

STEP-BY-STEP
PROCEDURES FOR APPROVAL AND REIMBURSEMENT
FOR
LOCAL FACILITY CONSTRUCTION, ENLARGEMENT AND RENOVATION

DEPARTMENT OF JUVENILE JUSTICE

July 1997

Revised March, 2001



Carl R. Peed
DIRECTOR

COMMONWEALTH of VIRGINIA

Department of Juvenile Justice

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March 20, 2001

Dear Interested Party:

The Department of Juvenile Justice has recently completed its revision of the "Step-by-Step Procedures for Approval and Reimbursement for Local Facility Construction, Enlargement and Renovation" and the "Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities". The Step-by-Step Manual outlines the process for project approval and reimbursement for local juvenile facilities while the "Guide Specs" serve as the yardstick against which the Department reviews and makes recommendations concerning project approvals.

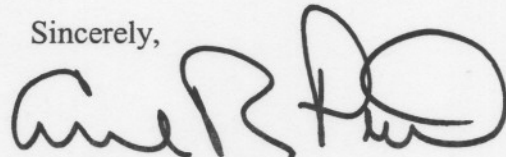
The "Step-by-Step Manual" is designed to provide Departmental consistency in the decision-making process. Revisions were made in an effort to comply with amended Section 16.1-309.5 of the Code of Virginia (2000 Session of the General Assembly), in which the Secretary of Public Safety, acting on behalf of the Governor, is to approve "plans and specifications" of these facilities. An "appeal process" was added to provide for Departmental management of disagreements between localities and the Office of Capital Outlay Management, who is responsible for interpreting the "Guide Specs". Revisions were made to the "Guide Specs" in an effort to maximize efficiency in design of secure facilities and to take advantage of technological and philosophical changes in the operation of these facilities.

In an effort to respond to such change, the Department is committed to reviewing both documents every biennium. The review will be conducted by the Department's Office of Capital Outlay Management, the Detention Specialist, and any one else the Director designates to participate.

I wish to thank the localities and the Architect and Engineering Firms for their patience during this process. I would especially like to thank those detention home representatives, Architect and Engineering Firms, and Department of Juvenile Justice staff who provided valuable assistance and input. I believe that the time spent on this endeavor has resulted in a product that will benefit the Commonwealth and the localities we serve.

If you have any questions regarding the "Step-by-Step Manual", please contact the Detention Specialist at (804) 786-5402. If you have any questions regarding the "Guide Specs", please contact the Department's Office of Capital Outlay Management at (804) 786-1107.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl R. Peed". The signature is stylized with a large, looped "P" and a trailing flourish.

Carl R. Peed, Director
Department of Juvenile Justice

TABLE OF CONTENTS

I. Procedures for Approval and Reimbursement

- a. Needs Assessment
- b. Planning Study
- c. Preliminary Design
- d. Construction Documents
- e. Changes During Project Development
- f. Confirmation of Funding
- g. Free-Standing Equipment
- h. Project Construction
- i. Reimbursement

II. Glossary

III. Appendix 1 - Section 16.1-309.5, Code of Virginia as amended in 2000

IV. Appendix 2 - Guidelines and Forms for Needs Assessment and Planning Study Phase:

- a. Needs Assessment
- b. Planning Study
- c. Program Design
- d. DJJ Form LCR-002, Local Facility Construction Project Request
- e. Construction Reimbursement Formula
 - 1. Letter from Secretary of Public Safety
 - 2. Location Factors
 - 3. Replacement Renovation or Expansion
- f. Budget Instructions
- g. Sample Shift Relief Formula
- h. Project Summary
- i. Sample Governing Body Resolution
- j. Board of Juvenile Justice Motion (Worksheet)
 - 1. Model Motion

V. Appendix 3 - Forms for Construction Phase

- a. Instructions for Preliminary Design Submittals
- b. DJJ Form LCR-005, Application for Approval of Preliminary Drawings & Specifications
- c. DJJ Form LCR-006, Application for Approval of Completed Construction Drawings & Bidding Documents
- d. DJJ Form LCR-007, Application for Approval of Change Order

- VI. Appendix 4 - Letter to New Superintendent and New Facility Checklist
- VII. Appendix 5 - Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities, Revised, January, 2001
- VIII. Appendix 6 - Forms and Guidelines for Reimbursement Phase:
 - a. DJJ Form LCR-008, Project Completion Report
 - b. Affidavit of Payment of Claims
 - c. Instructions for Preparing Record Drawings and Specifications

PROCEDURES FOR APPROVAL AND REIMBURSEMENT
FOR
LOCAL FACILITY CONSTRUCTION, ENLARGEMENT AND RENOVATION

A. Needs Assessment

1. A local governing body may determine if its need for construction, enlargement and renovation meet Department and Board approval by directing a letter to the Detention Specialist. The letter shall:
 - a. Describe briefly the unmet need;
 - b. State the governing body's intent to begin a needs assessment;
 - c. Identify the locality's project manager; and
 - d. Request the Department of Juvenile Justice's assistance with the project.ⁱ
2. The Detention Specialist shall:

Advise the Deputy Director for Community Programs, in writing, that an initial contact concerning a needs assessment project has been received from a local governing body.
3. The Detention Specialist shall:
 - a. Contact the locality's project manager; and
 - b. Set up a face-to-face meeting between the locality and Department of Juvenile Justice staff (Appendix 2a).
4. The Needs Assessment and a request for approval to proceed to a Planning Study shall be submitted by the locality's chief administrative officer or commission chairman to the Detention Specialist, who shall:
 - a. Review the document; and
 - b. Send it to the Deputy Director for Community Programs with a recommendation, or return it to the locality for changes and additions.
 - c. Send a synopsis to the Secretary of Public Safety's Office who shall review the regional need on behalf of the Governor in accordance with § 16.1-309.5 of the Code of Virginia (amended at the 2000 Session of the General Assembly).

ⁱ The Department of Juvenile Justice will assist with data requests, if asked. If data is readily available, it will be provided to the locality at no charge. If data manipulation is required, the Department may bill the requesting locality for staff time associated with meeting the data request.

5. The Deputy Director for Community Programs shall:
 - a. Determine the Department's position regarding the identified needs and the priority within the statewide system;
 - b. Have the locality's request for approval to proceed to a Planning Study placed on the Board's agenda; and
 - a. Notify the local governing body, via the Detention Specialist, of the Board's approval or disapproval.
 - b. Request official approval from the Secretary of Public Safety's Office.
6. The Board will evaluate the need for the project as demonstrated by the information provided in the Needs Assessment. Approval by the Board and the Secretary of Public Safety's Office authorizes the locality to proceed to a Planning Study.

B. Planning Study

1. Supported by the Needs Assessment and the Board's approval to proceed, the locality shall develop a Planning Study/Program Design document (see Appendices 2b, c, e, f, g and h) in consultation with the Department's Office of Capital Outlay Management staff and the Detention Specialist. Drafts of the Planning Study/Program Design document and DJJ Form LCR-002, Locality Facility Construction Project Request (Appendix 2d) shall be submitted to the Detention Specialist for review and comment. The Planning Study shall identify the year in which state funds for capital, start-up and operational expenses is being requested.

The Detention Specialist shall send the Planning Study Draft to the Office of Capital Outlay Management staff, who will perform a Capacity and Life Cycle Cost Analysis in conjunction with a project review, for compliance with the Department standards and regulations and standard industry practices. The submittal to the Office of Capital Outlay Management via the Detention Specialist shall be accompanied by a cover letter that shall state what level of approval the locality is seeking (i.e. 15%, 35%, or 100%). Upon submission, the Office of Capital Outlay Management shall assign a project number. All future correspondence shall reference the project by the assigned number.

A synopsis of the Planning Study shall be sent to the Secretary of Public Safety's Office by the Detention Specialist for review and response pursuant to § 16.1-309.5 of the Code of Virginia as amended at the 2000 Session of the General Assembly. The synopsis will be prepared by the Detention Specialist and the Office of Capital Outlay Management and will include, at a minimum, a summary of the project, VDJJ Form LCR-002 ("Local Facility Construction Project Request", outlining project costs), a synopsis of how the costs compare to recent

projects, and the 25-year life cycle cost analysis, prepared by the Office of Capital Outlay Management. The Secretary's Office has thirty days in which to review and respond.

The Detention Specialist's response to the locality shall contain the Office of Capital Outlay Management's review comments.

2. The Detention Specialist shall coordinate a face-to-face meeting with the locality, its A/E firm, Office of Capital Outlay Management, and other appropriate Departmental staff.
2. **When the Planning Study and Program Design have been completed, the governing body(ies) shall pass a resolution (Appendix 2i) indicating approval of the planned construction, enlargement or renovation and intent to appropriate funding and proceed with the project.**
3. Four (4) bound copies and one (1) unbound copy of the Planning Study/Program Design document, one (1) copy (if it is not already included in the Planning Study /Program Design Document) of DJJ Form LCR-002, Project Summary (Appendix 2h), and one (1) copy of the governing body resolution shall be submitted by the locality's chief administrative officer or commission chairman to the Detention Specialist with a letter requesting:
 - a. Board of Juvenile Justice approval of the project; and
 - b. The Secretary of Public Safety's Review and Approval in accordance with § 16.1-309.5 of the Code of Virginia (as amended by the 2000 Session of the General Assembly); and
 - c. Inclusion of a request in the Department of Juvenile Justice's budget for monies to reimburse construction, enlargement and renovation costs to the locality in accord with Section 16.1-309.5 of the Code of Virginia and Department of Juvenile Justice funding guidelines.
4. The Detention Specialist shall send the collected information and recommendation to the Deputy Director for Community Programs for placement on the Board's agenda, and to the Capital Outlay Director. The Detention Specialist shall advise the locality of the date of the Board meeting. After the Board has approved the planning study, official approval from the Secretary of Public Safety's Office will be requested. They have thirty days from the date of receipt to respond.
5. After approval of the project by both the Board of Juvenile Justice and the Secretary of Public Safety's Office, the Deputy Director for Community Programs shall:

- a. Request monies in the Department's budget to fund the project as set forth in Section 16.1-309.5 of the Code of Virginia; and
 - b. Notify the local governing body, via the Detention Specialist, when its project is included within or cut from the budget by the Department or by the Office of the Governor.
6. Upon Board approval of a project, the Detention Specialist shall send a copy of the Board's action to the Office of Capital Outlay Management and the locality project manager.

C. Preliminary Design

1. The local governing body shall use the services of an architect or engineer to supervise all phases of the project in consultation with the Department's Capital Outlay Director.
2. Preliminary design documents shall meet the requirements set forth in Modified Excerpts from Capital Outlay Manual for Preliminary Design Submittals (Appendix 3a) and Guidelines for Minimum Standards in Design and Construction of Juvenile Facilities (Appendix 4).
3. The project manager or architect/engineer for the local governing body shall submit DJJ Form LCR 005, Application for Approval of Preliminary Drawings and Specifications (Appendix 3b) and preliminary design documents to the Detention Specialist.
4. Four (4) copies/sets of the preliminary design documents shall be forwarded by the locality's chief administrator or commission chairman to the Detention Specialist who shall review the documents for completeness and programmatic impact. The Detention Specialist shall then forward one set to the Deputy Director for Community Programs, and one set to the Capital Outlay Director, accompanied by a cover letter that shall reference the project by its assigned project number, and shall state what level of approval the locality is seeking (i.e. 15%, 35%, or 100%).
5. The Capital Outlay Director shall forward technical review comments to the local governing body, via the Detention Specialist.
6. *At the locality's request, a meeting may be set up between the Office of Capital Outlay Management, the locality, the A/E firm, and the Detention Specialist to discuss any of the technical review comments or any other design issues. The locality must notify the Detention Specialist if such a meeting is desired.*
7. The local project manager or architect/engineer shall:

- a. Send a written response to all requirements and comments concerning preliminary design documents to the Capital Outlay Director via the Detention Specialist; and
 - b. Furnish revised design documents as requested.
8. When all review comments have been addressed, the Capital Outlay Director will authorize progression to construction documents. (DJJ Form LCR-005)
9. ***If there is an issue regarding design that cannot be resolved between the locality and the Office of Capital Outlay Management, the locality may bring the issue to the attention of the Director of DJJ, via the Detention Specialist, in writing. The Director will review and respond to the issue, in writing, within thirty days. If the issue cannot be resolved by the Director, the locality may bring it to the Board of Juvenile Justice, via the Detention Specialist, in writing.***

D. Construction Documents

1. Construction Documents shall consist of:
- a. DJJ Form LCR-006, Application for Approval of Completed Construction Drawings & Bidding Documents (Appendix 3c);
 - b. Working drawings (100% complete);
 - c. Specifications (100% complete);
 - d. Cost estimate;
 - e. Construction schedule; and
 - f. Review approvals from local building, health and fire officials.
2. The local project manager or architect/engineer shall submit one (1) set of completed construction documents to the Detention Specialist.
- The Detention Specialist shall review the documents for completeness and programmatic impact. One set shall be forwarded to the Capital Outlay Director, accompanied by a cover letter stating the level of approval the locality is seeking (i.e. 15%, 35%, or 100%), and referencing the project by its assigned project number.
- The Capital Outlay Director shall complete a technical review and shall forward all review comments to the local governing body, via the Detention Specialist.
3. ***At the locality's request, a meeting may be set up between the Office of Capital Outlay Management, the locality, the A/E firm, and the Detention Specialist to discuss any of the technical review comments or any other design issues. The locality must notify the Detention Specialist if such a meeting is desired.***

4. *If there is an issue regarding design that cannot be resolved between the locality and the Office of Capital Outlay Management, the locality may bring the issue to the attention of the Director of DJJ, via the Detention Specialist, in writing. The Director will review and respond to the issue, in writing, within thirty days. If the issue cannot be resolved by the Director, the locality may bring it to the Board of Juvenile Justice, via the Detention Specialist, in writing.*
5. The local project manager or architect/engineer shall direct a written response to all requirements and comments concerning construction documents to the Capital Outlay Director, via the Detention Specialist.
6. When all requirements for change have been resolved, the Capital Outlay Director shall approve the construction documents and return a signed Form LCR-006 and review comments to the local project manager or architect/engineer via the Detention Specialist. This form will also be signed by the Secretary of Public Safety. Bids may be let at this point. Funding is not assured until appropriated by the General Assembly.

E. Changes During Project Development

If, during the project development stage, any substantive change in the scope of the project or any change in operation or staff requirements occurs, the review process will be suspended until the project is resubmitted to the Board for further review and possible change in the status of reimbursement and recommendation.

