the main gate, and should provide convenient access from the delivery area and the kitchen yard. Separation of waste for recycling and organics for composting in kitchen gardens may be possible but requires more space for management. Waste should be covered to reduce smell, contamination of other areas and insect activity. If mechanical truck-loading of waste skips or drums will be used, the area must be designed to allow for the movement of the truck and collection process.

Wherever possible and practicable, recyclable materials should be sorted and separated from waste. This may include the collection of food waste to feed to farm animals or for composting purposes, and other cost-saving measures.

S4.23 Solid fuel storage

In certain contexts, a specific area may be provided for storing wood or coal. In planning for space needs, the design team must consider the type and quantities of fuel used, frequency of delivery, and delivery methods. It is important to understand how the fuel, once stored will be handled and used. Does wood need to be dried and split before it is used for cooking? Are there different kinds of wood which give different amounts of heat when burned (affecting the volume of wood needed in storage)? How is coal moved from storage to point of use? Fuel will ideally be stored adjacent to the space where it will be used, but with the appropriate measures to ensure that it is secure.

S4.24 Liquid fuel storage

In certain contexts, liquid fuels may require a specific storage area. Liquid fuels are relatively easy to move and store, and require less volume for the amount of heat delivered than solid fuels. However, they can be explosive and must be stored and handled carefully and located away from accommodation spaces within the prison. It is often possible to locate liquid-fuel storage tanks so that they can be filled from outside of the prison walls (by providing a fill hatch in the wall), thus avoiding the potential security concerns of bringing fuel trucks inside the prison and avoiding the additional gate and search traffic.

S4.25 Gas cylinder storage

Where cooking or heating uses gas cylinders, cylinders must be stored outdoors in a safe, securable location. This space should provide convenient access from both the kitchen and the delivery area. There may need to be additional fire control measures near fuel storage areas. Changeover manifold systems need careful design to ensure the safe and continuous flow of gas without pressure fluctuations and wasted gas. As with other fuels, gas cylinders must not be accessible to prisoners.

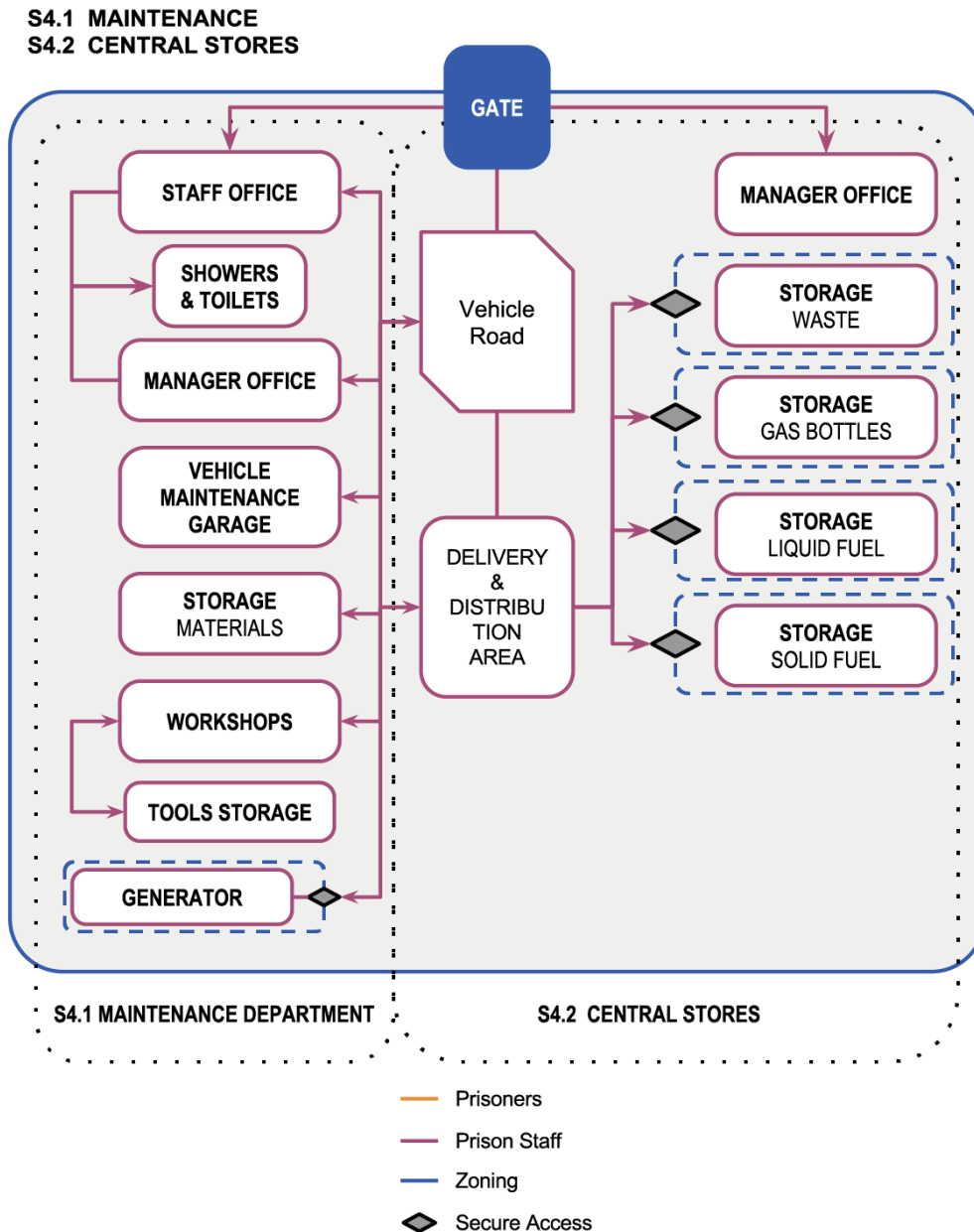


Figure 44: Functional diagram – maintenance and central stores areas

SUPRT5 ADMINISTRATION

Introduction

The administration area is the functional space that manages the administrative and managerial activities of a prison facility. Activities may include, but are not limited to: financial and administrative duties; human-resource activities; the management of goods and services necessary for the day-to-day running of the facility; storage of prisoner files⁶; and mediation of interactions between the prison and the broader justice system and the public at large. The administrative area may also house the prison's senior management team and their support team.

Operational and Security Considerations

Prison design must include a dedicated administrative space to safely and securely store and manage prisoner records.

Because the administration of a prison will include both internal and external users, it is possible, and sometimes preferable, to locate this functional space beyond the security perimeter of the prison facility. This is also dependent on the security classification of the prison.

In the development context, however, administrative facilities are generally located within the inner and outer security perimeters, requiring visitors and other external individuals to pass through prison security before entering the administrative area. Due to the sensitivity of the information contained within administration, it should be considered a prisoner-free zone.

Current prisoner files should be stored in a secure manner within the administrative facilities. As these files must be used in prisoner intake, transfer, and release processes, it is convenient to locate the administration in close proximity to these functional areas, such as the reception. While this is a critical functional relationship for the administration, consider the location of the administration in respect to other areas within the facility due to security and communication requirements, including prison staff movement.

If stored here rather than in the reception area, items that are not allowed in a prisoner's possession (such as money, jewellery, passports and other items), are often stored in a safe or secure room within the administration area until the prisoner's transfer or release. These must be recorded in a paper or electronic logbook, signed by the relevant prisoner.

Administration components are impacted by the following aspects of the Prison Profile: *security risk level; total prison roll; visitors expected; lifespan; typology of the prison; probability of expansion; level of technology; maintenance of facilities; prisoner transfer: method; prisoner transfer: frequency; total staff; breakdown of staff; availability of service infrastructure; availability of skilled staff; availability of construction materials and labour; stakeholder engagement/support; national legislation and other standards*

Components

Depending on the size and function of the prison, the administration area of the campus may contain the following areas:

S5.01 Visitors reception

The visitors reception area should provide a functional space to receive individuals visiting the prison on business and provide an appropriate waiting area. Possible categories of individuals may include: individuals selling and delivering supplies or involved in prison industries; individuals providing training, educational or spiritual services; or government officials.

S5.02 Officer in charge offices

The administrative area may include one or more offices to serve the officer in charge, such as a prison director, and any deputies. These offices should be large enough to accommodate a meeting space for conducting official business. It may also be preferable to locate the prison director's office a moderate distance away from the entrance and reception area to provide a greater level of security. Additional security considerations may be necessary in some operational contexts.

S5.03 Prisoner records and file storage

Prisons must maintain files on all prisoners currently detained within the facility. To this end, there must be sufficient, secure space for the storage of these files. Upon a prisoner's release, transfer or death, these files may be archived in the prison or transferred to an external, secure government warehouse until such time as they are no longer required. The prisoner records office should be large enough to accommodate the record-keeping functions of the prison. This office space should be located in close proximity to accounting and photocopying facilities.⁷

S5.04 Human resources offices (for prison staff)

The administration area may include one or more office spaces with sufficient space to accommodate the human resource functions of the prison, including the secure storage of prison staff files.

S5.05 Finance and procurement

The administration area may include one or more office spaces to accommodate the accounting and purchasing functions of the prison. A particular consideration in the development context, where transactions are often conducted in cash, is to ensure the inclusion of a secure safe for the storage of physical currency. It is preferable to locate the safe inside a separate, lockable room within the accounting office. This area may also be used to store prisoners' valuables until they are released or transferred.

S5.06 Office support space

This may be a specific room, or within common open office space for photocopiers and printers and the storage of office supplies. This area is intended for use by all administration staff and should be centrally located for convenience. If the administration building has more than one floor, it may be necessary to include a copy room or space on each floor.

⁷ For more information on the appropriate measures for prisoner file management, see: UNODC. *Handbook on Prisoner File Management*. 2008.