F. Confirmation of Funding

1. When confirmation is received that monies for the project have been appropriated by the General Assembly and the Appropriation Act has been signed by the Governor, the Detention Specialist shall direct a letter of notification to the local governing body and to the Capital Outlay Director.
2. The letter to the local governing body shall contain the following information:
 - a. Total amount of funds appropriated, and
 - b. Date at which funds will become available.

G. Free-Standing Equipment

Prior to the beginning of construction, the local project manager shall submit to the Detention Specialist a list of free-standing equipment for use in the newly constructed, enlarged or renovated facility. The Detention Specialist shall review the list and either approve it or return it to the project manager for changes.

H. Project Construction

1. After bids for construction have been received and opened, and the locality has determined to proceed with the project, the locality shall require its architect/engineer to submit a bid tabulation, analysis, and recommendation as to the award of the contract to the Office of Capital Outlay Management via the Detention Specialist.ⁱⁱ
2. **The locality or its architect/engineer shall submit (via the Detention Specialist) a monthly Construction Progress Report to the Capital Outlay Director no later than the last working day of each month while the project is under construction. The report shall include construction budget status, including record of Change Orders, RFP's, RFI's, and any revision(s) to the construction schedule. The construction period, during which reports are to be submitted, is defined as the duration of time from the award of construction contract until the Project Completion Report (DJJ Form LCR-008) is signed by the Office of Capital Outlay Management.**
3. Any substantive changes, single change orders of \$10,000 or more, and accumulated change orders exceeding the project contingency during the construction phase shall be submitted in writing to the Office of Capital Outlay Management via the Detention Specialist for review and approval prior to implementation of the change.

DJJ Form LCR-007, Application for Approval of Change Order (Appendix 3d) is to accompany the submittal(s). The LCR-007 shall be substantiated by the change order authorizations provided in the monthly reports. The Capital Outlay Director shall send a copy of the approved LCR-007 to the Detention Specialist. (Substantive change means user generated design changes affecting operational and functional performance of the facility.)

4. At various stages of construction a representative of the Department may visit the project site during the construction period to observe the work in progress. Any observed deviations from approved documents having the effect of voiding or reducing compliance with Board standards or Code requirements shall be reported in writing to the locality(ies) and shall be corrected.
5. All regulatory agencies which have reviewed preliminary design or construction documentation shall be afforded a blanket invitation from the project manager or architect/engineer to visit and inspect the project at any time during construction.
6. At least thirty days prior to the completion of construction, the project manager or architect/engineer shall establish a schedule for final inspection of the project, and

ⁱⁱ This step is very important should the project ever need to come back before the Board for consideration of any cost overruns.

notify:

- a. The Detention Specialist;
 - b. All regulatory agencies which have reviewed project documents; and
 - c. The Capital Outlay Director.
7. Personnel of agencies involved in the final inspection shall submit comments or recommendations, if any, in writing to the project manager or architect/engineer who shall direct copies to the Capital Outlay Director via the Detention Specialist.
 8. The project manager or architect/engineer shall:
 - a. Take corrective action on all deficiencies noted by the above agencies;
 - b. Request a letter from all regulatory agencies verifying their inspection and approval of the completed project; and
 - c. Submit a report of completion to the Capital Outlay Director via the Detention Specialist.
 9. After all documents have been received and approved by the Capital Outlay Director, the Detention Specialist shall direct a letter to the local project manager or architect/engineer, noting the Department's acceptance of all corrective work, and approval of submitted documents.
 10. The locality(ies) shall require its architect/engineer to modify original drawings and specifications to reflect the condition of the project as actually constructed and such documents shall be marked "Record".
 11. "As-Built" record drawings and specifications in the form of printed copy, 35 mm microfilm (Appendix 5c), and auto cadd compatible diskettes shall be submitted to the Office of Capital Outlay Management via the Detention Specialist. A signed receipt verifying that they were received will be mailed to the sender.

I. Reimbursement

To be eligible for reimbursement, the local governing body must submit its request for reimbursement to the Detention Specialist. The submittal shall be bound in a loose leaf three ring binder organized and sectioned in accordance with the corresponding numbered sections. The Detention Specialist shall review for completeness and forward this information to the Capital Outlay Director.

Requests for reimbursement shall include the following:

1. DJJ Form LCR-008, Project Completion Report (Appendix 5a)

2. A summary schedule of all construction expenses for each phase of the project.

The summary schedule shall include the following:

- a. Vendor;
 - b. Date of expense;
 - c. Check number;
 - d. Check amount; and
 - e. Copies of all change orders.
3. All start-up operational expenses shall be itemized separate from this package.
4. A separate summary schedule of all approved free-standing equipment purchased for start-up shall be submitted which includes the following:
 - a. Equipment;
 - b. Vendor;
 - c. Date of expenses;
 - d. Check number; and
 - e. Check amount.
5. Copies of all invoices from vendors for approved project related expenses.
(Examples: schedule of values, A/E invoices, inspection and testing invoices).
6. Copies of all canceled checks relating to items 2, 3, 4 and 5.
7. Certificate of Occupancy.
8. Affidavit of Payment of Claims. (Appendix 5b)
9. Verification letter from health official that construction is satisfactory.
10. Verification letter from fire official that construction is satisfactory.
11. Verification letter from Department of Juvenile Justice that final walk-through inspection is completed.
 - a. Certification by DJJ Office of Capital Outlay Management that appropriate project review/approval forms have been executed. (i.e., DJJ Forms LCR-002, 005, 006, 007, 008 and monthly construction progress reports).
 - b. Certification by project A/E that all items noted in final walk-through inspection have been resolved.

12. Signed receipt verifying that "as-built" record drawings and specifications in the form of printed copy, 35 mm microfilm, and auto cadd compatible diskettes were received by the Office of Capital Outlay Management.

Upon receipt of the items required above, the Capital Outlay Director will complete DJJ Form LCR-008 and submit the materials required to initiate reimbursement payment.

Upon payment, the Accounting Manager will provide a copy of the voucher to the following:

- a. Local Governing Body;
- b. Detention Specialist; and
- c. Capital Outlay Director.

Glossary

The following words and terms when used in these guidelines shall have the following meaning unless the content clearly indicates otherwise.

Architect/Engineer - an individual or firm licensed by the Virginia Department of Commerce to provide professional services appropriate for the specific project, and hired by the owner to provide those specific services for the project.

Board - the Virginia Board of Juvenile Justice.

Capital Outlay Director - the Department of Juvenile Justice's Office of Capital Outlay Management unit head, or designee.

Department - the Department of Juvenile Justice.

Detention Specialist - Department of Juvenile Justice's contact person for all detention home related matters. This person reports directly to the Deputy Director for Community Programs and serves as the liaison between the localities and the Office of Capital Outlay Management.

Enlargement - to expand a current facility by the construction of additional area(s) as may be determined by need or as required by law or regulation.

Facility - the buildings and site constructed or renovated for use as a secure juvenile detention center or as a pre or post dispositional juvenile facility.

Free-Standing Equipment - equipment used to furnish a facility after construction is completed.

Local Facility - a juvenile residential facility which is owned, maintained, or operated by any political subdivision or combination of political subdivisions of the Commonwealth, or a privately owned or operated juvenile residential facility which has contracted with any political subdivision or combination of political subdivisions of the Commonwealth.

Needs Assessment - an evaluation of trends and factors at the local or regional level which may affect current and future client needs, and the assessment of local facilities and non-residential programs available to meet such needs.

New Construction - the erection of a new facility or replacement of an outdated existing facility.

Operating Costs - new expenditures, over and above current cost levels, related to the running and upkeep of a facility.

Personnel Costs - new expenditures, over and above current cost levels, related to salaries, fringe benefits, wages, and contractual services.

Planning Study - an overall description of a proposed project consisting of new construction, enlargement, and/or renovation of existing structures.

Program Design - the most appropriate and cost-effective response to a demonstrated need, in the context of other services available within the designated geographic area.

Renovation - the alteration or other modification of an existing facility or piece of equipment for the purpose of modernizing or changing the use or capability of such facility or equipment as may be determined by need or required by law or regulation. Renovation does not include work on or replacement of a facility or equipment which may be generally associated with normal wear and tear and included in routine maintenance. Renovation renders the facility, item or area superior to the original.

Replacement - the construction of a facility in place of a like facility or the purchase of equipment to replace equipment which has been so damaged or outlived its useful life that it cannot be economically renovated or repaired.

Start-Up Costs - costs which may include, but are not necessarily limited to, expenses for the initial stock of supplies and initial staff training required to begin a program and/or occupy and use a facility. Start-up funding is available for up to 1/12 (30 days) of annual staffing and operating costs.

Stationary Equipment - equipment and fixtures normally included in a structure at the time of construction.

Appendix 1

Section 16.1-309.5
Code of Virginia
(As amended by the 2000 Session of the General Assembly)

Construction, etc., of detention homes and other facilities; reimbursement in part by Commonwealth.

- A. The Commonwealth shall reimburse any county, city or any combination thereof for one-half the cost of construction, enlargement, renovation, purchase or rental of a detention home or other facilities **the plans and specifications of which were** approved by the Board **and the Governor** in accordance with the provisions **of subsection C** of this section.
- B. The construction, renovation, purchase, rental, maintenance and operation of a detention home or other facilities established by a county, city or any combination thereof and the necessary expenses incurred in operating such facilities shall be the responsibility of the county, city or any combination thereof.
- C. The Board shall promulgate regulations to include criteria to serve as guidelines in evaluation requests for such reimbursements and to ensure the geographically equitable distribution of state funds provided for such purpose. Priority funding shall be given to multijurisdictional initiatives. No such reimbursement for costs of construction shall be made, however, unless the plans and specifications, including the need for additional personnel therefor, have been submitted to the Governor and the construction has been approved by him. Such reimbursement shall be paid by the State Treasurer out of funds appropriated by the Department. In the event that a county or city requests and receives financial assistance from other public fund sources outside the provisions of this law, the total financial assistance and reimbursement shall not exceed the total construction cost of the project exclusive of land and site improvement costs, and such funds shall not be considered state funds.

****That the provisions of this act shall apply to projects completed on and after July 1, 2001.ⁱ**

ⁱ Bold sections reflect amendments.

Appendix 2

NEEDS ASSESSMENT GUIDELINES

A needs assessment must demonstrate the need for a particular service, program or facility. While there are many possible approaches, methods, and formats, the document must convincingly show that an unmet need exists. The response to that need is documented in the program design and, if construction, renovation or expansion of a building is required, in the planning study. The needs assessment should include the following items:

- A. Identify the specific need(s) of the target population to be served by the program based on an analysis of the population in the specific jurisdiction(s). Provide supportive data. Include an assessment of why the need(s) exist, and why the need(s) are not being met by existing resources or cannot be met with existing resources.
- B. Discuss quantitative and/or qualitative changes in the identified need(s) which have taken place over time, and project how the identified need(s) may be expected to change (i.e., growth, stability, decline) in the future. Discuss the environmental, demographic, or other factors to which these changes may be attributed.
- C. Explain the juvenile arrest rates for the localities:
 - 1. Majority of crimes for target population;
 - 2. Efforts by localities to reduce offenses in those categories; and
 - 3. Projection for increase/decrease in those offense categories.
- D. Describe similar or collateral services to the proposed service which are available in the jurisdiction(s) to be served, in contiguous jurisdictions, or within the state. Explain why these alternative service can or cannot be effectively utilized to meet the identified needs(s). Provide supporting data.
- E. Describe the impact of federal, state, and/or local budget changes in services to the targeted population.
- F. If the proposed program were not to be approved, discuss the resulting impact on the community and on the targeted client population.
- G. Project Justification:
 - 1. Discuss the alternatives considered to meet the needs identified in this Needs Assessment. Include estimates of the costs to each participating jurisdiction and the state (DJJ) for each alternative, based on the proposed total project budget

estimate and comparison with recent similar types of projects; and

2. Discuss the benefits of the selected alternatives versus those not selected.
- H. A narrative explanation should indicate the locality's requested needs (e.g. Number of beds or units of service). This narrative should show how the data in the needs assessment supports the locality's request(s).

PLANNING STUDY GUIDELINES

The planning study describes the renovation or construction necessary to meet a specific need. The costs of construction, operation (including staffing), and maintenance must be included along with cost comparisons to alternative programmatic responses. The overall goal of the planning study is to show why the proposed renovation or construction is the most appropriate and cost-effective response to the identified need.

Planning Studies must be accompanied by a fully executed Form LCR-002 and must also include the following information:

- A. Program Design attached to this document.
- B. Project Description: The project description should be of sufficient detail to indicate clearly the extent of the project. This description must address the project's capacity and size and construction characteristics.
 - 1. Capacity and Size - The proposed facility design must be provided at a 15% design completion stage. Capacity and size need to be discussed in the following terms:
 - a.. Describe separately each major function that will be performed within the proposed project.
 - b. Indicate type of space proposed, for example, office cubicles or open office space.
 - c. Indicate how space needs were translated into specific areas, i.e. if guidelines, cite source - if experience, cite example - if standards, cite and show how they apply.
 - d. Identify and specify the size in number of floors and in gross square feet (GSF), or usable square feet (USF) using the Capital Outlay Manual, Chapter VII, for GSF, and the American National Standard ANSI Z85-1980 for measuring USF.
 - 2. Construction Characteristics - The proposed facility construction characteristics need to be discussed in the following terms:
 - a. Indicate type of construction and materials to be used for foundation, exterior walls, flooring/ceiling systems, roof, windows, partitions and

interior finishes, floor finishes, ceilings, electrical, heating, ventilating and air conditioning.

- b. Explain why this type of construction was selected.
 - c. Describe any unique or unusual feature - i.e. building must be designed to accommodate special high tech equipment.
 - d. Describe any important architectural or environmental considerations. Also describe any topographical features of the site that may present difficulties, such as rock outcroppings or high water tables.
3. Relationship to Existing Facilities or Structures - The proposed facility as it relates to other existing facilities needs to be discussed in the following terms:
 - a. Provide a site plan showing the proposed facility location and relationship to other adjacent facilities. Mark a copy of the approved Master Site Plan for this purpose. The site plan must be aesthetically and environmentally acceptable.
 - b. Explain the need for any support work such as new utilities, roads or parking.
 - c. Describe each space in the facility including any space that will remain untouched during renovation or conversions.
 - d. Discuss the feasibility of, or requirement for, any future expansion or conversion of the facility.
4. Project Schedule - The project schedule for the facility needs to be presented.
 - a. Give in chronological detail the proposed schedule of planning (design) and construction for the project. Include approximate date for:
 - (1) Beginning of architect/engineer design (contract award date) and number of planning months;
 - (2) Beginning of construction (contract bid date) and number of construction months; and
 - (3) Target date for occupancy or utilization.
5. Project Costs: The project costs should be in sufficient detail to indicate clearly the cost to provide the capital project, and once provided, the cost to maintain and operate the facility.

- a. Project Budget - the estimate of the cost for the project must include the total expenditures required to bring the facility into operation, projected to and as of July 1 of the budget year for which funds are being requested. Estimates must be provided for property, plant, design fees, stationary equipment, utilities, site development, and all other associated costs. The methodology for deriving the costs should be explained. **Use LCR Forms supplied by DJJ as work sheets for preparing a project budget.** Do not include any estimates for inflation, as this may be developed by the Department of Planning and Budget.
 - b. Facility Operating Budget - Estimates must be provided for the costs associated with operating and maintaining the facility upon completion. This means new costs, over and above current cost levels, particularly for renovation projects. Facility operating and maintenance costs are those related to the running and upkeep of the facility. They do not include the cost of programs or activities operated within the facility. Information on facility operating and maintenance costs must be discussed in terms of:
 - (1) Facility start-up (which includes all expenses for supplies, free-standing equipment, staffing and training necessary to occupy and use the facility) and a separate itemized list of operating costs for the remainder of the fiscal year in which it is completed; and
 - (2) One full year of routine operating costs (which includes cost of full operation in terms of recurring additional costs).
6. **Cost/Benefit Analysis:** Two types of comparative cost analyses must be completed.
- a. Alternative Programs: An analysis of estimated cost savings to be derived as the result of selecting this project as compared to the alternatives discussed in the needs assessment (i.e. types of programming such as non-residential alternatives versus residential or less restrictive versus more restrictive services). Also the methodology used in deriving these cost estimates should be included.
 - b. Private/Public Cost Comparison: Chapter 893, 1992 Virginia Acts of Assembly, Item 542.C requires a comparative cost analysis. That language is stated as follows: "No state funds shall be committed or approved by the Board of Youth and Family Services for the state share of the cost of construction, maintenance or operation of local or regional detention centers, group homes, or related facilities or programs, until the locality or localities have presented to the Board a comparative cost analysis of private compared to public sector financing, site selection, design, construction, maintenance and operation of the proposed facilities

or programs.”

If no local vendors are available to provide the same or like service, a reasonable effort should be made by the locality to search for statewide or national private vendors in order to develop a comparison of cost between public and private vendors in the delivery of the proposed service. These efforts as well as the analysis shall be documented in the planning study.

PROGRAM DESIGN GUIDELINES

The program design must explain why a specific response to a demonstrated need is the most appropriate and cost-effective, taking into account the context of other services available within the designated geographic area.

A. Program Designs shall include the following:

1. Describe the specific service(s) to be provided to the targeted population including how the service(s) will effectively address the identified need(s).
2. List measurable program goals and objectives (prioritized) based on the assessment of need(s).
3. Present proposed action plans for achieving stated objectives, including time frames.
4. Describe how the program goals and objectives relate directly to the mission of the Department of Juvenile Justice.
5. Describe how the proposed program will respond to documented gaps in services, promote interagency coordination, and fit into the locality's continuum of comprehensive services for the targeted population. How will education and mental health services be provided?
6. Provide an assessment of the potential of the proposed program for statewide replication.

B. For non-construction projects where there is no requirement for a Planning Study, the Program Design shall include the following:

1. Cost/Benefit Analysis: Two types of comparative cost analysis must be completed.
 - A) Alternative Programs: An analysis of estimated cost savings to be derived as the result of selecting this project as compared to the alternatives discussed in the needs assessment (i.e. types of programming such as non-residential alternatives versus residential or more restrictive versus less restrictive types of services). The methodology used in deriving these cost estimates is to be shown.
 - B) Private/Public Cost comparison: Chapter 893, 1992 Virginia Acts of Assembly, Item 542.C requires a comparative cost analysis. That language is stated as follows: "No state funds shall be committed or approved by the Board of Youth

and Family Services for the state share of the cost of construction, maintenance or operation of local or regional detention centers, group homes, or related facilities or programs, until the locality or localities have presented to the Board a comparative cost analysis of private compared to public sector financing, site selection, design, construction, maintenance and operation of the proposed facilities or programs.”

If no local vendors are available to provide a same or like service, a reasonable effort should be made by the locality to search for statewide or national private vendors in order to develop a comparison of cost between public and private vendors in the delivery of the proposed service. These efforts as well as the analysis shall be documented in the planning study.

2. Program Start-Up and On-Going Operational Costs: Estimates must be provided for the costs associated with start-up, operating and maintaining the program as follows:
 - A) Program start-up costs (which includes all expenses for supplies, free-standing equipment, staffing and training necessary to begin the program) and operating costs for the remainder of the first year. See “Instructions for Budget Submittal” in Appendix 2.
 - B) A full year of routine operating costs (which includes costs of full operation in terms of recurring years).

INSTRUCTIONS FOR FILLING OUT DJJ FORM LCR-002

LOCAL FACILITY CONSTRUCTION PROJECT REQUEST

- A. GENERAL INFORMATION** - <Self evident>
- B. PROPOSED BUDGET** - Use same dollar amount from approved BJJ Board Motion
1. **ACQUISITION** - (Cost for real property purchased specifically for the subject project. 1) The purchase must have occurred no more than three years prior to the date of this submittal 2) If property is shared by other facilities, show only the proportionate share for this submittal)
 2. **CONSTRUCTION** (Note: the source of estimating data shall be the latest version of R.S. Means catalog)
 3. **SITE AND UTILITIES**
 4. **TOTAL ARCHITECTURAL AND ENGINEERING FEES** (7% as per R.S. Means)
 5. **CONTINGENCIES** - (3% of construction budget) The Department shall not recognize any additional contingencies.
 6. **PROJECT INSPECTION**
 7. **OTHER COSTS** Be specific on "Testing" and list "Other separately on a blank piece of paper.
 8. **TOTAL ESTIMATED COST**
- C. PROJECT SCOPE** - provide values as indicated
1. **ACQUISITION** - PROPERTY
ACQUISITION - PLANT
 2. **NEW CONSTRUCTION**
 3. **IMPROVEMENTS**
 4. **CAPACITY**

VIRGINIA DEPARTMENT OF JUVENILE JUSTICE
LOCAL FACILITY CONSTRUCTION PROJECT REQUEST

Date: _____

Worksheet and Supplementary Information

Check One: ☐ Original ☐ Revised

PROJECT NUMBER: _____

Section A - General Information

Name of Requesting Locality: _____

Project Title: _____

Proposed Project Schedule Start: _____ Completion: _____

Locality's Project Manager: _____ Phone: _____

Regional Project Manager: _____ Phone: _____

Section B - Proposed Budget

(1) Acquisition \$ _____

(2) Construction

General Construction \$ _____

HVAC and Plumbing \$ _____

Electrical \$ _____

Total \$ _____

Source of Estimating Data: _____

(3) Site and Utilities (beyond five feet of the structure)

General \$ _____

Mechanical \$ _____

Electrical \$ _____

Total \$ _____

Source of Estimating Data: _____

(4) Total Architectural and Engineering Fees \$ _____

(5) Contingencies (3% of Construction & Site Work) \$ _____

(6) Project Inspection \$ _____

VIRGINIA DEPARTMENT OF JUVENILE JUSTICE
LOCAL FACILITY CONSTRUCTION PROJECT REQUEST Date: _____

Worksheet and Supplementary InformationCheck One: ☐ Original ☐ Revised

Project Number: _____

Project Title: _____

(7) Other Costs:

Surveys:	\$ _____	
Test Borings	\$ _____	
Testing	\$ _____	
Advertisement	\$ _____	
Reproduction	\$ _____	
Relocate Utilities	\$ _____	
Other	\$ _____	
Total		\$ _____

(8) TOTAL ESTIMATED COST OF THIS PROJECT: \$ _____

Section C - Project Scope

(1) Acquisition - Property: Number acres _____ Cost/Acre \$ _____

Acquisition - Plant: Number of sq. Ft. _____ Cost/sq. ft. \$ _____

(2) New Construction: Number of sq. ft. _____ Cost/sq. ft. \$ _____

(3) Improvements: Number of sq. ft. _____ Cost/sq. ft. \$ _____

(4) Capacity: Number of Beds _____ Cost/Bed \$ _____

Existing Beds _____ New Beds _____

Section D - Operations and Equipment Costs

(1) Total Operating Costs (Annually) \$ _____

(2) Start-up Costs: Operations \$ _____

Equipment \$ _____

**Formula for
State Reimbursement of
Local Projects**

Secure Detention

1. New Construction which expands beyond current capacity: 50% of approved cost, based on the current statewide average cost per bed (adjusted for location – refer to Appendix 2e.2.)ⁱ, in accordance with procedures established by the Secretary of Public Safety, acting on behalf of the Governor, pursuant to Section 16.1-309.5 (as amended by the 2000 Session of the General Assembly). See Appendix 2e.1. When replacing an existing facility, follow the procedures as directed in number 2 below.
2. Replacement Construction, Renovation and or Expansion: As determined by Appendix 2e.3.
3. Staffing and Operations: Up to 50% of total cost of the new project with a cap of \$26,000 per new or expanded bed (which ever is lower), per year.
4. Free Standing Equipment: Up to 50% of total cost, with a cap of \$3,000 per new or expanded bed.
5. Start-up Funding: Up to 1/12 (30 days) of state's share of annual staffing and operating costs for the new project.
6. Construction and Equipment added for security enhancements (does not increase bed space): Approved on a case-by-case basis.

Group Homes and Other Residential Programs

1. New Construction which expands existing bed capacity: 50% of approved cost, based on the current statewide average, calculated in a similar methodology as described above.

ⁱ The "statewide average" cost per bed is calculated yearly based on actual costs of recently completed construction projects. Reimbursement is based on fifty percent of the recent statewide average cost per bed. At the time of this report (March, 2001), the statewide average cost per bed is \$126,832, resulting in the base statewide average reimbursement rate per bed being \$63,416. For the most recent statewide average reimbursement rate per bed, contact the Detention Specialist at DJJ at (804) 371-0700.

Letter from Secretary of Public Safety's Office
Outlining Procedures for Project Approval

Below is an excerpt from a letter that was sent to the Chairman of the Board of Juvenile Justice from the Secretary of Public Safety's Office, dated 20 December 2000. The letter outlines the Secretary's procedures for approving reimbursement for local juvenile construction projects in accordance with Section 16.1-309.5 of the Code of Virginia, as amended by the 2000 Session of the General Assembly (Refer to Appendix 1 for the Code Section).

"In order to establish a baseline for determining whether project costs appear excessive, we will use the statewide average construction costs, which are calculated using the methodology developed and presented to the General Assembly last year. I have asked for the formula to be updated to include current projects, so that recent construction cost trends are given full consideration. In order for this office to approve any cost in excess of that amount, the project owner will have to provide information to the Department justifying that a less expensive alternative design or location is not feasible. In the absence of such information, state reimbursement will not be approved for project costs above this adjusted average."

Location Factors

The following page lists the location factors to be used in adjusting the base statewide average reimbursement rate per bed. Depending on where the facility is being built, you would multiply the base statewide average reimbursement rate per bed by the “adjusted for VA only” factor to determine the per bed reimbursement rate for that locality.

For example, if you were building a facility in Newport News:

Statewide average reimbursement rate per bed (52,000ⁱ) x location factor for Newport News (1.01) = \$52,520. This amount now becomes the per bed reimbursement amount for Newport News.

ⁱ The amount used in this example is solely for the purpose of this exercise and does not represent the current statewide average.

INFLATION FACTOR

	1992	1993	1994	1995	1996	1997	1998
R.S. Means Typical Construction Cost/S.F.	\$133.80	\$143.55	\$149.80	\$154.50	\$159.95	\$164.55	\$166.10
Factor for Increase/Decrease from Previous Year		1.07 7%	1.04 4%	1.03 3%	1.04 4%	1.03 3%	1.01 1%

R.S. MEANS LOCATION FACTORS

City	Commercial Construction	* Adjusted for VA Only
Fairfax	.90	1.09
Arlington	.90	1.09
Alexandria	.91	1.10
Fredericksburg	.86	1.05
Winchester	.81	1.00
Culpeper	.80	.99
Harrisonburg	.76	.95
Charlottesville	.82	1.01
Richmond	.83	1.02
Norfolk	.82	1.01
Newport News	.82	1.01
Portsmouth	.81	1.00
Petersburg	.83	1.02
Farmville	.75	.94
Roanoke	.78	.97
Bristol	.76	.95
Pulaski	.71	.90
Staunton	.72	.95
Lynchburg	.78	.97
Grundy	.71	.90

* Median between .91 and .71 is .81, establishing .81 as a basis of 1.00. The Commercial Table is converted to "Virginia only" as indicated $\pm 1\%$

When a locality(ies) renovates existing facilities as a part of their expansion plan, the existing facility has value that must be recognized in the overall funding plan. This is accomplished by taking the resultant quantity of design rated capacity beds and multiplying by the current "statewide average" reimbursement dollar amount.

We then take this amount and subtract from it, the salvage dollar value of the existing construction..

This process is accomplished as follows:

- 1 Calculate the maximum amount of state reimbursement the facility would receive if it were building a new facility. That is, multiply the total number of design rated capacity beds by the statewide average reimbursement rate per bed.
- 2 Next, calculate the amount of *renovation* square footage, and multiply it by the dollar amount as indicated in R.S. Means Construction Cost for New Construction. Same dollar amount shown on DJJ Form LCR-002 for new construction, as supplied by the A/E. Then subtract the dollar amount the A/E estimates the renovation to cost (per square foot,) this amount is provided on DJJ Form LCR-002 by the A/E and is arrived at by information provided in the Means Construction Cost for New Construction. Multiply this times 1.25. (The total project cost is approximately 1.25 times greater than the construction values. This total project value includes design, inspection, contingency costs, etc.)
- 3 Now calculate the total amount of *undisturbed* square footage, and multiply it by the dollar amount for new construction as shown on DJJ Form CR-002. (Provided by the A/E and obtained from R.S. Means Construction Cost for New Construction.) Multiply this amount by 1.25 for the same reason as indicated in step 2 above. Take this amount and multiply it by .5 (the state share)
- 4 Finally, take the sum of the *undisturbed* square footage dollar amount and the *renovation* square footage dollar amount and subtract this amount from step 1 above and multiply it by .5. (For the same reason as stated in step 3 above.)