S5.07 Meeting room

The meeting room should provide a functional area or room to conduct internal administration meetings, but may also be used by other prison staff. It may be used for press, security briefings or staff training so needs sufficient space to allow for a broader range of uses.

S5.08 Kitchenette

Depending on the social and cultural context, the kitchen may be equipped to prepare food, to simply reheat meals, or only to prepare tea or coffee for staff and/or visitors. The kitchen should be located adjacent to any rest area and in close proximity to the meeting room.

S5.09 - S5.10 Toilets (standard and accessible)

The administrative area should include a minimum of two toilets, one for women and one for men. Furthermore, there should be two toilets that are accessible to persons with disabilities, one for women and one for men, unless the social and cultural context permits usage of unisex toilet facilities by both women and men, in which case, there may be a single accessible toilet facility. There must be at least one toilet per 25 people, calculated based on the largest administrative work shift during normal working hours, and with consideration for the expected number of men and women. The calculation of the largest shift should include both departing and incoming staff, as both will need to use toilet facilities at the beginning and end of the workday. The toilet facilities should be located in close proximity to the reception area to permit easy access by individuals visiting the administration. In a large facility, it may be preferable to provide separate toilet facilities for staff and visitors to the administration.

Specifications:

Number of toilets:	Minimum of two, and at least one toilet per 25 persons. (ICRC)
Dimensions of accessible toilets:	See figure following F1.06 and F1.07, Visitor toilets.

S5.11 Inspector's office(s)

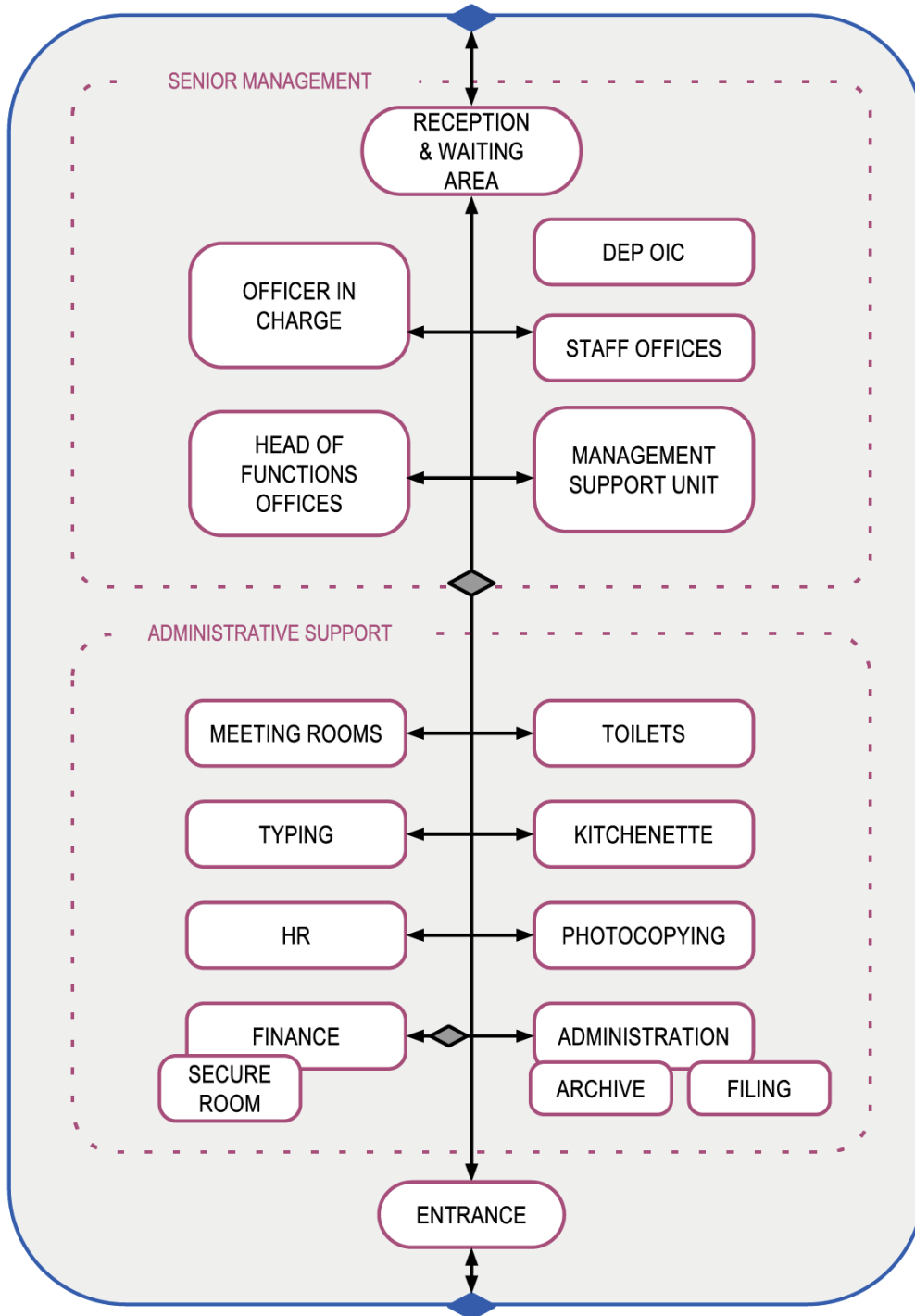
Subject to location and size of the facility, it may be appropriate, if not essential, to provide a space for a government authorized prison inspector on site, functioning as an independent third party assessor of prison conditions. This would facilitate confidential meetings with prisoners, interviews, report writing and other supporting activities.

Such an office can provide a positive and visible indication from the prison management to its staff and prisoners, that inspection into the prisons business and conduct is a normal and welcome part of prison life. Likewise, additional space may be added to accommodate visits by national monitoring bodies.

S5.12 Cleaning room

This room should be large enough to accommodate all necessary materials required to keep the administration areas clean. Materials may include brooms, mops, cleaning detergents and large cleaners sink. Depending on the social and cultural context, it may be necessary to provide sufficient space for the cleaner to take breaks and change clothing before and after work. The inclusion of a sink may make it preferable to locate the cleaner's room in close proximity to the toilets and kitchen, as it will require a water supply and drain.

S5 ADMINISTRATION



PRISON
SUPPORT

- Prisoners
- Prison Staff
- Zoning
- ◊ Gate

Figure 45: Functional diagram – administration

ANNEXURE 1: RAPID DEPLOYMENT OPTIONS

In an emergency or development context, Rule of Law initiatives may require the expansion or construction of prison infrastructure in a number of different scenarios:

1. Existing facilities may need to be rehabilitated or expanded while prisoners are still resident. Depending on the size of the facility, the scope of works, and funding arrangements, this work may require three months to two years to complete.
2. Temporary facilities may be required to house prisoners in an emergency context or while improvements are made to existing facilities, or those that do not provide adequate compliance with the Mandela Rules. These temporary facilities may be required almost immediately upon arrival, and may be required to last for up to two years.
3. Short-term facilities may be required to house prisoners while new prison infrastructure is planned and constructed. The construction of new facilities will likely require more time than renovations to existing facilities. As a result, these short-term facilities may be needed for periods of up to five years.
4. Long-term engagements may include extensive refurbishments of existing facilities, the augmentation and conversion of short-term facilities to long-term facilities, or the addition of substantial new prison infrastructure facilitated in due course by the donor community or government funding. These generally require longer lead times for design, approval and construction, and ought to be addressed by reference to the rest of this manual, rather than the rapid response options presented in this annexure.

For any of the above reasons, but especially in an emergency context, rapid response deployment options may be needed to facilitate solutions that can quickly and effectively address the relatively short-term requirements laid out in scenarios 1-3 above.

Many physical and operational factors must be considered in the development of rapid deployment of prisons infrastructure, and involvement of experienced design and engineering personnel and Rule of Law experts is necessary. Any decisions should be made after discussion and agreement from appropriate stakeholders.

Finally, while the development of generic, rapid deployment designs may be feasible, site specific data is still required to ensure that an acceptable solution, even for temporary or short-term use, is developed in compliance with the Mandela Rules.

Design considerations

Rapid response solutions give immediate rise to a number of design issues. These include considerations for:

Capacity of the prison

The number of prisoners to be accommodated will have a large bearing on the scale of the required facilities, the extent of the required land area, and services requirements for the prison. It has been suggested that a typical scenario may need to consider three generic capacities of prisons for 250, 500 and 1,000 prisoners.

Classification of prisoners

The risk classification of prisoners will help determine the required robustness of the prison, the extent of security fencing and/or walls to permit stand-off distances for boundaries. There are also implications for physical security, particularly in post conflict environments where attacks to liberate high profile prisoners may occur.

In the case that a prison will contain a mix of risk classifications, there will likely be more low security prisoners than high security prisoners, resulting in an emphasis on higher capacity low security facilities. However, in a UN operational context, the incarceration of serious criminals may assume a higher priority. The security features of a prison facility will need to incorporate all such considerations of operational circumstances.

Moreover, as discussed throughout this document, “different categories of prisoners shall be kept in separate institutions or parts of institutions taking account of their sex, age, criminal record, the legal reason for their detention and the necessities of their treatment.”¹ In such a case that other categories of prisoners are present in the same facility, they must be accommodated separately via design considerations and established processes in the management of the prison.

¹ Mandela Rules, Rule 11.

Design of facilities

In a post conflict or rapid response context, the governmental operational capacity may be limited and guidance for the design process may not exist. If the design is developed without these inputs, a generic design must be able to deliver a compliant physical solution. This may entail compromises that affect the operation of the facility and its future use.