SAMPLE JUVENILE DETENTION CENTER - PROJECT # 00000 **FUNDING WORKSHEET**

DATA

Capacity (Design Rated Beds).....	43
Total Square Feet.....	23,361
Renovation (S.F.).....	10,486
New Construction.....	10,243
Undisturbed (S.F.).....	2,632

COSTS

Reimbursement per Design Rated Capacity Bed.....	\$52,000.00 ⁱ
Renovation (S.F.).....	\$ 135.00*
New Construction (S.F.).....	\$ 180.00*
Undisturbed (S.F.).....	\$ 0.00

(Design Rated Capacity Beds) (\$52,000) =
New Value = (43) (\$52,000).....\$2,236,000

(Renovation S.F.) [(\$ Amount for New Construction) - (\$ Amount for Renovation)] (1.25**) =
 (10,486) [(\$180.00) - (\$135.00)] (1.25) =
 (10,486) (\$45.00) (1.25).....(\$589,838) (.50***) = \$294,919

+

(Undisturbed S.F.) (\$180.00)(1.25)=
 (2,632) (\$180.00) (1.25).....(592,200) (.50) = \$296,100

Existing Value = \$591,019

(*New Value*) - (*Existing Value*) = (*Amount of Reimbursement*)
 (\$2,236,000) - (\$591,019) =
Amount of Reimbursement\$1,644,981

* Dollar amount as per DJJ Form LCR-002 - information supplied by AE & obtained from R.S. Means Construction Cost for New Construction

** Total project cost is approximately 1.25 times greater than the construction values. This total project value includes design, inspection, contingency costs, etc.

*** Factor for state share

ⁱ The amount used in this example is solely for the purpose of this exercise and does not represent the current statewide average.

INSTRUCTIONS
for
BUDGET SUBMITTAL

- **Identify the year in which state funds for capital, start-up and operational expenses are requested.**
- **Budget for TOTAL costs, not just the amount requested for reimbursement.**

Total Personnel Cost

Positions: List all existing and proposed positions. Identify proposed positions with an asterisk. List the annual salary for each position for the first full year of operation.

Fringe Benefits: Calculate fringe benefits, i.e. FICA, VSRS, Retirement, Insurance, Workman's Compensation, etc. **Show the formula used to calculate each.**

Wages: Calculate the annual amount of money needed for shift relief. The "Shift Relief Formula" in Appendix 2 may be used.

Contractual Services: Indicate contractual services, i.e. Medical Retainer, etc., and the cost of each.

Ratio of Child Care Staff to Juveniles: Indicate ratio of child care staff to juveniles including proposed positions. **Show the formula used.**

Total Operational Cost

Start-Up: Start-up funding is available for up to 1/12 (30 days) of annual staffing and operating costs. To receive start-up funds include a separate budget section for start-up costs. These costs may include, but are not necessarily limited to expenses for the initial stock of supplies, free-standing equipment, and initial staff training required to begin a program and/or occupy and use a facility.

Annual: Develop a budget for one full year of routine operating costs, which includes cost of full operation in terms of recurring additional costs and equipment.

Part Year: Identify the portion of annual costs needed to operate a program which opens during a fiscal year.

Total Capital Outlay Cost

Develop a construction cost estimate which will include:

- a. Property purchased specifically for this facility;
- b. Site work (water and wastewater connections, parking, fencing, grading);
- c. Building (new construction, renovation, demolition, stationary equipment)
- d. Miscellaneous (professional fees, inspections, survey, borings, testing, 3.0% contingency)
- e. Total
- f. Cost Per Bed

Sample Format

(This or another format may be used)

Shift Relief Factor

1. Number of days per year that the agency is closed (i.e., no services offered) (a)
2. Number of agency work days per year equals 365 - (a) (b)
3. Number of regular days off per employee per year (Usually 52 weeks/yr. x 2 days off per week) =104 (c)
4. Number of vacation days off per employee per year (d)
5. Number of holidays off per employee per year (e)
6. Number of sick days off per employee per year (Should equal average for jail staff) (f)
7. Number of other days off per employee per year (This includes time off for injury on the job, union meetings, military leave, funeral leave, unexcused absences, disciplinary time off, special assignments, etc.) (g)
8. Number of training days per year (h)
9. Total number of days off per employee per year equals (c) + (d) + (e) + (f) + (g) + (h) (i)
10. Number of actual work days per employee per year equals 365 - (i) (j)
11. Shift relief factor (b divided by j) =

Note: Another factor which may be included in Step 7 is Time Required to Fill a Vacancy.

(Format used by MMM DESIGN GROUP)

PROJECT SUMMARY

Data Sheet

Program Type:
Program Name:
Project Manager:
Address:

Jurisdictions Served:

Telephone:

Capacity: Males Females

Governing Body:
Address:

Category of Request: Needed to Maintain Existing Services
 Expansion of Existing Services
 New Program or Service

Year in Which Funding Will Begin:

Capital Requests:

Check all that apply
 Purchase of Property
 New Construction
 Enlargement
 Renovation
 Other (describe)

Total Project Cost: (from Planning Study)

Capital:
Operations:
Equipment:
Personnel:
Grand Total

Amount of State Reimbursement Requested:

Executive Summary
Highlights of the Planning Study and Program Design

Sample

Governing Body Resolution

PRESENTED:

ADOPTED:

RESOLUTION #

A RESOLUTION SEEKING APPROVAL OF A PLANNING STUDY AND REQUESTING CAPITAL FUNDING FOR THE RENOVATION AND EXPANSION OF THE _____ DETENTION HOME.

WHEREAS, the _____ DETENTION HOME which serves the _____ Judicial District Court(s) is anticipated to expand from a current capacity of _____ beds to a new capacity of _____ beds; and

WHEREAS, established procedures require the adoption of a formal resolution from the governing body to indicate local interest to seek capital funding participation by the Commonwealth through the Virginia Department of Juvenile Justice.

NOW, THEREFORE, BE IT RESOLVED by the (Governing Board or Council) of _____, Virginia that it does hereby express its intent to proceed with (City, County or Combination) expansion of the Detention Home, and to seek the maximum amount of capital funding reimbursement from the Virginia Department of Juvenile Justice.

APPROVED

Work SheetBoard of Juvenile Justice Motion

The Board approves the *(pick one)* City, County, or Commission of Planning Study in accordance with the following:

1. The facility shall have _____ total gross square feet, and a design rated capacity of _____ beds.
(If applicable) - The facility shall have _____ total new gross square feet for a total of gross square feet, with _____ existing beds, _____ replacement or security enhanced beds, and _____ new beds, for a total design rated capacity of _____ beds and _____ square feet per design rated capacity bed.
2. The *(pick one)* City's, County's, or Commission's anticipated construction cost is in the amount of \$_____ with the State's share being \$_____ for *(pick one)* _____ new beds, and/or additional beds, and/or security enhanced beds. The Department of Planning and Budget recognizes Construction Costs to include built-in equipment, and all equipment necessary for the facility to function. The Department recognizes loose furnishings and equipment separately. (See # 3 below.)
3. For free standing equipment for _____ new or additional beds, the maximum state share is \$_____. (Number of new or additional beds) x (\$3,000) but not more than 50% of the total cost of free standing equipment.
4. Staffing and operations in the amount of \$_____, of which the state share is \$_____ including _____ staff. (Up to 50% of cost, with a cap of \$26,000 per new or expanded bed)
(If applicable) In addition to the existing block grant of \$_____, and _____ staff.
5. Start-up funding in the amount of \$_____ (Up to 1/12 or 30 days of annual staffing and operating costs), which is the State's share.
6. With an anticipated opening date of _____, the staffing and operating expenses will become available at that time for fiscal year _____.

Model

Board of Juvenile Justice Motion

(Enter date of Board meeting)

The Board approves the (locality/commission) Planning Study in accordance with the following:

1. The facility shall have _____ total gross square feet and a rated capacity of beds;
2. The locality's anticipated construction costs (total project cost) in the amount of _____ of which the State share is _____ for ____ additional beds and ____ replacement/security enhanced beds;
3. Furniture and equipment for ____ beds, maximum State share is _____;
4. Personnel and operations in the amount of _____ of which the State share is _____ and includes ____ staff (in addition to the existing block grant of _____ and ____ staff);
5. Start-up costs in the amount of _____ which is the State's share; and
6. With an anticipated opening date of _____, the personnel and operating expenses will become available at that time for fiscal year _____.

The availability of funds for reimbursement as approved above is contingent on the appropriation of funds by the General Assembly.

Motioned by:

Seconded by:

Appendix 3

MODIFIED EXCERPTS FROM CAPITAL OUTLAY MANUAL FOR PRELIMINARY DESIGN SUBMITTALS

(Partially adopted from the Commonwealth of Virginia "Capital Outlay Manual", Chapter VIII "Project Design", revision - 4, dated December 1, 1996.)

D. Preliminary Submittal Requirements: (Note: Form LCR-002 must be approved by the Office of Capital Outlay Management before this submittal)

The following information, data and drawings shall be the minimum acceptable for a Preliminary (35%) submittal for a review from the Office of Capital Outlay Management.

- (1) Basis of Design Narrative describing the project.
- (2) Building Systems and Equipment Checklist.
- (3) Project Cost Estimate by the A/E (or owners representative) with an independent cost estimate obtained by the owner. Cost estimate shall be a detailed estimate assembled by Building Systems.
- (4) Soils Report to include boring logs, geotechnical analysis and foundation design recommendations.
- (5) Calculations from each discipline involved. Show design criteria, loadings, assumptions, evaluations, comparisons, cost factors and other considerations which support the systems selected and shown on the drawings. Provide design data required for fire marshal review
- (6) Preliminary Drawings
 - (A) General
 - Provide information and drawings described in (B), (C), (D), (E), (F), (G), (H), and (I).
 - Orientation of building shall be essentially the same on all plans.
 - Sepias, or similar reproductions, of the architectural floor plans may be used as backgrounds for indicating fire protection, demolition, renovation, structural, plumbing, mechanical, and electrical work.
 - Drawing sizes: 24" x 36" preferable: (alternate size 30" x 42" maximum and with special approval, 36" x 46")
 - List abbreviations and symbols used on master sheet or on first sheet of each discipline.
 - (B) Title Sheets
 - Block Grant project number.
 - Location and vicinity maps
 - Tabulation of floor areas (new and renovated), gross square feet, and volume.
 - Tabulation of units: Number of parking spaces, design rated capacity beds,
 - Tabulation of individual floor areas: Bed rooms, kitchen, dining room., day room(s), total multi purpose room (excluding space within living unit), and class rooms.
 - Listing of applicable codes with dates (including the Guide Manual for New

- and Prototype Design & Construction.
- Building purpose/occupancy
- Use Group(s) per VUSBC.
- Design floor live loads.

(C) Site Plan(s) (site/improvement plan & composite utility plan minimum for new construction and additions)

- Based on approved comprehensive Master Plan.
- Scale and north arrow.
- New and existing contours affected by work.
- Floor and contour elevations.
- Applicable boundaries with survey computations.
- Diminished relationship of new work to boundaries and existing structures.
- Location of test borings.
- General parking and handicap parking.
- Handicap accessible routes
- Inmate secure entrance [sallyport(s)]
- Demolitions: Structures, walks, utilities, trees, etc..
- Proposed landscaping (planting materials).
- Existing and new utilities: Storm sewers, sanitary sewers, water supply, electricity, gas, steam distribution pipes and tunnels, telephone lines (indicate as above, or under ground), location and data on fire flow test.
- Security fencing.
- Site improvements such as non-secure fencing or screening, lighting, etc..
- Typical paving section.
- Identify and show all special earthwork recommended, and construction considerations noted in soils report.

(D) Architectural drawings

Floor Plans

- Plans of each floor at 1/8" = 1' - 0" preferred, but not less than 1/16" = 1' - 0".
- Overall dimensions
- If the work is an addition, show the relationship of new to existing spaces.
- Distinguish new from existing construction.
- Show demolition on the architectural plans or separate plans.
- Indicate asbestos locations regardless of who removes it or how it is removed.
- Indicate all openings, entrances, identify delivery areas, visitor areas, staff areas and vehicular sallyports.
- Indicate handicap access.
- Show scale and north arrow

Roof Plan

- All proposed and existing roof drains.
- Indicate all roof top fencing and all other roof-related security measures.
- Roof slope: 1/4" per 1' - 0" to drains minimum (unless waived for re-roofing).
- All new and existing equipment.
- All significant roof penetrations and structures.
- Identification of materials on existing roofs.

- Typical roofing section identifying materials.
- Access to roof.

Exterior Elevations

- Scale (1/16" = 1'-0" minimum).
- All openings: Windows, doors, louvers, vents. (Indicate which are secure & what method to secure them is to be used)
- Floor elevation (above sea level).
- Identification of all major finishes.
- All stairs, ramps and railings.
- All rain water conductors.
- Rooftop equipment and structures.
- Expansion and control joints.
- Grade at the face of the building wall.
- Sub-surface construction (dotted in).
- Existing and new work clearly distinguished.

Small Scale Sections (Scale: 1/16" = 1' - 0" minimum)

- One longitudinal and one transverse section minimum.
- Show all floor levels on sections.
- Indicate ceilings in proper relation to floors.
- Method and extent of insulating exterior envelope.
- Method and extent of securing the exterior secure perimeter walls.
- Method and extent of securing all interior secure walls.

Detail Sections (Scale: 3/4" = 1' - 0" minimum)

- One section for each type of wall construction.
- Identify all major materials and components.
- Identify insulation and note "R" value.

Finish Schedule

- To be shown on a Finish Schedule on the architectural drawings or included in the narrative. Indicate proposed finishes for all spaces. Note those existing finishes to remain.
- Give ceiling heights of each interior space.

Furnishing/Equipment Plans

- Show all major equipment to approximate scale.
- Show all built-in furnishings to scale and indicate how they shall be secured to floors, walls or ceilings.
- Indicate which furnishings/equipment are "security type" and of suicide preventative in design.
- Show and identify all existing and new furnishings/equipment.

(E) Fire Protection (FP) Information Plans.

- Provide plan of each level showing the following (WD* indicates additional information required on Construction Document (100% of Design) submittal.
* NOTE: Markup of sepia of architectural floor plan is acceptable for Schematic (35% of Design) submittal.

- Define each use group area and show its VUSBC use group classification. (A-1, A2, etc.).
- Define and identify the area of each construction type.
- Indicate use(s) of all building spaces (offices, bed rooms, kitchen, administrative areas etc..) Or reference drawings where complete information may be found.
- Show the number of occupants to be accommodated in each space.
- Distinguish new walls from existing walls and new construction from existing construction. **Completely show routes of all fire walls, fire separation walls (including exit access corridor walls), and smoke partitions.**
- Identify the extent of all fire rated floor /ceiling and roof/ceiling assemblies.
- WD: With reference symbols, identify each new and existing, if known or available, fire resistance rated "Structural Element" and change in element design (including wall, floor, ceiling, and other vertical or horizontal elements).
- Identify each type of automatic fire suppression system and where it is or is not used.
- Identify occupancy hazard classifications and densities.
- Show and identify all new and existing standpipes.
- * WD: Show locations of all portable fire extinguisher cabinets.
- Provide a small scale drawing showing location of water hydrants, test and flow hydrants (for water-flow tests), and routing of underground pipe; or, alternatively, state the drawing number where the information may be found on other drawings.

(F) Structural Drawings

- Foundation plan indicating type & tentative sizes.
- Foundation details of improved bearing strata and other special requirements.
- Floor framing plans of each level indicating type of system and tentative member sizes/depths and column spacing.
- Roof framing plan.
- Typical section(s) of framing identifying materials, thicknesses, depths.
- Details of connections to existing buildings, if applicable.

(G) Plumbing Drawings

- Plans of each floor noting fixture location and type (including "secure stainless steel or porcelain). Indicate routing of main distribution lines with tentative sizes.
- Show general or schematical arrangement of all piping systems (identify secure piping , valves, clean-outs and shut-offs).
- Show location of water, sanitary sewer, storm sewer and sprinkler services to the building.
- Identify which plumbing fixtures and associated apparatus can be controlled from the main control station.
- Show tentative fixture schedule.
- Show location, sizes and types of hot water heaters/heat exchangers, and flues, if required.

(H) Mechanical (HVAC) Drawings

- Plans of each floor showing single line duct layouts, equipment location and layouts and general routing of heating/cooling piping.
- Show equipment schedules with tentative sizes, capacities, ID #, features, etc..
- Schematic layout and elevation of equipment room and/or central system showing configuration, tie-ins, etc. as necessary to describe system.
- Central heating or cooling plants, distribution piping, equipment.
- Indicate which space shall have systems equipped with negative pressure exhausting ventilation equipment, to minimize infectious disease exposure and indicate how this shall be achieved.

(I) Electrical Drawings

- (Power and lighting plans may be combined if product clearly conveys required information).
- Lighting plans for each location showing exact fixture location (including profile, feet above finish floor and operational mechanism).
- Identify which areas shall have "security, suicide preventative" design lighting, and disclose the lighting output (in foot candles).
- Indicate which lighting fixtures shall have the capability of being controlled from the main control room.
- Power distribution plans showing location of incoming service, generators, and panel-boards.
- Identify which electrical devices shall be connected to the emergency generator system and disclose specifically, how all security (and required HVAC system) provisions shall remain in full operation during a power outage or other emergency situation.
- Show interface points for communications, fire alarm, EMCS and other pertinent systems.
- Floor proposed locations for receptacles, telephone outlets and switches (identify those that shall be secure, and suicide preventative in design)

INSTRUCTIONS FOR FILLING OUT DJJ FORM LCR-005

APPLICATION FOR APPROVAL OF PRELIMINARY DRAWINGS AND SPECIFICATIONS

PROJECT NUMBER - apply project number as assigned from Office of Capital Outlay Management

NAME OF REQUESTING LOCALITY - <self evident>

PROJECT TITLE - <self evident>

PROJECT BUDGET - use same dollar amount from approved BJJ Board Motion

A. ACQUISITION

B. CONSTRUCTION TO INCLUDE

1. BUILDING
2. BUILT-IN EQUIPMENT
3. UTILITIES
4. SITE WORK

CONSTRUCTION SUB TOTAL

C. ARCHITECT/ENGINEERING FEE

D. PROJECT INSPECTION

E. OTHER

F. CONSTRUCTION CONTINGENCY

TOTAL ESTIMATED COST

TOTAL PROJECT BUDGET - use same dollar amount from approved BJJ Board Motion

OWNER'S INDEPENDENT CONST. COST ESTIMATE - show dollar amount and name of independent cost estimator

A/E'S ESTIMATE OF CONST. COST - the A/E shall provide his/her estimate and signatures as indicated

PROJECT SCOPE - <self evident>

CAPACITY - <self evident>

SUBMITTED BY - printed or typed and signed name of locality project manager

AMOUNT OF REIMBURSEMENT BY STATE - use same dollar amount from approved BJJ Board Motion

VIRGINIA DEPARTMENT OF JUVENILE JUSTICE

Date: _____

APPLICATION FOR APPROVAL OF PRELIMINARY DRAWINGS &
SPECIFICATIONS

Check One: ___ Original: ___ Revised

This form is typically submitted after the Needs Assessment & Planning Study have been approved by the BJJ and the Design Documents are 35% complete.

PROJECT NUMBER: _____

Name of Requesting Locality: _____

Project Title: _____

PROJECT BUDGET:

a) Acquisition \$ _____

b) Construction
to include

1) Building \$ _____

2) Built-in Equip. \$ _____

3) Utilities \$ _____

4) Site Work \$ _____

CONSTRUCTION SUB TOTAL: \$ _____

c) Architect/Engineer Fee \$ _____

d) Project Inspection \$ _____

e) Other (explain on back) \$ _____

f) Construction Contingency \$ _____

TOTAL ESTIMATED COST OF PROJECT: \$ _____

TOTAL PROJECT BUDGET: \$ _____

AMOUNT OF STATE REIMBURSEMENT: \$ _____

OWNERS' INDEPENDENT CONST. COST ESTIMATE: \$ _____

PROVIDED BY: _____

A/E'S ESTIMATE OF CONST. COST: \$ _____

A/E'S SIGNATURE: _____

PROJECT SCOPE: (Gross sq. ft.) Const. _____ Renovation _____

CAPACITY: Number of Rated Beds: _____

SUBMITTED BY: _____

Signature of locality's _____
Project Manager Date

Approved By: Capital Outlay
Program Director
Department of Juvenile Justice

INSTRUCTIONS FOR FILLING OUT DJJ FORM LCR-006
APPLICATION FOR APPROVAL OF CONSTRUCTION DRAWINGS AND BIDDING
DOCUMENTS

PROJECT NUMBER - Apply project number assigned by the Office of Capital Outlay Management

NAME OF REQUESTING LOCALITY - <self evident>

PROJECT TITLE - <self evident>

PROJECT BUDGET - Use same dollar amount from approved BJJ Motion

A. **ACQUISITION**

B. **CONSTRUCTION TO INCLUDE:**

1. **BUILDING**
2. **BUILT-IN EQUIPMENT**
3. **UTILITIES**
4. **SITE WORK**

CONSTRUCTION SUB-TOTAL

C. **ARCHITECT/ENGINEER FEE**

D. **PROJECT INSPECTION**

E. **OTHER**

F. **CONSTRUCTION CONTINGENCY**

TOTAL ESTIMATED COST

TOTAL PROJECT BUDGET - Use same dollar amount from approved BJJ Board Motion

AMOUNT OF STATE REIMBURSEMENT - Same as Total Project Budget

REVIEWED AND APPROVED BY - name, date and signature of the authorities having jurisdiction

SUBMITTED BY - printed or typed and signature of locality project manager

VIRGINIA DEPARTMENT OF JUVENILE JUSTICE

Date: _____

APPLICATION FOR APPROVAL OF COMPLETED CONST DRAWINGS &
BIDDING DOCUMENTSCheck One: ☐ Original ☐

Revised

This form is typically submitted following approval of the DJJ Form LCR-005 and completion of const. Drawings and Bidding Documents

PROJECT NUMBER: _____

Name of Requesting Locality: _____

Project Title: _____

PROJECT BUDGET:

a) Acquisition \$ _____

b) Construction

to include

1) Building \$ _____

2) Built-in Equip. \$ _____

3) Utilities \$ _____

4) Site Work \$ _____

Construction Sub Total:

\$ _____

c) Architect/Engineer Fee

\$ _____

d) Project Inspection

\$ _____

e) Other (explain on back)

\$ _____

f) Construction Contingency

\$ _____

TOTAL ESTIMATED COST OF THIS PROJECT:

\$ _____

TOTAL PROJECT BUDGET:

\$ _____

AMOUNT OF STATE REIMBURSEMENT:

\$ _____

A/E'S ESTIMATE OF CONSTRUCTION COST \$ _____

A/E'S SIGNATURE _____

REVIEWED & APPROVED BY: Authorities having jurisdiction for -

☐ BOCA Code Compliance _____☐ Fire Safety _____☐ Environmental impact

(If required) _____

☐ Health Safety (As applicable) _____

SUBMITTED BY: _____

Signature of _____

Date _____

Approved By: Capital Outlay

Locality's Project Manager

Program Director

Department of Juvenile Justice

*State share of total project budget. This amount cannot be exceeded W/O prior BJJ approval

INSTRUCTIONS FOR FILLING OUT DJJ FORM LCR-007

APPLICATION FOR APPROVAL OF CHANGE ORDER

ONLY THOSE CHANGE ORDERS 1) INVOLVING SUBSTANTIVE CHANGE, 2) SINGLE CHANGE ORDERS OF \$10,000 OR MORE, 3) ACCUMULATIVE CHANGE ORDERS EXCEEDING THE PROJECT CONTINGENCY AND/OR CAUSING THE PROJECT BUDGET TO BE EXCEEDED ARE REQUIRED TO BE SUBMITTED FOR APPROVAL BY THE DJJ OFFICE OF CAPITAL OUTLAY MANAGEMENT.

DATE

PROJECT NO. - <self evident>

NAME OF REQUESTING LOCALITY - <self evident>

TITLE OF PROJECT - <self evident>

REASON FOR CHANGE ORDER - <self evident>

DESCRIPTION OF WORK INVOLVED - <self evident>

COST OF THE CHANGE ORDER - <self evident>

A/E JUSTIFICATION & RECOMMENDATION - <self evident>

CONTRACT COST SUMMARY - apply dollar amounts as indicated

1. **AMOUNT OF ORIGINAL CONTRACT**
2. **TOTAL ADDITIONS**
3. **TOTAL DEDUCTIONS**
4. **AMOUNT OF CONTRACT TO DATE**

DJJ Form LCR-007 (1/1/94)

VIRGINIA DEPARTMENT OF JUVENILE JUSTICE

APPLICATION FOR APPROVAL OF CHANGE ORDER

Date: _____

Check One: ☐ Original ☐ Revised

PROJECT NUMBER: _____

NAME OF REQUESTING LOCALITY: _____

TITLE OF PROJECT: _____

REASON FOR CHANGE ORDER:

- ☐ Unforeseen site conditions
☐ Existing building or utility conditions not as shown
☐ Change in agency requirements
☐ Substitution/alternate method
☐ Items not shown or specified
☐ Conflict/discrepancy in requirements
☐ Other (explain)

DESCRIPTION OF WORK INVOLVED:

COST OF THIS CHANGE ORDER:.....\$ _____

A/E JUSTIFICATION & RECOMMENDATION: _____

Signature of A/E

Date

CONTRACT COST SUMMARY

Budgeted construction subtotal from approved DJJ Form LCR-006.....\$ _____

Amount of original contract \$ _____ Total Additions \$ _____

Total deductions \$ _____ Amount of contract to date \$ _____

LOCALITY JUSTIFICATION/RECOMMENDATION:

Locality's Project Manager

Date

In approving this change order, it is understood that expenditures made to accomplish the work covered by this change order will not result in total expenditures exceeding the total project budget as established by the Board of Juvenile Justice

Approved:

Capital Outlay Program Director
Department of Juvenile Justice

Appendix 4



700 Centre, 4th Floor
7th and Franklin Streets
P.O. Box 1110
Richmond, Virginia 23218-1110
(804) 371-0700
Fax: (804) 371-0773
Voice/TDD (804) 371-0772

Carl R. Peed
DIRECTOR

COMMONWEALTH of VIRGINIA

Department of Juvenile Justice

February 21, 2001

Dear New Detention Home Superintendent:

The purpose of this letter is to explain the relationship between your new facility and the Commonwealth of Virginia's Department of Juvenile Justice (DJJ). Also attached, for your planning purposes, is a "New Facility Checklist", which outlines those things that need to be done as you get ready to open.

The relationship between locally-owned or commission-owned detention homes and the State is a unique one. The Department of Juvenile Justice provides funding and serves as your regulatory agency. There are many ways in which you will interact with our Department.

Certification:

Pursuant to Section 16.1-309.9 of the Code of Virginia, juvenile detention facilities are required to adhere to standards developed and promulgated by the Department of Juvenile Justice. There are two sets of standards that detention homes are required to adhere to: "Standards for Interdepartmental Regulation of Children's Residential Facilities" (developed in conjunction with the Department of Education, the Department of Mental Health, Mental Retardation and Substance Abuse Services, and the Department of Social Services) and "Standards for Juvenile Residential Facilities" (promulgated by the Board of Juvenile Justice). You will be contacted by your Regional Certification Analyst, _____. He/she will provide you with copies of both sets of standards and technical assistance. Your facility must be certified by the Board in order for you to hold juveniles and receive State funding. The Certification Analyst conducts audits once every three years and monitoring visits twice a year. You should feel free to call on your analyst any time you have questions related to standards and/or certification.

Data Submission:

Pursuant to Section 16.1-309.10 of the Code of Virginia, juvenile detention facilities are required to submit data related to operations, including local child care days and admission/release data. DJJ has developed an automated system for collecting this required data. It is referred to as the Juvenile Tracking System (JTS). A Personal Computer (PC) and two printers (inkjet and lexmark) are provided by the Department to every detention facility throughout the State. Each detention facility is required to have an Internet Service Provider and a dedicated phone line, in order to "dial in" to our JTS. The equipment will be your property; therefore, you will be responsible for all maintenance. (I believe that the PCs have a three-year warranty with Dell.)

As you are aware, confidentiality of juvenile records is paramount. Several forms are required to be completed by each person needing access to the system. In addition, you and/or your designated staff will have to be trained on the system. All of the necessary forms and training are provided by the Department. Also, at that time, you will learn of the policies/procedures related to the timeliness of information. You will need to coordinate with me on both of those. The system is fairly new and is still evolving, so it is important to appoint a contact person from your facility for this project. Appointing a contact person will ensure that the lines of communication are kept open and constant.

Reimbursement:

As I am sure you are aware, the State participates in the funding of detention homes, both construction and operating. It is important for you to know how to access those funds. Below is an explanation of how to do just that:

Start-up Funding:

What is it? An amount approved by the Board, equal to one-twelfth of the State's share of your operating expenses. This amount was approved in the form of a motion, at the Planning Study stage, along with your construction, operating, and furniture and equipment. It is to be used for training of new personnel and other start-up activities.

How do I access it? You may access this funding approximately 60 days prior to occupying your new facility, once you have hired staff and begun training. In order to receive this funding, you will need to send me a letter stating that you have, indeed, hired staff and begun training, and include your anticipated date of occupancy. I will, in turn, forward your request to our Accounting Department for disbursement.

As soon as it is complete, you must submit a "package" that itemizes start-up costs (i.e., staff that has been hired, training hours).