Generic solutions for prison facilities of 250, 500 and 1,000 prisoners may be potentially developed using so-called modular design options. However, the long-term operational limitations of this approach are significant and it must therefore be recognised as only a temporary or short-term solution.

Siting of facilities

After a decision has been made on the above factors, a location for the proposed facility must be defined. A significant consideration concerns access to services infrastructure such as power and water, and the local availability of food, building materials, prison staff accommodation, visitor access and transport infrastructure.

All of these will be key issues in selecting the appropriate site for the prison. Without accessibility, the costs of support to the prison may be excessive, and the health and well-being of the prisoners compromised.

Specific site issues

A detailed analysis of the chosen site is critical with consideration of ground water levels, geology and soil types, vegetation, existing buildings and heritage issues, existing land use and road access, contaminated site issues, security and peace-keeping issues, climatic conditions affecting design solutions, and disaster risk issues such as flood plains that may affect even short-term use of the land.

In the design of a temporary facility, many of these factors will be less relevant than for a permanent facility. Nonetheless, because of the implications for both the design and construction process, these are important factors to keep in mind.

It is particularly important to ensure that adequate land survey and geotechnical reports have been undertaken. If existing buildings are to be refurbished then a physical and structural survey of the buildings is required to ensure that they are safe and can be used as part of the new facilities.

It should be noted that the above considerations can have a substantial effect on the costs and outcome of the design process.

Architectural impact

In many operational contexts, a decision should be made whether the temporary or short-term facility is designed to fit within the existing social and visual context, or whether it is considered so short-term that it will not impact the surroundings to any great extent. This decision must be based on the proposed site and take into consideration all of the factors that may affect the design of the final product.

It may be substantially easier to obtain approval for a design based on traditional forms, building sizes and colours used by local contractors rather than an imported solution that is alien to its surroundings.

Another consideration may include particular visual aims to help blend the facility into an existing neighbourhood. As this is not achievable without a carefully customised design, standardized prefabricated solutions are not appropriate for this purpose.

Construction type and material choices

Temporary or short-term facilities may use a wider variety of construction types and materials than long-term facilities. The long-term durability and future maintenance of the materials will be less of a consideration in such a case. The robustness of the construction material may also be governed by the classification of the prison rather than its anticipated life span.

A typical on-site construction technique (that uses a conventional concrete frame and slab with brick/block infill or fully reinforced concrete structure) may not be as expedient as prefabricated solutions that can be rapidly commissioned after delivery to site. The choice of materials for prefabricated modular solutions may vary from lightweight containerised solutions fabricated from typical shipping container sizes, or steel fabricated arch structures, to heavy concrete prefabricated panellised component systems as per some of the recent prison

systems developed in the USA. This determination will partially depend on the necessary security levels, site conditions and accessibility considerations.

The capacity to maintain and support the operational needs of the facility should also be considered. High technology solutions for materials or fittings may not be able to be maintained, leading to rapid abandonment of the facilities or adhoc solutions that compromise the safety and security of the prisoners.

The choice of materials and fabrication technique may also need to consider the possible negative implications of using lightweight systems if the short-term solution is later modified to deliver a longer term facility.

Services infrastructure

The range of design options available for the services infrastructure needs careful analysis of the expected demand, particularly with regard to waste water disposal. There is little point in providing an expensive wastewater treatment facility at significant cost if it is feasible to use solid waste transfer trucks to remove waste from holding tanks to an acceptable disposal facility. If the site has an existing reticulated wastewater drainage system, this may not be an issue, but care would still be needed to understand the capacity limitations of the drainage and disposal system. If a packaged system is used for a short-term facility then its relocation after removal of the prison may be an option.

Power and water supply options may be more flexible in their configuration but prisons may require significant power supplies. Alternative technologies and supply methods may need to be considered.

Deployment methodology

The on-site construction of conventional concrete and brick/block buildings requires access to local construction contractors and sources of materials. Depending on the location, this may not always be achievable and the transport of labour and materials can entail a significant increase in costs and delays to the completion of the work.

The capacity of local contractors and their ability to understand construction contracts and provide capable labour and materials with acceptable quality standards will also determine the viability of rapid rehabilitation of existing facilities.

Where time is a critical issue, prefabricated solutions can be delivered fairly quickly, particularly if many of the components are already constructed and stockpiled and may be rapidly commissioned, ready for use. Such a system can be even more efficient with an established supply chain and logistics process developed and customised to suit the specific nature of prisons infrastructure deployment. However, significant transport and logistical issues may preclude the use of heavy duty robust prefabricated solutions.

With regard to cost, most modular systems cost the same or are even more expensive than *in situ* building processes.

Operational considerations

In some cases, there may not be a functioning administration of Rule of Law in a given operational context. Design decisions may therefore need to be taken without the benefit of established processes. While the broad array of design implications has been discussed above and will inform the range of construction options in the rapid deployment of prison infrastructure, there are some operational questions and aspects that should still be explored and agreed by technical and Rule of Law personnel due to their influence on the design process. Typical issues include:

Needs assessment

Is the provision of more infrastructure an appropriate solution? Perhaps it is not the prison capacity that needs to be increased, but other changes in the judicial system that may be quicker and cheaper in reducing overcrowding.

Time scope

If a new building, temporary prison or entirely new prison is needed, what is the time frame within which a solution needs to be proposed and delivered? This assessment, based on joint professional judgement of the potential outcomes, will provide answers on the possible range of technical solutions.

Security arrangements

If the prison is located in an area where security may be compromised for any reason, construction, staffing, transfer of prisoners, services delivery and the potential impacts of security disruptions will all need careful consideration and planning.

Stakeholder agreement

What process is required for the key stakeholders to agree to the proposed solution? This process may entail specialised presentations, further research and activities such as social and economic analyses before an acceptable design solution can be approved. The lead time, site preparation and design for the construction works may all be affected in the course of this process.

Funding arrangements

How will the funding arrangements work and be managed? This issue may influence the phasing of the works to fit multi-year budgets and construction contractor cash flow, thereby modifying the choice of a design solution.

Transfer arrangements

How will the transfer to government control occur and be managed? There may be necessary physical changes to the facility as a result of required training processes to enable an effective handover of operational management. This may influence the design of spaces to maintain some flexibility of use, or confirm the use of these facilities as only a temporary measure.

Rapid construction options

There are many potential quick-fix options available in emergency contexts, but important concerns and caveats apply. Most fundamentally, some of the below options are meant to be very temporary solutions, applied only as a last resort. These are neither endorsed nor encouraged but are provided as options that can achieve the most urgent requirements in the Mandela Rules, and in place of unacceptable alternatives that would fail to offer fundamental protections to prisoners, such as open fenced facilities, or tents. It should be noted that some options are more suited to temperate climates, others to low security installations, and that local circumstances and cultures should be taken into consideration. Typical options include:

Modular panellised buildings

As containers are narrow and may limit the size, orientation and footprint of the rooms and facility, standardised modular buildings may be delivered in flat pack or part constructed form. These types of buildings have more flexibility for sizes and configurations to suit the prison format and can be ordered with specific security improvements such as reinforced doors, windows and wall panels.

Prefabricated concrete cells

These are specific modular cells supplied in finished form and able to be “plugged in” and used immediately after delivery. While they are extremely well designed and suited to high security installations, they weigh up to 25 tons for maximum security cells. In some operational contexts, the logistics required for their delivery may not be achievable without careful planning. This solution will often be augmented with more conventional support and administrative buildings.

Shipping containers

It is possible to modify conventional shipping containers to suit specific uses, but most probably limited to low security installations. Insulation and shading is needed as well as additional ventilation techniques to enable their use to achieve acceptable comfort conditions. There are many housing projects in military or UN camps around the globe that successfully deploy this technique. The interconnections of groups of containers, walkways and roofs can be configured to achieve weather protection and a reasonable standard of finish. Subject to a detailed analysis of their compliance with the Mandela Rules, these may be an option as a temporary measure. It should be noted that the durability of this solution is limited and the cost of a compliant solution may be significantly more than the estimated cost prior to technical assessment and review.

Steel arch metal buildings

Similar to aircraft hangars but able to span between six and 25 meters wide, these buildings are extremely quick to erect. The rolled steel sheet form is robust but difficult to insulate other than with sprayed foam insulation. Ventilation can be an issue depending on size and orientation to prevailing winds. These have been successfully used as dormitory facilities and barracks in the armed forces in many camps both within the USA and in military missions globally. They can be used as shelter roofs with shipping container housing located within, to achieve better living conditions. The difficulty of achieving an acceptable standard of living conditions at a reasonable cost needs careful consideration and may be particularly problematic in hot climates.

Barge prisons

There are several examples of substantial prison barges being used to house prisoners, both for a short-term overflow and even as permanent facilities. A containerised troop accommodation barge used during the Falklands war was converted to a prison facility in the UK, and newer examples of floating prisons exist elsewhere. There has been much criticism of these approaches with regard to the safety and security of both prison staff and prisoners, as well as long-term maintenance issues. Accessibility for visitors and the delivery of supplies can be especially problematic, particularly if the barges are not directly connected to shore.

Such facilities may be considered the prototype of temporary facilities, readily deployable and able to be reused in another setting after the transfer of prisoners to a more permanent facility. Of course, they can only be deployed if there is an acceptable harbour or mooring facility available.