Furniture and Equipment:

What is it? An amount approved by the Board, up to \$3000 per bed of occupancy. This amount was approved in the form of a motion, at the Planning Study stage, along with your construction, operating, and start-up funding. It comes in the form of a reimbursement for money spent on furniture and equipment for the new facility.

How do I access it? You will need to submit a reimbursement package, including invoices and copies of cancelled checks, totaling the amount that was appropriated for this purpose. In most cases, you spend more on these items than the State appropriates. Therefore, you only need to include those expenses which total your appropriated amount. (See the "Step-by-Step Manual" for further instruction.)

Operating:

What is it? An amount approved by the Board to be used as an "allowance for salaries and expenses" (Section 16.1-322.1 of the Code of Virginia). This amount was approved in the form of a motion, at the Planning Study stage, along with your construction, furniture and equipment, and start-up funding. In accordance with Section 16.1-322.2 COV, it is disbursed in quarterly payments throughout the fiscal year (July-September, October-December, January-March, April-June). It is referred to as your "block grant payment" since it is appropriated to the Department in this form.

How do I access it? Once you have occupied the facility, meaning you are now detaining juveniles there, you will need to notify me to access this funding. Upon confirmation that you are, indeed, operational, and upon confirmation from your Certification Analyst that you are ready to house juveniles, I will ask Accounting to disburse the appropriate quarterly funding, or portion thereof.

Construction:

What is it? An amount approved by the Board and the Governor in accordance with procedures established pursuant to Section 16.1-309.5 COV, as amended by the 2000 Session of the General Assembly. This amount was approved in the form of a motion, at the Planning Study stage, along with your operating, furniture and equipment, and start-up funding.

How do I access it? You will need to submit a rather lengthy reimbursement package (See "Step-by-Step Manual" and "New Facility Checklist" for detailed instructions.) Once the package has been submitted to the Department, it goes through several reviews. The reimbursement process can take from three to six months after the package has been submitted. If you need technical assistance assembling the package, please do not hesitate to contact me.

Additional Funding:

Detention homes may choose to participate in two other funding opportunities, administered by the Department:

Transportation Reimbursement: Pursuant to Section 16.1-254 COV, detention homes are responsible for transporting detainees to all "local medical appointments, dental appointments, psychological and psychiatric evaluations". There are limited funds, appropriated to the Department each year, to reimburse detention homes for this activity. A detailed plan must be submitted and approved by the Department in order to participate. If you would like more information on this, please contact me.

Mental Health Assessment Reimbursement: Pursuant to Section 16.1-248.2 COV, detention homes must perform a mental health screening at intake to "ascertain the juvenile's need for a mental health assessment". The mental health assessment is performed by the "community services board serving the jurisdiction where the facility is located" and "shall be compensated from funds appropriated to the Department of Juvenile Justice for this purpose". Currently, the Department will reimburse the community services board \$30 per assessment. A plan must be submitted and approved by the Department in order to participate. If you would like more information on this, please contact me.

State Ward Per Diems: Detention homes often house juveniles who have been committed to the Department of Juvenile Justice and are awaiting transport to the Reception and Diagnostic Center (RDC). Detention homes are eligible to receive reimbursement for the days that a juvenile is in their custody between the time that RDC accepts the juvenile and the time that the juvenile is transported to RDC. Please note that the day RDC accepts the juvenile is usually later than the day that the judge commits the juvenile. Currently, facilities may receive \$50 for each day that a juvenile is kept in their locality as a state ward. If a juvenile appeals his/her commitment or returns to the detention facility from the State to serve as a witness, the detaining jurisdiction is responsible for that cost. Reimbursement requests are submitted to me on a monthly basis. In the coming months, this report will be generated from the Juvenile Tracking System.

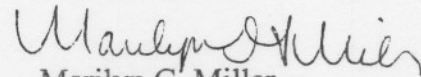
Additional Information:

Co-location: If a detention facility is located on the same grounds as a regional jail or shares services with that jail (i.e., laundry, food, medical), the facility is classified as "co-located". There are federal guidelines for such facilities. Any such facility must go through an approval process led by the Department of Criminal Justice Services (DCJS). You must notify Addie Williams at DCJS (804-786-0051).

Updates: Your official contact person at the Department of Juvenile Justice is the Detention Specialist. I have attached my card for your reference. If you have any questions, you should feel free to contact me. I communicate with the detention home superintendents via e-mail, written correspondence, and phone. I am usually present at every quarterly Virginia Council on Juvenile Detention (VCJD) meeting to provide upcoming information and to answer questions. Also, I try to visit facilities as often as I can. Please contact me with any concerns or questions that you may have. I am available to provide technical assistance as well.

I realize that this is a lot of information to take in, so I urge you to contact me with any questions you may have. I look forward to our working together!

Sincerely,

A handwritten signature in cursive script, appearing to read "Marilyn G. Miller".

Marilyn G. Miller
Detention Specialist

New Facility Checklist

State and Local Partnerships

CAPITAL OUTLAY	YES	NO	DATE	COMMENTS
Schedule Walk-through at Substantial Completion - coordinate with Detention Specialist				
Complete any tasks resulting from walk-through; send report to Capital Outlay via the Detention Specialist				
Receive verification from A/E firm that the project is complete and all necessary authorities have approved (i.e., fire official) - send letter to Capital Outlay via the Detention Specialist				
Receive from Capital Outlay walk-through approval letter - to be included in Reimbursement Package (see below)				
Submit "As-Built" record drawings and specifications in the form of printed copy, 35 mm microfilm, and auto cadd compatible diskettes to Capital Outlay via the Detention Specialist				
CERTIFICATION	YES	NO	DATE	COMMENTS
Establish contact with Regional Certification Analyst				
Coordinate review of Policy/Procedure Manual by Certification Analyst				
Schedule walk-through by Certification Analyst prior to operations				
Ensure that first audit is scheduled so as to obtain licensure for operation by the Board of Juvenile Justice (BJJ)				
Receive copies of BJJ Standards and Interdepartmental Standards				
Notify Certification Analyst if establishing a Post-Dispositional Program				
Have Certification Analyst review new employee files				
DETENTION SPECIALIST	YES	NO	DATE	COMMENTS
Notify 60 days prior to occupying to access start-up funding; prepare written request, including projected occupancy date; verify that training of new employees has commenced				
Notify Detention Specialist of preference for payment: electronically deposited or check. If locality wishes to have funding electronically transferred to an account, there are several steps that are required. That information will be provided to you, at your request, by the Detention Specialist.				

CAPITAL OUTLAY	YES	NO	DATE	COMMENTS
Submit plans if intending to participate in mental health assessment or transportation reimbursement opportunities				
Coordinate training for the Juvenile Tracking System (JTS), ensuring timely and accurate submission of required statewide data				
Submit JTS log-on account requests for designated personnel				
Submit Furniture, Fixtures, and Equipment ("FF,&E") reimbursement package				
For facilities with Post-Dispositional Programs, notify Detention Specialist - send program overview (including rated program capacity) and contact person information				
Submit names, phone numbers, mailing address of Superintendent, Assistant Superintendents, and Administrators				
Notify Detention Specialist of occupancy to receive block grant operating funding				
Receive copy of Code of Virginia - "Virginia Family and Juvenile Laws and Rules Annotated", Detention Contact List				
CONSTRUCTION REIMBURSEMENT	YES	NO	DATE	COMMENTS
Submit construction reimbursement request to the attention of the Detention Specialist in a three-ring binder, organized, including these items, in the following manner:				
1. DJJ Form LCR-008, <u>Project Completion Report</u> (Appendix 5a of the Step-by-Step Manual)				
2. A summary schedule of all construction expenses for each phase of the project.				
The summary schedule shall include the following:				
a. Vendor;				
b. Date of expense;				
c. Check number;				
d. Check amount; and				
e. Copies of all change orders.				
3. All start-up operational expenses shall be itemized separate from this package (see above)				
4. A separate summary schedule of all approved free-standing equipment purchased for start-up shall be submitted which includes the following (FF&E Package referred to above):				
a. Equipment;				
b. Vendor;				
c. Date of expenses;				
d. Check number; and				

Appendix 5

VIRGINIA DEPARTMENT OF JUVENILE JUSTICE

GUIDELINES FOR MINIMUM STANDARDS IN DESIGN AND CONSTRUCTION OF JUVENILE FACILITIES

JUNE 1, 1996

Revised July 1, 1996 for inclusion in "Guide Manual for new and Prototype Design & Construction of Secure Juvenile Facilities & Pre & Post Dispositional Group Home" - (The Guide Manual)

Revised January 10, 2001.

PROVIDED BY:

**THE OFFICE OF CAPITAL OUTLAY MANAGEMENT
VIRGINIA DEPARTMENT OF JUVENILE JUSTICE
P. O. BOX 1110
RICHMOND, VIRGINIA 23218-1110
PHONE: (804) 786-3772
FAX: (804) 786-1557**

TABLE OF CONTENTS

Part I - General Provisions (including applicable definitions).....	Page 2
Part II - Construction and Design of Secure Juvenile Detention Facilities.....	Page 6
Part III - Construction and Design of Pre & Post Dispositional Group Homes (including all less secure facilities).....	Page 34

INTENT

The Guideline Specifications contained in this document have been revised as of this date, January 10, 2001, to accomplish three (3) important goals:

- *To provide for program safety and security that is consistent with public safety.*
- *To reduce the cost of construction for localities and the Commonwealth.*
- *To reduce the size of facilities consistent with good programming.*

The rise of direct supervision (pod type) facilities has greatly enhanced the programming and classification potential of our juvenile detention facilities. As we plan and construct these facilities it must be with an eye towards creating an atmosphere that encourages direct child/staff contact. Environments that accomplish this allow for detained young people to interact with and learn from our staff as they cope with the adjustment to confinement. This role modeling is essential to the developmental needs of the one time as well as the serial detainee. The design of the facility and the materials and furnishings used send strong messages to detainees. We must design facilities that do not just prevent negative behavior but also promote positive change. It is critical, within the limitations of the detention home role, that we do all we can to promote the concept that the facility exists in part to facilitate their ability to make sound decisions about their lives.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

PREFACE

All references to the Board of Youth and Family Services and/or the Department of Youth and Family Services shall also mean the Board of Juvenile Justice and/or the Department of Juvenile Justice.

These Guidelines for Minimum Standards in Design and Construction of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facilities (Guide Specs) are the minimum permitted in Virginia for new facilities and shall be incorporated into the expansion and renovation programs.

They completed existing criteria published in the Virginia Uniform Statewide Building Code (VSUBC), State Health Department Regulations and American with Disabilities Act (ADA) and specific Board and/or Departmental standards for programming and operations of facilities.

Suicidal behavior shall be considered when designing and equipping each facility. Design requirements to reduce suicide and self-mutilation risks are presented throughout this document.

To meet the daily demands of the offender population and staff, facility design must provide for a number of essential operational, custodial and administrative and support functions. Operational space is needed for security posts, control station, visiting, intake, holding, processing, examining, clothing storage, laundry, food service, dining, waiting and reception areas for the public, and exercise (both indoor and outdoor). Administrative and support space is needed for general housing, isolation classification, counseling, support of volunteer programs, educational, library, medical supply receiving, mechanical equipment, storage areas, staff lounge, restrooms and administrative offices.

These Guidelines facilitate the Board of Youth and Family Services; Regulations for State Reimbursement of Local Juvenile Residential Facility Construction costs (VR-690-15-001).

Part I - General Provisions (including applicable definitions)

Part II - Construction and design of secure juvenile detention facilities

Part III - Construction and design of pre & post dispositional group homes
(Including all less secure facilities)

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

PART I

GENERAL PROVISIONS

§ 1.1 Definitions.

The following words and terms, when used in these standards, shall have the following meaning, unless the context clearly indicates otherwise:

"ACA" means the American Correctional Association.

"ADA" means the Americans with Disabilities Act, 1990 and subsequent final federal rules, regulations, and guidelines.

"Administrative area" means an area of the facility dedicated to maintaining the operation of the juvenile facility.

"Approved" means an item as approved by the Department of Juvenile Justice.

"ASHRAE" means the American Society of Heating, Refrigeration and Air-Conditioning Engineers' Standards.

"A.S.T.M." means the American Society for Testing and Materials.

"BOCA" means Building Officials and Code Administrators International, Inc.

"Capacity (Design Capacity)" means the maximum number of persons the facility has been designed to house.

"Central control" means a secured space that maintains the safety and security of the entire facility through electronic equipment for surveillance, communication, fire and smoke detection, emergency functions and regulation of ingress and egress to bedrooms, day rooms, corridors and other space within the facility.

"C.M.U." means a concrete masonry unit.

"Classification" means a room or area for short term holding for purposes of classification prior to being assigned to general population or other housing.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

"Classroom" means an area facilitating educational program(s) in accordance with applicable requirements of the Virginia Department of Education.

"Day room" means a secure area adjacent to a ward living area, with controlled access from the occupant living area, to which occupants may be admitted for daytime activities such as dining, bathing and selected recreation or exercise.

"Enlargement/Expansion" means to expand the current juvenile detention facility by the construction of additional area(s) as may be determined by need or as required by law or regulation.

"Facility" means a secure juvenile detention center (as defined in Part II) or a Pre & Post Dispositional Juvenile Facility (as defined in Part III), including buildings and site.

"Interior security walls" means security wall assemblies that subdivide or separate building areas or spaces within the security perimeter providing a deterrent against access to restricted areas and/or limiting occupants ability to move between secure building areas.

"Life safety operations" mean the function of certain electrical, mechanical and other building equipment provided for ensuring the safety of building occupants in a fire or similar emergency.

"MATV" means media access television.

"Natural lighting" means lighting available either by room windows to exterior or from a source within 20 feet, and visible from the room.

"New construction" means to build a facility to replace an outdated facility or to establish a facility as may be determined by need or required by law or regulation.

"Occupant" means any person admitted as a resident to the facility for supervision, care, training or treatment.

"Occupant housing area" means a single person room, multi-occupancy room, dormitory or group of such rooms (pod) which provide accommodations for sleeping, approved personal effects, and personal hygiene. (This definition is not meant to have the same use as in VSUBC to determine occupancy levels)

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

"Renovation" means the alteration or other modification of an existing facility or piece of equipment for the purpose of modernizing or changing the use or capability of such facility or equipment as may be determined by need or required by law or regulation. Renovation does not include work on or replacement of a facility or equipment that may be generally associated with normal wear and tear and included in routine maintenance. Renovation renders the facility, item or area superior to the original.

"Repair" means the correction of deficiencies in a facility or equipment which have either been damaged or worn by use, but which can be economically returned to service without replacement.

"Replacement" means the construction of a facility in place of a like facility or the purchasing of equipment to replace equipment which has been so damaged or outlived its useful life that it cannot be economically renovated or repaired.

"Routine maintenance" means the normal and usual type or repair or replacement necessary as the result of periodic maintenance inspections or normal wear and tear of a facility or equipment.

"Sally port" means a safety vestibule as a defined defensible space that promotes security by the use of two or more interlocking doors or gates. Sally ports shall be used in all passages through the building's secure perimeters.

"Secure area" means all spaces accessible by juveniles within the facility, including but not limited to sleeping rooms, secure pods, day rooms, dining, corridors, education and academic activity areas, admissions areas, multipurpose recreation areas, intake areas, medical areas, counseling/treatment areas, and interior courtyards. The secure area is defined by a secure perimeter.

Secure Juvenile Detention Centers - are community-based, physically restricting, residential programs which provide temporary care for children held in lawful custody pending court disposition or placement.

"Security perimeter" mean the limits of the areas within the facility where walls, floors and roofs/ceilings are used to prevent egress by occupants or ingress by unauthorized persons or contraband.

Note: Any area an occupant has routine access to shall be considered within the facility's secure perimeter.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

"Sleeping room" means any occupant cell, furnished with a bunk and stainless steel toilet fixtures. Also refers to intake or holding cells. See Section 2.76.

"Supervision" means the act or process of performing watchful and responsible care over occupants in one's charge.

"Temporary holding room/area" means a room used to hold one or more persons temporarily while awaiting processing, booking, court appearance, or discharge, or a room used temporarily to hold one or more persons until they can be moved to housing areas.

"Vehicular sally port" means a drive-in or drive-through made secure preferably by remotely controlled electrically operated interlocking doors or gates for entrance and exit. It is normally located in close proximity to the facility intake area.

END OF PART I

PART II

CONSTRUCTION AND DESIGN REQUIREMENTS FOR BUILDING MATERIALS, EQUIPMENT AND SYSTEMS FOR SECURE JUVENILE DETENTION CENTERS

Article 1 General

Intent: The intent of Article 1 is to provide the user of this document with an overview of what constitutes a secure facility, built in accordance with all applicable laws and regulations.

§ 2.1. Building Systems Secure Construction.

In accordance with these documents, the strength, safety and durability characteristics of

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

the building materials, equipment, and systems shall support close custody operation. The various components, which make up a security barrier or system, shall be comparable and compatible. The security perimeter of a juvenile detention facility is composed of a complete security envelope consisting of walls, roofs, floors, ceilings, doors, door locks (and other hardware), windows, and glazing.

§ 2.2. Conformity with laws and regulations.

All construction shall conform to the current Virginia Uniform Statewide Building Code (VSUBC), Americans with Disabilities Act (ADA) and other applicable laws, rules and regulations, and all operational standards set forth by the Virginia Board of Juvenile Justice. All work shall be in accordance with acceptable design and construction practices, and material shall be installed in accordance with manufacturers' recommendations.

Where two standards conflict, the higher level standard shall prevail.

Article 2
Structural systems - walls, floors, roofs, ceilings

Intent: The intent of Article 2 is to provide structural requirements which restrict the unauthorized movement of residents; and discourage and prevent unwanted activity.

The intent is to provide guidelines for creating a secure perimeter to act as a barrier for unauthorized behavior while balancing the need for an environment that is conducive to treatment/services.

Once a secure perimeter has been established, the interior wall and ceiling construction should be of durable materials that are easily repaired or inexpensively replaced. The purpose of walls, as barriers, is to retard unauthorized movement until staff can respond or to define specific use space such as classrooms, dining room, corridors, gymnasium, and other supporting service areas. Materials, surfaces and colors that reduce an institutional appearance are encouraged.

§ 2.3. Walls systems - general.

Walls encompassing areas occupied by occupants without constant supervision shall provide a secure barrier to prevent unauthorized access. Wall construction shall provide

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

a deterrent against penetration through the building's exterior or interior walls. Arrangement of walls should maximize sight lines to the greatest extent possible.

§ 2.4. Walls Construction.

Exterior and interior walls shall be masonry, concrete, or other approved fire-resistive building material of equal strength and durability.

§ 2.5. Concrete.

Concrete for exterior and interior walls may be cast in place or precast reinforced high strength concrete, minimum of 4,000 p.s.i. compressive strength (28-day strength). Minimum thickness shall be four inches.

§ 2.6. Masonry Mortar specifications.

All masonry mortar shall be type "M" 2,500 p.s.i. mortar.

§ 2.7. Masonry - perimeter security

Exterior and interior walls or partitions that serve as perimeter security, shall be, at minimum, light weight C.M.U. and be a minimum of eight inches nominal thickness with horizontal metal wall reinforcing, spaced not more than 16 inches on center starting eight inches above finish floor and with minimum vertical wall reinforcing of No. 4 reinforcing steel bars not more than eight inches on center the entire height of the wall. Hollow masonry block cell cores shall be filled solid with concrete or coarse grout in accordance with A.S.T.M. C476. Walls that surround secure interior courtyards are exempt from this requirement and from Section 2.3, entitled "Wall systems - general". * see section 2.134 fencing.

§ 2.8. Doweled masonry blocks in perimeter security walls.

When security walls do not rest on a concrete footing located below the level of the finished concrete floor slabs, the first row of masonry block wall construction shall be doweled into the concrete floor slabs using minimum of No. 4 reinforcing bars spaced a maximum of eight inches on center. Dowels shall extend a minimum of three inches into concrete slab and shall be 12 inches in length. Cores of block shall be filled solidly with mortar, grout or concrete. Where top course of masonry block is not doweled into upper roof/ceiling, secure partition with steel angles located on both sides. Typically, the air space between secure walls systems and exterior finishes (brick or other approved

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

systems) shall be insulated to meet BOCA Thermal Resistance Standards.

§ 2.9. Interior security walls.

Interior security walls separating secure building areas shall be extended up to the underside of roof or floor construction. Exceptions: Interior security walls need not continue to the underside of the roof or floor if an area is under constant supervision by a control station or CCTV, has a secure ceiling, and is not one of the following:

- 1) A wall separating housing units, area or pod
- 2) A wall enclosing a control room
- 3) A wall enclosing a sleeping room, holding cell, or a special purpose room (i.e., holding, intake)

§ 2.10. Interior exposed walls and partitions.

1. All interior exposed walls and partitions in security areas shall have a smooth hard finish, properly sealed and painted with a washable type paint or other approved durable finish with a flame spread rating or 25 or less (A.S.T.M. E-84).

2. All vertical and horizontal outside, corner, intersections of floor-wall, or wall-wall located within seven feet of floor, shall be provided with a bullnose radius (3/4 inch or greater) as a secure, integral part of the construction.

3. Acoustic controls shall also be installed, where feasible. Sound wave absorption and diffusion capabilities shall be incorporated into the interior design of areas where groups of people congregate (i.e., education, recreation, multipurpose, dining, day rooms).

§ 2.11. Masonry walls in sleeping rooms and central.

Sleeping rooms, the central control station, or any other occupant area that is not under constant supervision, shall comply with the requirements of section '2.7 of this document except that reinforcing bars shall be spaced not more than 16 inches on center; however, reinforcing bars may be eliminated altogether if block cores are filled solid with 5,000 p.s.i. concrete or grout. Common walls between occupant housing rooms may utilize 6-inch block. However, six inch block will require reinforcing bars.

§ 2.12. Doweled masonry in interior security walls.

Masonry, which is doweled or tied into floor and roof/ceiling surfaces, shall comply with the requirements of subdivision ' 2.8. of this section except that dowels shall be spaced not more than 16 inches on center.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.13. Floor systems.

All floors shall be concrete including supported slabs and slabs on grade. Slab on grade floors shall be five inches minimum thickness.

§ 2.14. Floor surfaces.

All floor surfaces shall be of a durable, low maintenance and/or, non-absorptive materials. Floor surfaces, if concrete, shall be finished with a sealer and hardener. Carpeting may be utilized anywhere throughout the facility, with the exception of sleeping rooms. However, if carpeting is used in housing units or pods, a plan must be submitted and approved which adequately addresses prevention of water damage. Additionally, vinyl base molding is not recommended.

§ 2.15. Roof and ceiling systems.

The roof and ceiling assemblies above secure areas shall provide a secure barrier to prevent access to the area above the ceilings and shall provide a roof construction, which will provide a deterrent against the penetration of the structure from both the interior and exterior of the building. The space above the ceiling should be subdivided to prevent movement from one area of the facility to another within this space.

§ 2.16. Roof and ceiling slab construction.

Standing seam metal roofs, with a pitch or slope equal to or greater than 4" rise per 12" horizontal, is preferred. (This design provides a less institutional appearance and the attic space created by the pitched frame, provides space for mechanical equipment). Other standard roofing systems (4-ply built-up, and single ply membrane systems) may be approved by the office of Capital Outlay Management, Department of Juvenile Justice where attached to existing buildings and other design issues must be considered. System assembly, for security purposes is to be approved by the Department of Juvenile Justice.

§ 2.17. Suspended Grid system ceilings.

Suspended ceiling systems, including acoustical type, when approved by DJJ, may be used in areas when ceiling height is not less than ten feet. Where suspended ceilings are approved for use, ceiling hold down clips shall be used in all occupant accessible areas. Occupants must be under constant and direct supervision in any area where ten-foot suspended ceilings are in place.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.18. Ceilings in other than security areas.

Ceilings in spaces other than security areas, which are not accessible to occupants, shall be permitted to be of the suspended and acoustical type (suspended below the bottom of structural members).

§ 2.19. Space above ceiling.

All access to the space above the ceiling surface, in occupant rooms, shall be protected by metal access panels equipped with mogul cylinder keyed locks.

§ 2.20. When exposed roof requires ceiling.

A ceiling shall be provided when roof construction other than concrete is less than 15 feet above finished floor level of an occupant occupied area. Exposed roof structure may be approved by the Department of Juvenile Justice when located more than 15 feet above floor level and not accessible to occupants.

§ 2.21. Alternate ceiling construction assemblies. (If not opting for § 2.17.)

The following are alternate acceptable ceiling construction assemblies that may be used in detention facility areas with the exception of secure *sleeping* rooms, control stations, sally ports, and medical housing. Examples of previously approved alternates are as follows:

1. Three inch concrete on 16 gauge steel form or decking on concrete or steel supporting members; and
2. Three inch concrete with 6" x 6" x 10 gauge wire fabric on a 22-gauge steel form or decking on concrete or steel supporting members.
3. Sheetrock sandwiching security mesh or acoustical security ceiling tiles / panels.
4. 18 gauge expanded metal attached to framing and then covered with 2 layers of sheetrock.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

Article 3

Doors and frames - security and non-security type

Intent: The intent of Article 3 is to provide guidelines for doors and frames that will withstand excessive use and abuse consistent with the area to be served.

§ 2.22. Security doors

Security doors (i.e. sally ports, control stations, housing units, stairwells, sleeping rooms doors, security perimeter, and emergency exit doors) shall be detention-type security hollow metal doors that are, at minimum, two inches thick with minimum 14 gauge steel face sheets and internal metal stiffeners. Security hollow metal doors shall meet the static load and rack (twist) test requirements of NAAMM (National Association of Architectural Metal Manufacturers) Standard. Sliding doors are discouraged except where required by code.

§ 2.23. Sleeping room doors.

Sleeping room doors and security doors, serving as smoke and fire compartment separations, shall be equipped with vision panels (5" wide, maximum width, and a minimum area of 80 square inches) that are equal to or greater than the security and safety level of the adjacent locations. One sleeping room doors per housing unit (to include intake/holding/receiving area) shall be equipped with voice portals and lockable food passes.

§ 2.24. Security Door frames.

Doorframes associated with security doors shall be 14-gauge steel minimum.

§ 2.25. Non-security doors.

Non-security doors shall be durable considering the constant use or abuse they will receive in a detention environment. They shall be steel commercial type 1-3/4 inches thick minimum hollow metal doors with 16 gauge face sheets, frames shall be 16 gauge hollow metal or equal. Solid core, fire treated wood doors are an acceptable alternative as a non-security door.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.26 Miscellaneous door design features.

1. Glazed view panels shall be provided in all doors where required for security purposes.
2. Where doors, frames and hardware are required by the building code to be fire rated construction, such construction shall not reduce or compromise the security requirements.

§ 2.27. Sally ports.

Sally ports shall be provided at all passages through the building's secure perimeter.

§ 2.28. Sally port remote control.

Sally port locking and unlocking shall be remotely controlled from a secure control station and shall be equipped with manual override.

§ 2.29. Emergency evacuation doors.

Exterior security doors used solely to meet emergency evacuation requirements are not required to be sally ported; however, securing the area to be used for evacuation is required.

§ 2.30. Doorframe anchors.

Doorframes shall be anchored securely to construction in which they are installed in order to withstand the extreme use and abuse to which doors will be subjected.

§ 2.31. Security frames.

Security frames shall be completely filled with type "M" mortar.

§ 2.32. Door hardware.

All door hardware (hinges, closer, locks, glazing frames, etc.) shall be of adequate strength and service quality consistent with the applicable occupant use. All sleeping room doors shall open inward.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

Article 4
Locks and Locking Systems

Intent: The intent of Article 4 is to provide guidelines for locks and locking systems that will withstand excessive use and abuse consistent within the area to be served.

§ 2.33. General

Locks and locking systems shall provide a level of performance consistent with the level of security, control, safety, and durability required, and the type of surveillance utilized. The security and durability of the locks and locking systems shall be comparable and compatible with that of the doors, frames or gates in which they are installed. All electrically remote operated doors discussed herein shall be equipped with a manual override feature.

§ 2.34. Manual operation.

Juvenile housing locking systems shall be manually operated devices in which a door is initially unlocked or released by remote action (electrical or pneumatic) but which further opening or closing of the door is done manually.

§ 2.35. Vehicle sally port gates.

Vehicle sally port gates shall be capable of being operated and locked from a remote location, with provisions for manual operation and locking when power is off.

§ 2.36. Key operated locks.

Lock operation and size of lock bolt shall be compatible with the frequency of operation, the construction of the door and frame, the level of security required, and the type of surveillance utilized.

§ 2.37. Mechanical locks.

Mechanical locks mounted on swinging doors shall provide for deadlocking or slam locking with automatic deadlocking.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.38. Electro-mechanical or Pneumatic Air locks.

Elector-mechanical or pneumatic door locks shall be mounted on the doorjamb and shall provide for slam locking and remote, electric unlocking.

§ 2.39. Holding and segregation room lock design.

In holding rooms and segregation rooms, locking devices shall provide a high degree of security equal to or greater than #120 Type Locking Device.

§ 2.40. In all other "Secure" areas other than holding and segregation rooms.

Lever tumbler or mogul cylinder locks shall be used. Such locks may be used as electric locks with manual override.

§ 2.41. In "Non-Secure" areas of the facility *inside the security perimeter*.