ANNEXURE 2: COMMON MISTAKES IN PRISON DESIGN

Mistake	Operational Issue
Building prisons without consideration of criminal justice system	Prisons operate as part of a wider criminal justice system. Reforms of criminal codes and sentencing guidelines, conditional release programmes, and broader judicial, social, economic, and political policies may impact the quality of prisoner lives and the protection of society much more than the construction of one, or even several new prisons.
Prison security is too high for the security risk presented by prisoners	The more security that is built into the fabric of a prison, the more costly the project becomes. Unnecessary security can restrict prisoner movement and access to rehabilitation and other prison activities, and significantly increase operational and maintenance costs of the prison.
Mixing many different categories of prisoners within one prison	Too many different categories of prisoners introduce significant management challenges can pose serious obstacles to attempts to operate a positive and purposeful regime, especially if groups of prisoners must be kept entirely separate (e.g. men and women). Spaces for education and work opportunities may have to be duplicated or shared to the point that prisoners only get limited access to an activity. Additional staff may also be required to manage the separation of different prisoner categories.
Not having sufficient infrastructure to support rehabilitation	As well as keeping prisoners in secure conditions, the prison environment must provide safe and decent conditions and encourage the rehabilitation of prisoners. Prisons that only (or mostly) serve to detain prisoners will not meet international standards.
Locating prisons in unsuitable and/or remote areas	Prisons that are located away from major centres of population may not be adequately connected to necessary services (such as water, electricity, and transport infrastructure) and other essential resources for the effective functioning of the prison. The prison's lack of connections to the rule of law processes can make operational effectiveness very challenging. Locating prisons in remote areas can also serve to isolate prisoners from their families, impeding the prospects of successful reintegration into society after release.
Poor storage facilities in accommodation areas	Accommodation areas require adequate storage for bedding, toiletries and cleaning products. Having a lockable area affords greater security and control of items and prevents staff offices/interview rooms from being used for storage.
Lack of hygiene points	Prisons that lack hygienic facilities make it more challenging to keep the prison environment clean. This increases the incidence of disease and other health problems for staff and prisoners.
Making non-contact visits the default visiting arrangement	Helping prisoners maintain good relationships with their family reduces their risk of recidivism upon release. Prisons should use non-contact visits as a sanctioned punishment within the prison rules system or to mitigate a specific security issue. Using non-contact visits as a norm risks impacting the relationships of prisoners and family members.
Allowing no capacity for future expansion and development	Many prisons evolve over time to meet increasing prison populations and the changing needs of the prisoner population that it manages. Building a prison that has no room for future development can restrict its operational flexibility and effectiveness over time, leads to increased risks of overcrowding, and may in the long-run contribute to requests for additional prisons instead of helping to alleviate the problem of overcrowding.

Mistake

Operational Issue

Designing sewer and drainage systems without considerations of future expansion	Designing sewer and drainage system strictly to the current specifications of the prison can escalate costs in the case of future development and expansion.
Poor staff facilities	Maintaining staff morale is a persistent challenge in prison management. Poor staff facilities significantly increase the difficulty of this task.
Lack of sanitation/drinking water in cells	The provision of clean water in cells improves hygiene, reduces incidence of disease, and contributes greatly to a prisoner's quality of life and dignity. It also reduces the demands on staff to manage hygienic activities.
Poor light levels	Historically, many prisons have been designed with small, elevated windows. The purpose was to reduce the likelihood of prisoner escape attempts. But small windows permit little light and may have an adverse impact on the health of prisoners. Improvements in building design and materials today allow for secure larger windows to allow staff and prisoners to see outside.
Inadequate ventilation	Inadequate ventilation is unhealthy and unpleasant for both prisoners and staff.
Poor facilities to manage prisoners who self-harm and/or are suicidal	Some countries have prison populations that have high incidences of self-harm or suicidal behaviour. Cells that have ligature points or glass windows that can be smashed can offer such prisoners opportunities to cause harm to themselves.
Open fronted cell accommodation as default	Open fronted cell accommodation can provide staff with good visibility into cells containing high-risk prisoners. However, because open fronted cells ensure little privacy and tend to produce a noisy and stressful environment for prisoners and staff, they are not fit for all situations.
Creating a prison with cells of a single size	The task of making the prison environment as safe and secure as possible is facilitated by access to cells of various sizes. Some prisoners present such a danger to others that they cannot share cells and must be housed on their own. Dorms that are too large may present a real security issue if there is no way to break up prisoners into smaller groups and isolate various ringleaders. Cells of various sizes allow prison staff the flexibility to better manage the prisoner population.
Applying civilian specifications in a prison environment	Prisons can be harsh environments where prisoners seek to damage or sabotage its fabric to cause nuisance, disturbance or disruption. Using civilian specification materials in the construction or refurbishment of a prison may appear to save costs but, in the long-term, can lead to greater costs via repairs and maintenance.
Building prison buildings without evacuation/access points	Maintaining order and control in prisons is essential, particularly in times of an emergency such as a fire or a riot. In addition to the regular points of access that staff use to control the movement of prisoners, consideration should be given to providing evacuation points that are only used in the case of an emergency, and staff access points to help staff regain control of an area in disorderly circumstances.
Lack of exercise areas	Access to fresh air is an important requirement toward meeting international standards. Exercise yards can be used to organise purposeful and healthy activities for prisoners. They also act as a contained area where prisoners can be evacuated in case of an emergency. A lack of outdoor yards impacts upon a prison's ability to meet international standards, to provide recreational activities and to safely manage prisoners during an emergency.

Mistake

Operational Issue

No capacity for IT/ telecommunications development and expansion

The implications of IT and telecommunications services continue to expand, even in remote areas. Building prisons without the capacity to introduce or develop capacity in this area can present future problems.

Introducing non-sustainable security features into a prison

Many security features are available to enhance the security of a prison and often entail a high technology component. Introducing such features into prisons that have neither the budget nor skills to maintain them can cause security problems if they malfunction and cannot be repaired. Resource and maintenance considerations must be given to the appropriate level of technology before introducing high-tech features into a prison design.

Lack of office space

A lack of office space significantly impacts on the operations of prison staff. In addition to meeting current needs, consideration should be given toward any likely future developments and expansions.

Lack of interview rooms

Prison staff need access to private spaces for conversations with a prisoner.

Lack of meeting rooms

Prison management and staff need access to private spaces for various meetings.

The design does not allow for prisoner-free zones

Prisoner-free areas provide a buffer between spaces where prisoners are allowed and those where they are not. Prisons without such areas are susceptible to more security issues.

Using prison designs from other projects

The wholesale replication of one prison design to another site is not appropriate; while elements of the design can be carried over from one project (or even one country) to another, consideration of geotechnical properties and other implications of a new site is necessary. Moreover, the functionality of the new prison, as well as any associated cultural or local requirements, must fit the prison profile.

ANNEXURE 3: PRISON ASSESSMENT TEMPLATES

Introduction

This manual provides users with the general requirements toward a prison facility that is compliant with international norms and expectations. As an extension of this aim, this annexure is focused on the rehabilitation of existing facilities toward compliance and provides detailed guidance on the preparation of a report to inform the development of a design brief.

Prison assessment process

The first step in the renovation or reconstruction of a prison is an assessment of the existing facilities.

The recommended assessment of prisons will pursue the following sequence:

- consultation with the relevant government ministry;
- consultation with the prison administration;
- a qualitative assessment with the prison administration, if necessary; and
- a detailed technical analysis of the physical infrastructure (templates provided)

In the initial stages data can be collected from government offices, which can provide information on the capacity of prisons and their current population. In some countries, particularly those which are or have recently been conflict zones, official numbers may be unavailable or unreliable.

The administrators of the prisons usually know exactly how many prisoners they oversee and they may also have a clear understanding of the official capacity of their own facilities. However, deterioration and/or additions have often changed the prison's capacity over the years and a reassessment may not have been carried out.

A brief questionnaire, such as that published in Annex I of ICRC's *Water, Sanitation, Hygiene and Habitat in Prisons*, can be quickly and easily answered by the on-site administration of a prison. This permits a qualitative assessment of each prison, as well as comparisons across the prison system, and can be used to evaluate a group of prisons in order to set priorities. If only one prison is to be renovated or repaired, the questionnaire can help to highlight the most urgent problems to be addressed.

After a qualitative review of a prison or system of prisons, the next step is to conduct a detailed technical analysis of the existing physical infrastructure. Templates for this task are provided in this annexure, which must be carried out by an architect or engineer with experience in building construction. With access to a map of the prison, the ability to move freely about (accompanied by prison staff) and an assistant to help measure and write results, an architect/engineer could expect to gather this information in roughly two to four days, for a 500-prisoner facility, depending on the number of rooms, windows, doors, etc.

The information gathered in the course of this prison assessment will then be analysed and compared to the recommended specifications contained in this manual, and used to inform the development of the design brief, the scope of proposed works, budget, and other factors for consideration in preparation of the reconstruction/rehabilitation works.

The result of the technical assessment will be a report with data showing the type and amount of space available for renovation along with a professional opinion of how much work will be needed to bring the existing space up to the recommended specifications. The assessment should also estimate how much additional construction will be required to house a desired number of prisoners.

The following pages contain instructions and a series of templates for the assessment of existing prison facilities, to be filled in by an architect or engineer during a site visit to a prison. Each table contains relevant sections for a particular facility and a blank space for a sketch of the room. Notes may be written on the page or on additional pages. It is crucial to remember that photographs should be taken as the survey is conducted. These can help immensely in the interpretation of data after a visit.

Prison assessment report

The technical assessment should use the tables below to provide a well-founded, professional judgment as to the condition of prison facilities and determine whether they can be feasibly renovated to meet the recommended specifications contained in this manual. It should be noted that this process is highly detailed and may not be suited to every assessment. A simple review may deliver advice, particularly if the physical infrastructure is more likely to result in demolition than rehabilitation. Aside from the judgement as to the feasibility of repair or renovation of a particular prison, the prison assessment report must address the following:

1. Evaluate the condition of each building or major portion of a building for renovation. Determine the challenges and advantages of reuse. The following general issues should be addressed:
 - a. Site concerns (location, drainage, access)
 - b. Functional layout
 - c. Structural soundness
 - d. Services
 - e. Condition of windows, doors, fixtures, and fittings

2. Evaluate the amount of time prisoners can be outside their sleeping accommodation
 - a. Ask the administration how much time prisoners spend out of cells and dormitories
 - i. Does the answer seem plausible? Is there enough space? Enough prison staff to safely move prisoners to yards which are not adjacent to their quarters?
 - ii. Do prisoners work outside their cells/dormitories?
 - b. Is there outdoor space where prisoners can pass time?
 - c. If there is not, is there room on the site that could be used for this purpose?

3. Evaluate water and sanitation considerations at the prison.
 - a. Is there enough water? If not, is there an obvious way to economically obtain more?
 - b. Do prisoners drink water that is clean and treated?
 - c. Is the current sanitation system working? Why or why not?
 - i. Is there evidence that it is failing?
 - ii. Inquire about water-borne diseases.
 - d. Are plumbing fixtures durable enough for prison use?
 - i. Is a lot of water being lost through leaks?
 - ii. Would replacing taps solve the problem?

4. Does the prison have a maintenance program and adequate funding:
 - a. For building repair?
 - b. For water system maintenance?
 - c. For sanitary system maintenance?
 - d. For vector (insect) control?

1. Prison assessment tables

The following pages provide a complete set of instructions to evaluate each aspect of a prison. Each section is accompanied by a relevant set of tables to be filled in by an architect or engineer.

The methodology assumes that it is difficult and likely expensive to have a qualified architect conduct this assessment. It further assumes that it would be unreasonable to make multiple trips to the same facility. The tables are therefore thorough to ensure that important pieces of information are not missed.

You will need a separate table printed for each of the cells, dormitories, yards, toilet blocks, shower blocks, and kitchens. You will also need a table for the support areas; two different tables for the site; and one table per building for the building condition assessment.

Be prepared to take many photographs with enough batteries and memory for the camera. A small prison for 100 men in only four dormitories, with some basic rooms for services and limited plumbing fixtures would still require some 200+ pictures to account for each wall of every room, plumbing fixtures, and all outside and boundary walls, roofs, and doors.

2. Field survey

Always bring your building plans with you so you can make notes of changes and sketch in new rooms that have been added. You will also need to bring the following:

- Measuring tape, 10m long
- Measuring stick, 1m
- Clip-board to hold the form
- Pencils or pens
- Flashlight (a headlamp leaves hands free)
- Camera with extra batteries and memory chip
- Tracing paper if you could not secure a copy of the plans
- A small calculator

A hand-held laser range-finder can be very useful by making measuring rooms, particularly those with a lot of bunk beds, quick and easy. Some laser measures only work for relatively short distances (like 10m). Even very good ones are difficult to use outdoors in full sun, so a tape measure is still necessary. (Companies that make surveying equipment [such as Sonin, Bosch, Hilti, and Leica Disto] make high quality range finders which cost over \$400. Inexpensive ones [less than \$50] can still be very useful for indoor measurements as precision is less important here.)

Be sure to establish with the prison authorities what equipment you are allowed to bring into the prison as some items (such as cameras, tracing paper, flashlight) may be forbidden. In some countries, bringing forbidden items into a prison is a criminal offence.

3. Building plans

Ideally, the prison administration will provide you with plans/drawings of the prison. It would be best to get a copy of the building plans before arriving at the site. If that is not possible, you will want to bring tracing paper with you.

- a. Make a copy of the existing plans so that you will be free to make notes directly on the plans.
- b. If there are no plans available or if you can't secure copies before the site visit, you will have to sketch them (or trace existing ones) yourself. Before you arrive, Google Earth can be a good place to start to sketch a site plan to understand the general shape of the prison.

- c. Are the rooms numbered or named? If so, use the numbers or names that are already there. If the plan has many rooms with the same name, add a number to the name. For example **cell**, **cell**, and **cell** become **cell 1**, **cell 2**, and **cell 3**.
- d. If the plan does not have room names or numbers, then you must write them. It is best to use simple names.
- i. Begin by giving each room a name:

Cell (sleeping room for one or two prisoners)	Dormitory (sleeping room for more than two prisoners)	Staff accommodation
Visits	Search room	Watchtower
Isolation cell	Kitchen	Staff shower
Toilet	Kitchen storage	Staff toilet
Shower	Cold storage	Weapons
Office	Freezer storage	Lawyer or judge
Storage	Dry food storage	Corridors
Sally port	Staff office	Waiting
Lounge	Cleaning	Yard
Sports field	Garden	Etc.

- ii. Then, when there is more than one room with the same name, add a number to the name:
- Cell 1, cell 2, cell 3
 - Dormitory 1, dormitory 2
 - Office 1, office 2, office 3
 - Etc.
- iii. It is important that each room has a different designation (name/number).
- iv. If you discover later that you have missed a room, you do not have to go back and renumber everything. If you have missed numbering the cell that is between CELL 3 and CELL 4, call it CELL 3A, if there is another, call it CELL 3B. This is also useful when you discover rooms that have been added since the original drawings were made; simply add a letter to the room number.
- v. If there have been additions to the prison building, or if new buildings have been added, make sketches of these additions. (You may sketch them right on your copy of the building plans, if they will fit). Give the new rooms names and numbers.

Cell or Dormitory

For each cell or dormitory print out one survey sheet. Make a few extra sheets in case rooms have been added. You should fill in a separate sheet for each cell or dormitory in the prison.

Prison name

Fill in the spaces on each sheet. This block will have the same information for one whole prison.

1. Prison name
2. Prison location
3. Surveyed by (write your name)
4. Date surveyed

Room sketch

1. Take photos of the whole room. In a large room, if it is possible to go inside, stand in the middle and take a series of photos while turning around, panorama-style. Photos are the most important part of the survey. Even in a small room, you should take at least four photos, one of each wall. Mark down the number of the first picture on the bottom of the sheet.
2. Make a sketch of the room on the sheet. It is important to make a sketch of the room as it is today, the building plan may not be correct. It is best if you can go into the cell and make measurements. (If that is not possible, sketch the room from the door or window you can see through and estimate the lengths of each wall and all the other measurements on the sheet, or use a laser measure).
 - a. Sketch the shape of the room, show where the doors and windows are on the plan. Give them numbers (D1, D2, W1, etc.). Call the main entrance door to the cell D1 and go clockwise around the room to number the rest. The first window clockwise from D1 is W1. If one window is above another window, they should each get a separate number, so the upper one could be W1 and the lower W2.
 - b. Note on the sketch if the door goes to a yard or to a corridor or to another cell.
 - c. Show where toilets and showers which can be accessed from inside the room are.
3. Measure the length of each wall and write it on the sketch plan.

Room name

1. Room name from the building plan (CELL 1, OFFICE 5, whatever the name is on the plan).
2. Ask the prison administration how many prisoners are in the room and write the number under official number of prisoners. You may want to ask this question about all the cells before you begin the survey. The administrators will likely have this information available in the office.
3. Count the number of prisoners if you can. Ask the prisoners how many are in that room. Write the number down in the space for observed number of prisoners.
4. If there is a difference between the official and observed number of prisoners, do not try to reconcile it, just write it down.
5. From the sketch plan, calculate the floor area of the room, write it on the form.
6. Measure the ceiling height. If the ceiling is not flat, estimate the average height. Write the room height on the form. This number will be used to calculate the volume of the room, so an average is enough information.

Sleeping spaces

1. Count the number of spaces on beds. A bed is a platform (not on the floor) that a person can lay down on. If sleeping platforms are for more than one person, compare the number of people against the width of platform.
2. Count the number of spaces on bunk beds with two tiers.
3. Count the number of spaces on bunk beds with three tiers.

4. Ask the prisoners how many people sleep on the floor.
5. Since prisons are often overcrowded, prisoners may sleep in a much smaller space than is counted as a bed. The number of beds or sleeping spaces may be far less than the number of prisoners in the room. Do not try to reconcile the number of people with the number of spaces, just write the information down.

Plumbing

Count the number of each of the following plumbing fixtures which prisoners are free to use while they are confined to this cell (fixtures outside the cell will be counted on another sheet). Are they robust/protected enough to prevent damage/sabotage? Some taps fall into sinks for washing hands, food, dishes, or clothes. Some taps do not fall into sinks and can be used for filling containers. A large sink may have more than one tap, count each tap within the sink. Take a picture of each plumbing fixture.

1. Toilet / type of toilet (cistern flush, pour flush, pit)
2. Showers / type of shower (hot or cold; piped water or buckets)
3. Taps (w/ sink): count the number of taps which fall into a sink
4. Taps (no sink): count taps which do not fall into a sink

Services

1. Are there any lights? Write down the number of lights and decide if there is enough light (Y) or not (N). You could ask the prisoners if there is enough light. Enough light means you can easily read a book nearly anywhere in the room.
2. Are there fans for ventilation? Are they adequate? Is the type ceiling or wall mounted? (Do not count portable fans). For this question, you really must ask the prisoners because it may be cool enough when you visit, but very hot at another time of year.
3. Is there heating in this room? Is it adequate? Again, you will have to ask the prisoners about this. Type of heat source (stove, radiator, ducted hot air) and fuel if it is burned in the room (wood, coal, electricity, diesel)? Are they robust/protected enough to prevent damage/sabotage?

Doors

1. Measure the height and width of each door.
2. Measure the area of ventilation in the door.
3. Note any other security or emergency features.

Windows

1. Measure the sill height of the window. The sill height is the height from the floor to the bottom of the window.
2. Measure the height of the window: the distance from the bottom of the window to the top of the window.
3. Measure the width of the window from side to side
4. Measure the ventilation area of the window. This is the area which can be opened to allow air to circulate in the room.
5. Measure the light area of the window. This is the area of the window which allows in light. It may be the same as the ventilation area, but there may be parts of the window which have glass and allow in light, but which cannot be opened. (You do not need to do a detailed calculation for the light-area of each window. If windows are of a similar type, you can assume that the percentage which is glazed is the same for all of them, so only calculate one or two).
6. Are there any anti-ligature features? Note any other safety or security features.

Picture numbers

Before going on to the next room, write down the numbers of the photos which are of this room. This is very important especially in a building with many rooms which may look similar.

Cell or dormitory

ROOM NAME	_____
Official no. of prisoners	_____
Observed no. of prisoners	_____
Floor Area (m ²)	_____
Ceiling height (m)	_____

PRISON NAME	_____
Prison location	_____
Surveyed by	_____
Date surveyed	_____

SLEEPING SPACES	
Beds	_____
2 tier bunks	_____
3 tier bunks	_____
On the floor	_____

ROOM SKETCH

PLUMBING	Can be used from the dorm or cell	
	Number	Type
Toilets	_____	cistern/pour
Showers	_____	hot/cold piped/bucket
Taps (w/ sink)	_____	
Taps (no sink)	_____	

SERVICES	Adequate Y/N	Type
Lights	_____	_____
Fans	_____	_____
Heat	_____	_____

DOORS	Door height (m)	Door width (m)	Ventilation area (m ²)	Ventilation area for a door is the area of the opening when the door is locked. Many doors are solid and have no ventilation area.
D1	_____	_____	_____	
D2	_____	_____	_____	
D3	_____	_____	_____	

WINDOWS	Sill height	Window height (m)	Window width (m)	Ventilation area (m ²)	Light area (m ²)	*Ventilation area is the area which can be (or is always) opened to allow air into the cell.
W1	_____	_____	_____	_____	_____	
W2	_____	_____	_____	_____	_____	*Light area includes the ventilation area and parts with glass which do not open, but which allow in light
W3	_____	_____	_____	_____	_____	
W4	_____	_____	_____	_____	_____	
W5	_____	_____	_____	_____	_____	
W6	_____	_____	_____	_____	_____	*There may be both upper & lower windows. Please measure all of them.
W7	_____	_____	_____	_____	_____	

PICTURE NUMBERS _____ to _____ Page _____ of _____

Yard

For each yard print out one survey sheet YARD. Make a few extra sheets in case yards have been added. You should fill in a separate sheet for each yard in the prison.

Prison name

Yard name

1. Write down the name from the plan
2. Calculate the area of the yard from the sketch

Yard sketch

Yard used by

1. Write in the cell and dormitory names/numbers of all the prisoners' accommodation which uses THIS yard.

Plumbing

1. Count the plumbing fixtures that are available for prisoners to use from THIS yard. Include any toilets and showers which may be locked so that prisoners can only use them some of the time. We need to understand the capacity of the prison even if some of the fixtures are managed in a way that does not make them available to prisoners all the time. They should be counted if it would be possible for them to be made available to prisoners while they are in this yard.
2. Write down the type of toilet: cistern flush, pour flush, pit.
3. Write down whether the showers have hot water and how it is heated, whether the water is piped or in buckets. Is the plumbing robust/protected enough to prevent damage/sabotage?

Yard activities

1. Mark all the activities that take place in this yard
2. Mark down if there is shade and space to get out of the rain.
3. If prisoners do any kind of work within the yard, write down what it is.
4. There is space to write any other information that seems important about how the yard is used. Write anything which will help the design team to understand the needs and uses of this yard.

Picture numbers

Don't forget these.

Yard

YARD NAME	_____
Yard area (m ²)	_____

PRISON NAME	_____
Prison location	_____
Surveyed by	_____
Date surveyed	_____

YARD USED BY

Which cells & dormitories use this yard?

YARD SKETCH

YARD ACTIVITIES

Clothes Washing	_____
Cooking	_____
Sports	_____
Vegetable garden	_____
Protection from sun	_____
Protection from rain	_____
Work (what kind?)	_____

Anything else?	_____

PLUMBING	Can be used from the yard	
	Number	Type
Toilets	_____	cistern/pour
Showers	_____	hot/cold piped/bucket
Taps (w/ sink)	_____	
Taps (no sink)	_____	

PICTURE NUMBERS _____ to _____

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Toilets

For each toilet block (a toilet or group of toilets in one place, but not inside of a cell or a yard) print out one survey sheet TOILETS. You should fill in a separate sheet for each toilet block in the prison. It is possible that all the toilets and showers have been counted in the cells or yards. This sheet should only be used if there are OTHER blocks of toilets for prisoners' use, separate from the ones you have already counted. It is important not to count any toilet more than once.

Prison name

Room name

1. Write down the name from the plan.
2. Calculate the area of the toilet block from the sketch

Room sketch

Toilets used by

1. Write in the cell and dormitory numbers of all the prisoners' accommodation which uses THIS toilet block.

Plumbing

1. Count the plumbing fixtures that are available for prisoners to use in this toilet block.
2. Write down the type of toilet: cistern flush, pour flush, or pit.
3. Is the plumbing able to resist damage/sabotage?

Other notes

For example: what is the ventilation available, or required?

Picture numbers

Take a picture of each fixture.

Toilets

ROOM NAME	_____
Floor Area (m ²)	_____
Ceiling height (m)	_____
No. of toilets	_____

PRISON NAME	_____
Prison location	_____
Surveyed by	_____
Date surveyed	_____

TOILETS USED BY

Which cells & dormitories use this toilet room?

ROOM SKETCH

SEWAGE SYSTEM

What kind of sewage disposal is used for this toilet room?

Public sewer connection	Is the system working well?
On-site sewage treatment plant	_____
Septic tank	Is it maintainable?
Pit toilets	_____
Other?	Is there enough water for flushing?

TYPE OF TOILETS

Cistern flush	Are the toilets clean?
Pour flush	_____
Pit	Other information?

OTHER NOTES

Showers

For each shower block (a shower or group of showers in one place, but not inside of a cell or a yard) print out one survey sheet SHOWERS. You should fill in a separate sheet for each shower block in the prison. It is possible that all the toilets and showers have been counted in the cells or yards. This sheet should only be used if there are OTHER blocks of showers for prisoners' use, separate from the ones you have already counted. It is important not to count any shower more than once.

Prison name

Room name

1. Write down the name from the plan.
2. Calculate the area of the shower block from the sketch

Room sketch

Showers used by

1. Write in the cell and dormitory numbers of all the prisoners' accommodation which uses THIS shower block.

Plumbing

1. Count the plumbing fixtures that are available for prisoners to use in this shower block.
2. Write down the type of shower.

Other notes

For example: what is the ventilation available, or required?

Picture Numbers

Take a picture of each shower.

Showers

ROOM NAME	_____
Floor Area (m ²)	_____
Ceiling height (m)	_____
No. of showers	_____
No. of sinks	_____

PRISON NAME	_____
Prison location	_____
Surveyed by	_____
Date surveyed	_____

SHOWERS USED BY:

Which cells & dormitories use these showers?

ROOM SKETCH

DRAINAGE SYSTEM

What kind of drainage is used for this shower room?

Public sewer connection _____

On-site sewage treatment plant _____

Septic tank _____

Soakage pit _____

Surface drain off site _____

Other? _____

Piped water or bucket showers? _____

Is the system working well? _____

Is it maintainable? _____

Is there enough water? _____

Is there hot water? What is the source of the heat? _____

OTHER NOTES

Kitchen

For each separate kitchen print out one survey sheet KITCHEN.

Prison name

Room name

1. Write down the name from the plan
2. Calculate the area of the kitchen from the sketch
3. Calculate the areas of any storage rooms from the sketch
4. If there are more kitchen storage rooms, write them on a separate sheet

Kitchen sketch

1. Sketch the kitchen and all the rooms that are part of the kitchen, like food storage rooms and workers locker rooms
2. Measure all the rooms

Cold storage, freezer storage, dry food storage

1. Fill in the information
2. Take photos

Water

1. This information is about the water that is just for the kitchen. If the water source is from the main storage tank of the prison, write "main prison tank".
2. Does the kitchen have a separate water storage tank?
3. Is there enough water for the kitchen?
4. Is the water for the kitchen clean?
5. Is the water for the kitchen treated?

Drainage

1. Drainage information here is only about the kitchen. [Drainage for the whole prison comes later].

Capacity

1. Is the kitchen able to make enough food for the whole prison? Write down why not if that is the case. Is there not enough space, enough fuel, enough stoves, enough pots, enough workers, enough food?
2. What kind of stoves and fuel are used for cooking? Take pictures.
3. What ventilation measures are in place? Are there chimneys, vents, relief air inlets, or heating for winter?

Workers

1. Do prisoners work in the kitchen? Are there facilities to safely store kitchen tools?
2. Are there lockers and showers for the kitchen staff? Do they need them?
3. Are there toilets for the kitchen staff? Do not count toilets which have already been counted on another sheet, but do make a note if toilets which have already been counted are near enough for the kitchen staff.
4. Are the toilets separated from the kitchen to avoid contamination of food?
5. Are there hand sinks for the kitchen staff to use?

Support spaces

This section is for all the support areas of the whole prison. These include the administrative areas; prison staff offices and living space; visitors' area; and areas for the prisoners which are outside of their cells/dormitories and yards.

Prison name

Administration area

1. Write the room names (offices, storage, filing, services, etc.) and areas.
2. Note the extent of any maintenance and stores facilities.

Staff areas

1. Write the room names and areas. Count toilets and showers (and take pictures).
2. How many prison staff work in one shift at this prison?

Visitor areas

1. Write down what types of visitor areas are available and the size.

Prisoner areas

1. Write down the room names and sizes for any classrooms. Even if a classroom is not being used, write it down.
2. Write down vocational training rooms, their sizes, and what kind of training (auto repair, sewing, welding, etc.).
3. If there is a library write down the room number and size.
4. If there is a prayer room, write the name and size. This could be for any religion or more than one religion in the same room or rooms.
5. Note any yards/recreation areas and their sizes.

Building services and utilities

1. Note any relevant building services, utilities, and connections.

Take pictures of all these areas; write down the picture numbers.

Support spaces

ADMINISTRATION AREA

Offices and Storage

Room name	Area (m ²)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Enough office space?

Enough admin storage?

PRISON NAME _____

Prison location _____

Surveyed by _____

Date surveyed _____

PRISON STAFF	Room name	Area (m ²)	Room name	Area (m ²)
Prison staff	_____			
Dormitories	_____			
Lockers	_____	_____	Big enough?	_____
Toilets	_____	_____	No. of toilets	_____
Showers	_____	_____	No. of showers	_____
Weapons store	_____	_____	Big enough?	_____

VISITORS AREA

Are there places where prisoners can meet with visitors? Y/N _____ area (m²) _____

Spaces separated where visitors and prisoners can speak, but not touch? _____

Are there separate booths for privacy in non-contact-visiting areas? _____

Space where prisoners and visitors can be in the same room? _____

Outdoor space, where prisoners' families can eat or play together? _____

Is there enough space for visits? _____

PRISONER AREAS

Classrooms	Room name	Area (m ²)	Room name	Area (m ²)	Room name	Area (m ²)

Vocational Training	Room name	Area (m ²)	What kind of training?			
Library	_____					
Prayer	_____					

Site services

This table is for information about the infrastructure of the site. Rather than sketching the site on this page, please make notes on the site plan you have already made or make a separate site sketch.

Prison name

Electrical service

1. Write down information about the electrical service which exists on site.
2. If there is no electrical service, try to find out how far away the nearest connection point is.
3. Answer the questions about the existing service.
4. Write down information about the reliability of the power supply: for example: “available only in the daytime.” Or “available for three hours every second day.” Or “no power from 2-4 every afternoon in summer.” Or “Is almost always available.”

Water supply

1. Where does the water come from? Is there more than one source of water (a well and piped water from the government on some days, for example).
2. Is there enough water for the prison to function well? Ask the administration.
3. How much water do they use each month? The administration may know or they may have bills with the amount of water used. Ask how much water is stored at ground level and overhead or estimate the amount if they do not know.
4. How do they pump water up to overhead storage (if there is any)? Take pictures.

Storm drainage

1. Make an assessment of whether this prison is well drained during a storm. Ask the administration and observe the site. Is there standing water now or at other times? Is there erosion where water falls off the roofs? Can you see where storm water goes when it leaves the site? Does it look like it works well?
2. There are too many variable about storm drainage to ask specific questions. Please write down your observations and whether there are obvious solutions to drainage problems. Take pictures.

Sanitation

1. Write information about the sanitation used on the site; there may be more than one type. Please include information about all of them.
2. Ask if the system is adequate for the amount of sewage the prison generates.
3. Ask if the system ever fails or stops working for a period of time.
4. On-site sewage treatment is a system which partly or completely treats sewage before the resulting effluent is released into a waterway. Make a note of the level (primary, tertiary) and method of treatment if the information is available.
5. Take pictures of any visible parts of the system.
6. Ask what kind of sanitation is used in the surrounding community.

Site services

What kind of sanitation is commonly used in the area around the prison? Is it working well?

PRISON NAME _____

Prison location _____

Surveyed by _____

Date surveyed _____

ELECTRICAL SERVICE Y/N

Is there electrical service? _____

If no, how far away is it (m)? _____

In good condition? _____

What is the capacity (amps or KW) _____

Phases & voltage _____

How often is power available? _____

SANITATION

PUBLIC SEWER

Adequate capacity? _____

Enough water to function well? _____

Is the service always working? _____

ON-SITE SEWAGE TREATMENT

Adequate capacity? _____

Method/ level of treatment? _____

WATER SUPPLY

What is the source of water? _____

More than one source? _____

Is it enough? _____

Is it treated? _____

Adequate capacity? _____

If not, does it need treatment? _____

How often is water available? _____

STORAGE CAPACITY

How much storage below or at ground level? _____

How much overhead storage? _____

How is water pumped overhead? _____

SEPTIC TANKS - show the location on the site plan

Adequate capacity? _____

Enough water to work? _____

Maintainable? _____

How are they emptied (by truck or by hand?) _____

How often emptied? _____

Is there truck access to all of the tanks? _____

PIT TOILETS _____

Adequate capacity? _____

Is there enough room on site to move the pits? _____

STORM DRAINAGE

Is the site well drained? _____ If not, why not? _____

What would be needed to make the drainage work?

Site use

This table is for information about how the site is used. Rather than sketching the site on this page, please make notes on the site plan you have already made.

Prison name

Security

1. What level of security (level 1-4, from minimum to maximum) does this prison have? Ask the administration and write down their answer. One prison may have more than one level of security in different parts.
2. What kind of prisoners are here? Pre-trial or convicted? Vulnerable prisoners? Men, women, or children? Mothers with babies?
3. Is there a boundary wall or fence around the prison? Pictures please.
4. Is there an inner wall or fence?
5. A prisoner-free zone is a space between the inner and outer boundary walls or between the spaces where the prisoners are allowed to be (cells/dormitories and yards) and the exterior boundary wall. Prisoners may be excluded entirely from this space (they are never allowed there) or they may be allowed in the stand-off space only when they are moving from one place to another while accompanied by a guard (they are not allowed to be there on their own). What is the location of prisoner-free zones?
6. Do the watch towers have a good view of the prison? If there is a stand-off area, can the prison staff in the tower see it well? Ask the administration if the watch towers work well.
7. What are the prison's security issues? What design features could be incorporated to reduce these?
8. Is there a need for secured staff parking? This may be due to worry about theft or vandalism or because cars could be tampered with or rigged with explosives.

Site uses

What else is the site used for? Please add uses as appropriate.

Fuel storage

Is fuel stored on the site? What type and for what purposes? Are they able to store enough fuel? Is it easy to get enough of the fuel they use or is there a more plentiful fuel which could be considered?

Waste

How does the prison handle its waste? There may be more than one method. Does it work well?

Site problems

Which of these problems affect this site? Please add other issues in the blank space. Take pictures.

TAKE PICTURES OF THE SITE and write down numbers of the photos.

Site use

PRISON NAME	_____
Prison location	_____

Surveyed by	_____
Date surveyed	_____

FUEL STORAGE	Type of fuel	_____
What is fuel used for?	Cooking	_____
	Heating	_____
	Water heating	_____
	Workshops	_____
How much fuel is stored?	_____	
Is there enough storage?	_____	
Is it easy to get enough fuel?	_____	

WASTE	Hauled off site	_____
Where does waste go?	Burned	_____
	Buried	_____
	Composted	_____
	Heaped	_____
Does it work well?	_____	

SITE PROBLEMS			
Mosquitoes	_____	Contaminated well or spring	_____
Insects	_____	Erosion	_____
Rats/mice	_____	Mud	_____
Standing water	_____		

PICTURE NUMBERS

_____ to _____ Page _____ of _____

SITE USES	
Prison farm (hectares)	_____
Vegetable gardens (m ²)	_____
Raising animals, what kinds?	_____

SECURITY	
Prison security level (level 1-4)?	_____
What kind of prisoners?	_____
BOUNDARY FENCE/WALL	
Is there a boundary wall/fence	_____
How high (m)?	_____
In good condition?	_____
INNER FENCE	
Is there an inner fence/wall?	_____
How high?	_____
In good condition?	_____
STAND-OFF DISTANCE	
Width (m)?	_____
Around all detention areas?	_____
GUARD TOWERS	
Can they see well?	_____
Towers in good condition?	_____
Are towers used?	_____
PROBLEMS	
How many escapes in past 5 years?	_____
How?	_____
Have there been riots?	_____
PARKING	
Secure parking available?	_____
Is it needed?	_____
How many spaces are needed?	_____

Building condition

This table is for information about the condition of the buildings themselves. Please print one sheet for each building. It is difficult to ask specific questions since there are many potential problems with a building. Please write down what you observe about the buildings. And, of course, take pictures! It is particularly useful in pictures of whole buildings to have a person standing in front of the building. It is even better if that person can hold a meter stick or a surveyor's pole.

Prison name

Structural condition

1. Do the walls and foundations of the building look straight?
2. Are there cracks in the masonry? Look for cracks near windows and doors, at the corners of the building, and anywhere that the foundation has a step. Look along the top of the walls too. If there are cracks, please take pictures of them. Put a coin, a pencil, or someone's hand in the picture to illustrate the size.
3. If the building has a structural frame, does it look straight and in good condition where the columns and beams meet? Please take pictures.

Roof

1. Does the roof appear in sound condition?
2. Is it leaking? Please ask the prison administration, but also look.
3. Is it straight or is it wobbly or wavy?
4. If it is wobbly, does it look like the structure underneath the roof is bad or is it just the surface which is bad? You may not be able to tell. Take pictures.

Window and doors

1. Are the openings (the holes in the walls, not the windows in them) for the windows and doors straight?
2. Are the windows in good condition? Do they open and close? Are they broken? Can they be repaired or must they be replaced?
3. Are the exterior doors in good condition? Do they open and close well? Are they broken? Can they be repaired?
4. Are the interior doors in good condition?
5. Please take pictures.

Anything else

1. How does the building look to you?
2. What does the prison administration think about the condition of the building?
3. Are there any existing structural/site surveys that can be referred to?

Building condition

BUILDING NAME

PRISON NAME _____

Prison location _____

Surveyed by _____

Date surveyed _____

STRUCTURAL CONDITION

Walls and foundations

Cracks

Structural frame

ROOF CONDITION

Leaking?

Wobbly?

Structure

WINDOWS AND DOORS

Is the opening straight and square?

Windows

Exterior doors

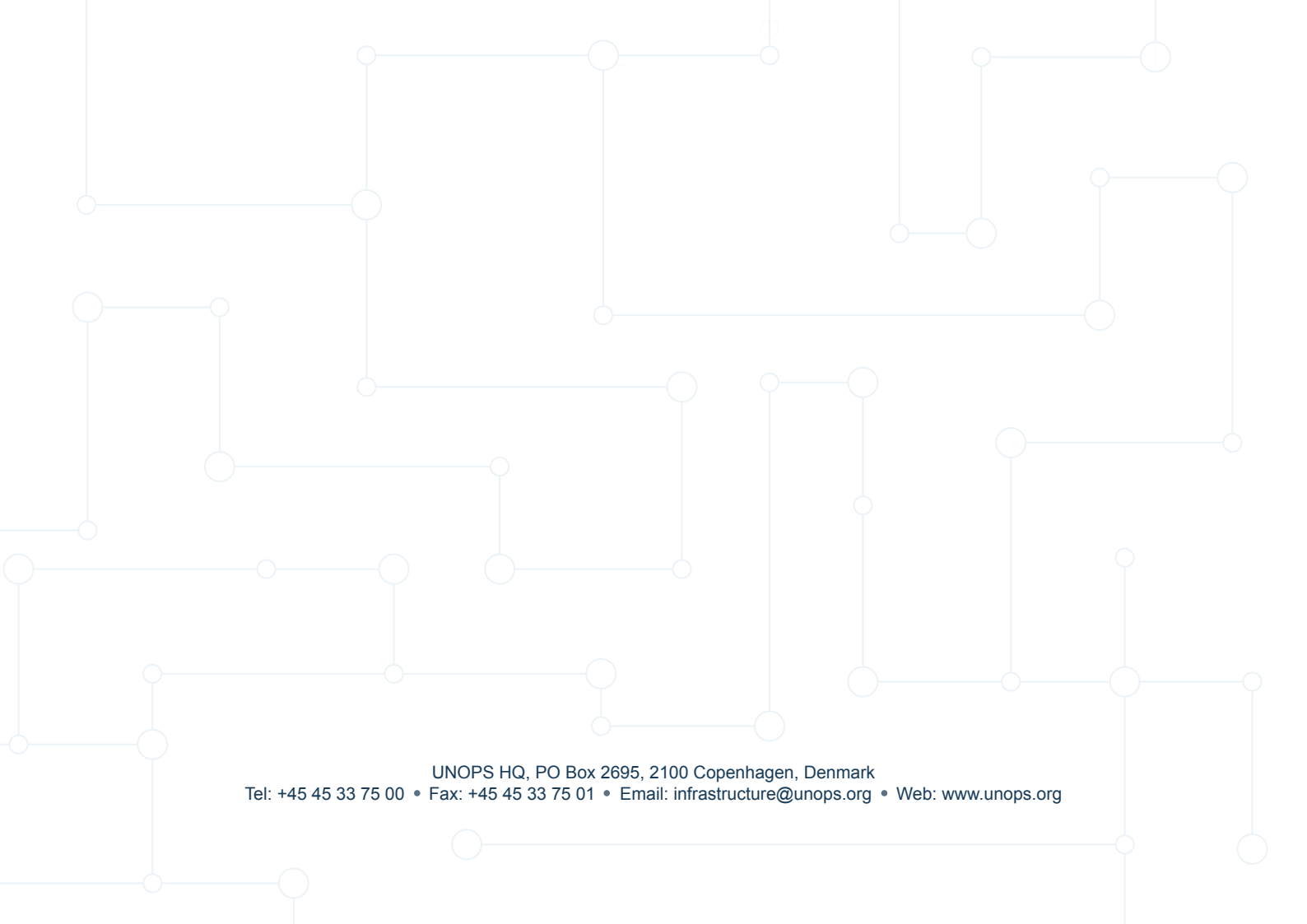
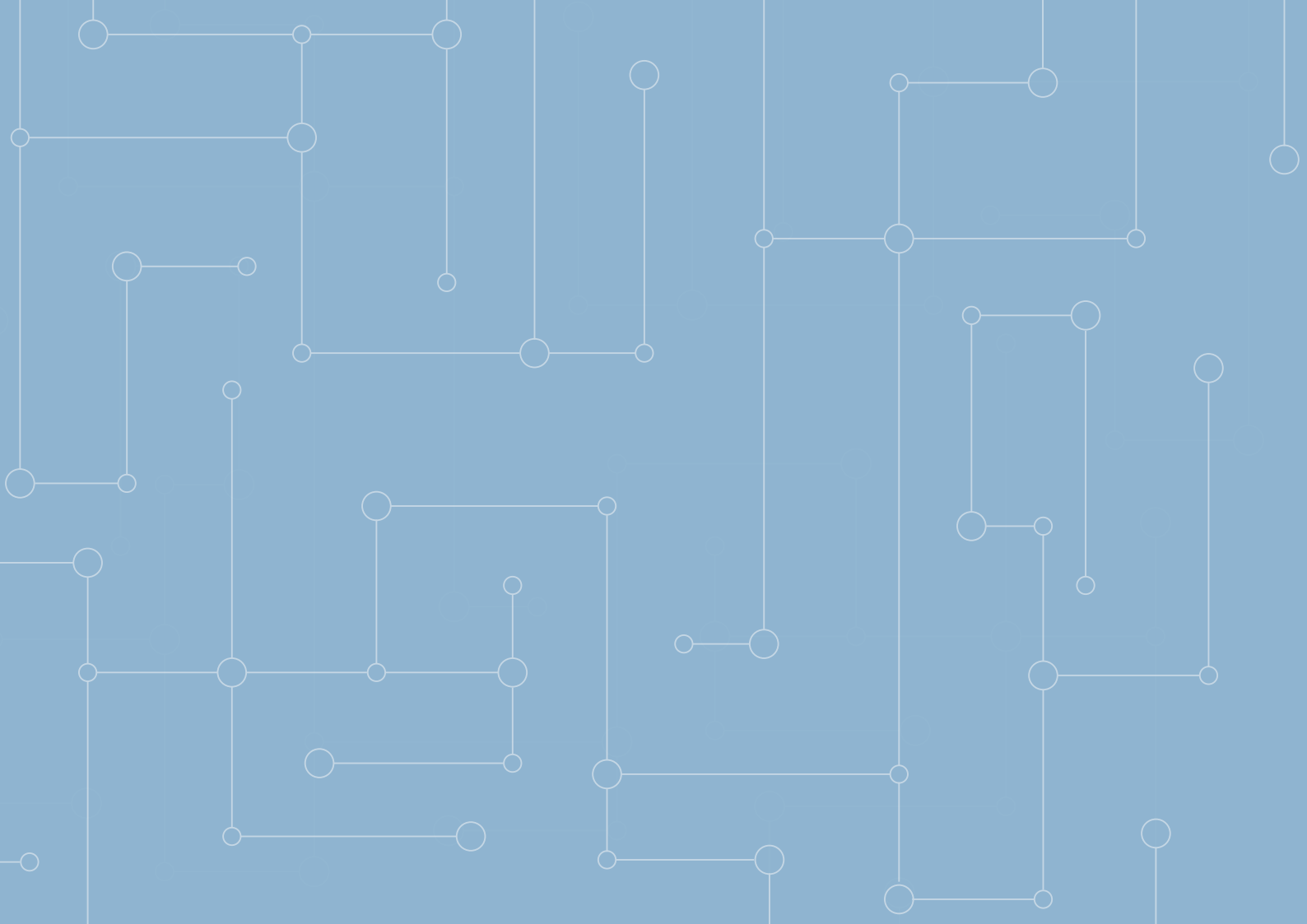
Interior doors

ANNEXURE 4: MAPPING OF SPATIAL AND SERVICE REQUIREMENTS

The figures of this annexure provide a visual representation of the relevance of the Mandela Rules and the Prison Profile to the spatial and service requirements of a prison. The next page shows the infrastructure components impacted by each aspect of the Prison Profile questionnaire, while the spread over the following two pages maps out the relevance of each Mandela Rule to various infrastructure considerations.

In both cases a degree of interpretation is a necessary by-product of the mapping exercise, and different expectations of performance would yield certain discrepancies in the final matrix. Nonetheless, such visual representations reveal the extensive implications of the Mandela Rules for prison infrastructure and, moreover, demonstrate the fundamental importance of a sound and informed Prison Profile to the design, planning, and operation of a functioning detention facility.

Prison Design Spatial and Service Requirements			PRISON PROFILE																									
Prison Support	Prisoner Facilities	Accommodat.	Prisoners				Prison				Operations				Staff				Location				Other					
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24		
			Risk level																									
			Total prison roll																									
			Prisoner categories																									
			Vulnerable groups																									
			Lifespan																									
			Typology of the prison																									
			Probability of expansion																									
			Level of technology																									
			Maintenance of facilities																									
			Prisoner transfer: method																									
			Prisoner transfer: frequency																									
			Visitors expected																									
			Total staff																									
			Demographic breakdown of staff																									
			Geographic location																									
			Site/plot constraints																									
			External security issues																									
			Availability of services infra.																									
			Availability of skilled staff																									
			Availability of supplies																									
			Availability of construction																									
			Availability of construction labour																									
			Stakeholder engagement/support																									
			National legislation and local standards																									



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