Normal commercial grade cylinder locks or security type mortise locks may be used depending on security level or frequency of operation anticipated.

§ 2.42. Controls required.

Controls shall be provided to operate the locks and locking devices in the required modes.

§ 2.43. Compatibility with locks and locking devices.

The switches, relays and other devices shall make up a control system compatible with the locks and locking devices and shall be capable of providing the switching necessary to satisfy all desired operational modes.

§ 2.44. Control Station.

The central control station shall be designed to the highest security level of facility. The station shall maximize sight lines and observation of controlled areas. The station shall be equipped with "pass throughs" to permit items to surrounding areas and voice portals to permit communication without opening doors. The station shall provide access to a toilet and hand sink without exiting the station. A means of secure egress must be provided in a vertical or horizontal manner approved by the Agency. Individual unit control rooms are exempt from this section.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.45. Control panel.

A control console or panel shall be designed to display all switches to the operator. Installed in a secure area (i.e. control station), the console shall be equipped with a switch for each door, a group switch for each wing of the building, and switches for the corridor and sally port gates which control access to those wings. All secure area lighting shall be master controlled from the control station (See secure sleeping room night lighting). There shall also be a switch to deactivate the console whenever the staff must leave their station.

§ 2.46. Status indication.

Status indicator shall indicate the closed and locked position of gates/doors.

1. Sliding gates/doors shall have indicated the deadlocked position of the gate/door and the locked position of the front or rear locking bar.
2. Swing gates/doors with jamb mounted electric release locks shall have indicated the closed position of the gate/door, the projected position of the lock bolt and the depressed position of the dead lock roller bolt. Note: The security Control Console Panels will actuate switching functions and annunciate secure and unsecure status conditions of the security devices. The exact types of control panel switches and annunciation indicators shall be compatible with the type of control panel technology being used. An appropriate reference for control panel technologies is the ASTM-F 33.06b: Standard Guide for Selection of Security Control Systems

§ 2.47. Fail-secure in power failure.

In the event of a power failure the locking system shall be fail-secure. A fail secure system is held mechanically locked and only releases with electric, pneumatic, or mechanical assistance.

§ 2.48. Emergency release provisions.

Emergency release provisions shall be made for unlocking or gang-release of sleeping room doors in case of fire or other emergencies.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.49. Emergency electric release.

Automatic emergency power from a backup generator (internal combustion engine) shall be required for door systems equipped with electronic release in case of power failure.

Article 5
Windows

Intent: The Intent of Article 5 is to provide guidelines for windows that are non-institutional in appearance, limit both unauthorized ingress and egress, and provide high levels of natural light and visibility.

§ 2.50. General.

Performance requirements and criteria for the selection and intended use of windows shall include the following considerations: security, natural lighting, ventilation, and weather protection.

§ 2.51. Security type windows.

Windows which are to be installed in the building perimeter security (exterior and interior walls and skylight assemblies) shall be security type windows of one or more of the following types: fixed windows, awning windows, and protected air vent windows.

§ 2.52. Fixed windows.

Fixed windows shall have a steel frame to retain the glazing. Security is obtained through the use of security glazing and limitations on the size of openings. Frames fabricated from steel angles or manufactured heavy gauge security hollow metal frames, or stainless steel frames are acceptable.

§ 2.53. Awning windows

Awning windows shall have horizontal, tool resisting steel bars spaced maximum of 6 inches on centers concealed within the head of the frame sill. These bars shall extend from jamb to jamb and connect into vertical tool resisting bars concealed in the side frames thereby forming a security grille.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.54. Protected air vent windows.

Protected air vent windows provide a large fixed glazed area and shall incorporate a hinged air vent, which is protected by an integral slotted interior grille or security screen. The air vent is operated in a continuous opening and closing cycle by rotating a cone or operating handle in either direction.

§ 2.55. Non-security windows.

Non-security windows may be used in an exterior security wall to provide a non-institutional appearance. When such windows are used, however, the window opening shall be protected by steel bar grillage, security frame, and glazing assembly comparable to the security assemblies described herein.

§ 2.56. Natural light.

Architectural design for high levels of natural light shall be provided. South facing clear story design with double paned non-openable security glazing located more than 14 feet above access structure is recommended. However, skylights and individual sleeping room windows, all of which are in compliance with Section 2.59, are acceptable.

§ 2.57. Security features for all openings.

All openings (such as windows, louvers, duct and pipe penetrations, and skylights) greater than five inches one way penetrating the security perimeter walls, floors or roof must be able to resist such abuse as tested for in A.S.T.M. F1233. Duct, pipe and louver penetrations of interior security partitions shall be protected as required for openings in security perimeter walls.

§ 2.58. Removable glazing stops.

Removable glazing stops shall be applied wherever possible on the side opposite the occupant occupied area to avoid tampering. Where stops must be placed in an occupant area, they should be secured with an ample number of strong, properly installed, tamper-proof fasteners of design approved by the Department of Juvenile Justice. Junctions of horizontal and vertical glazing stops must be welded to prevent removal of portions of stop members.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.59. Stainless steel wire in exterior windows.

All exterior windows in security areas, which are capable of being opened, must have additional protection of stainless steel security screen with openings no larger than 1/8 inches. Windows capable of being opened are not allowed in areas where occupants are not under full time supervision.

Article 6
Glazing

Intent: The intent of Article 6 is to provide guidelines for glazing not a part of the secure perimeter, sleeping rooms, or the control room, that may be of a non-secure nature but must be safety glass, tempered glass, or annealed glass. Interior glass openings are encouraged to improve security through enhanced visibility.

§ 2.60. General.

Glazing materials and assemblies selected for applications within detention facilities shall exhibit the following performance characteristics: resistance to ballistic attack, resistance to physical attack, durability, fire-safety, and installation.

§ 2.61. Performance to meet security, energy efficiency and use needs.

Glazing and glazing assemblies should provide a level of performance against ballistic and physical attacks, which are consistent with the level of security and safety, required and the type of surveillance utilized. The level of glazing resistances selected shall be consistent with the resistances of the surrounding walls, louvers, and other building components. Additionally, the thermal and emissivity characteristics must comply with ASHRAE 90.1. Glazing in interior doors and walls shall be optimal to enhance visual observation and supervision.

§ 2.62. Security design considerations

Key considerations where glazing is used, such as windows and doors in housing units, day rooms, corridors, control rooms and stations, sally ports, visitation areas, are:

1. Whether or not penetration of that glazing will compromise security and allow passage of contraband;

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

2. Degree of staff supervision or surveillance and
3. Anticipated amount of vandalism.

§ 2.63. Glazing in control areas.

As penetration of glazing in control rooms and stations will jeopardize security, glazing in these areas shall be able to withstand such abuse as tested for in A.S.T.M. F1233. Where control room windows are adjacent to uncontrolled public space(s) or the exterior of the building, glazing shall be rated for ballistic attack resistance as required by the nature and location of the facility.

§ 2.64. Glazing in "secure" areas of the facility.

In the "secure" areas of the facility, glazing shall have adequate physical attack resistance to prevent penetration for a time sufficient to allow staff to respond to riots or other emergencies. The assembly shall be able to withstand such abuse as tested for in A.S.T.M. If a glazed opening is less than five inches in one direction or the opening is protected by concealed steel bars or rods (bar grille), physical attack glass is not required, but vandalism and subsequent maintenance shall be important considerations for the selection of glazing and glazing assembly (i.e., safety glass, tempered glass, annealed glass).

§ 2.65. Voice communication through glazing.

Where voice communications through the glazing is required, a system utilizing vandal resistant individual speakers, and microphones, intercom, or telephone shall be specified.

§ 2.66. Glazing in areas subject to abrasion and scratching.

Where glazing is used in areas subject to abrasion and scratching, glass, glass-clad, or mar-resistant material shall be used.

§ 2.67. Fire resistance.

Fire resistance, and flame spread of glazing materials, and the size of openings and area of glazing materials and assemblies must be in accordance with applicable codes and standards.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.68. Ratings of glass.

Ballistic and physical attack testing rating of glass shall be based on testing from a certifiable testing laboratory as approved by the Department of Juvenile Justice.

§ 2.69. Excluded forms of glass.

Plate glass, float glass, and other conventional glass other than wire glass shall not be used in any openings located in the secure perimeter or in any walls, partitions, door, or other openings within the area enclosed by the secure perimeter.

Article 7
Secure housing units

Intent: The intent of Article 7 is to provide space, lighting, and architectural features and/or requirements that promote a safe and humane environment for staff and residents.

§ 2.70. Separation of males and females.

Secure housing shall be arranged and constructed to ensure the physical separation by normal sight and sound of male and female occupants.

§ 2.71. Groupings of sleeping rooms.

"Secure" housing shall be designed as groupings of single or double (see § 2.75) rooms with common day rooms to afford protection for juveniles requiring close supervision. The number of occupants depends upon the degree of surveillance and security provided. Housing units shall be design to maximize staffing efficiency.

§ 2.72. Space requirement for sleeping rooms

All individual rooms shall be constructed to contain no less than 80 square feet of living space and have a ceiling height no less than ten feet. Double occupancy rooms shall have 120 feet per room. Ten percent of sleeping rooms may be constructed for double occupancy. However, rated capacity of facility may not exceed Board-approved capacity. Sleeping rooms shall be configured to incorporate a day room or activity space which

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

contains no less than 30 square feet of space for each occupant served, not including sally ports, showers, or toilets.

§ 2.73. Sleeping Room requirements.

All rooms shall be provided with artificial light, correctional type security toilet and lavatory fixtures with recessed push button controls (no curved waterspouts,) hot and cold running water, a stationary / concrete-slab type bed (with 1 inch radius edges), adequate ventilation, and other items as may be required by codes and/or standards.

Where provided in sleeping and in isolation rooms, tables and benches shall be secured.

All sleeping rooms shall have an intercom for two-way communication.

§ 2.74. Facilities accessible to dayroom.

Each day room shall be accessible to a shower, toilet, lavatory with hot and cold water, drinking fountain, or lavatory equipped with bubbler, tables, benches. Tables and seats shall be loose or stationary as per the security level of the dayroom areas or as directed by the facility.

§ 2.75. Lighting

Natural light is required in all new dayroom areas. Facilities shall be designed to provide an average of 20-foot candles throughout. The actual measurable natural light levels vary depending on climate conditions, position of the sun, and positioning of the facility. These design considerations shall also apply to renovation projects that provide new housing.

Artificial light is required in all sleeping rooms to be a minimum of 30-foot candles (at desktop height). All light fixtures shall be of the secure type/suicide preventive in design, and shall be mounted on the ceiling; or wall-mounted where the ceiling and wall intersect. All wiring shall be concealed.

§ 2.76. Indoor activity area (s)

Total indoor activity area requirements, which include the gymnasium, multi-purpose room(s), library, arts and crafts room(s) and all other leisure areas, except those in the living unit, shall be of a minimum aggregate size of 100 S.F./occupant. Sizes of multi-purpose areas shall be sufficient in size to allow for the program served.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.77. Architectural design.

Protrusion-free architectural design equipment (to prevent self-destructive acts or accidental injuries), and furnishings selection, and special management units or rooms shall be incorporated into secure housing unit design.

Article 8

Administrative, Medical examination, Reception and Release areas

Intent: It is the intent of this Article to promote visibility and proximity to detainees to encourage interaction and provide for staff and resident safety and security. Special purpose areas whether for staff, detainees, or visitors should be designed and located in such a manner that they are visible from other parts of the facility to the extent possible.

§ 2.78. Intake, holding, and processing.

The reception and release area shall be located within the secure perimeter of the facility but outside the occupant housing area. Reception and release shall be separated from the housing area by an interior security wall.

§ 2.79. Reception and release area requirements.

The reception and release area shall be constructed to provide for the following: control station, temporary holding area(s), classification holding area(s), booking area, records area, property storage, and clothing storage.

§ 2.80. Reception and booking space requirements.

Reception and booking shall provide space for search and shower, clothing storage and issue, photograph and fingerprint, medical exam, classification, orientation, interview, and telephone calls.

§ 2.81. Medical examination area.

The medical examination area shall have adequate lockable cabinets and storage; sinks with motion-operated/lever-operated/foot operated controls, privacy screens, and a toilet and urinal. Toilets shall be correctional type secure units. The exam area shall include a desk and administrative space for medical professionals. The medical examination area,

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

waiting area, and all holding areas shall be equipped with negative pressure exhausting ventilation systems to minimize infectious disease exposure within the intake processing area.

§ 2.82 Number of holding areas.

There shall be one holding area provided for each ten design capacity beds with a minimum of two holding rooms for each facility. These rooms, or areas, shall be capable of full time CCTV camera monitoring and/or constant direct line-of-sight observation from a staff/nurse control station. There shall be no exception for any blind spots.

§ 2.83. Holding area requirements.

Each holding area shall:

1. Be constructed to contain a minimum of 15 square feet per occupant; however, no single area shall contain less than 35 square feet;
2. Be sufficiently open, using security glazing and surveillance cameras, to permit observation of all areas;
3. Contain a concrete slab type bench or bunk.
4. Correctional type security plumbing fixture(s) with sanitary bubbler, push-button concealed controls, hot and cold domestic water supply shall be accessible to the holding areas. Provisions for privacy shall be provided.
5. Receive lighting from a maximum security/suicide preventive fixture of sufficient intensity to permit sight supervision;
6. Be heated and ventilated in accordance with Building Code requirements, with detention and suicide prevention style air distribution grilles located as inaccessible to residents as possible.

§ 2.84. Control of reception and release area.

The reception and release area shall be controlled from a secure control station where monitoring equipment will be located to control functions of this area.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.85. Interview room.

Classification should include an interview room with space for an officer and counselor. The interview room shall be large enough to seat three persons.

§ 2.86. Storage of personal property.

Storage of occupant personal property shall be provided, at 9 cu. ft. per occupant.

§ 2.87 Adjacent areas.

Areas located adjacent to the reception and release area, but outside the security perimeter, include the vehicular sally port, *visitor* waiting room, and personnel sally port. The vehicular sally port and personnel sally port shall be provided with weapons' lockers equipped with individually locked compartments.

§ 2.88. Security design.

The facility design shall facilitate the maintenance of physical plant, operational, and staff security.

§ 2.89. Administration space outside resident occupied areas.

The facility shall provide space consistent with the size of the facility for administrative, program, and clerical personnel. Additional administrative areas must be specifically approved by the Department of Juvenile Justice. Adequate space for equipment, records, and supplies shall be provided to meet established and projected needs. These spaces shall be located outside the secure areas of the facility. Administrative space shall also include a staff lounge with toilet and showers. It is essential that this area be adjacent to the secure area to encourage contact between administrative/treatment staff and residents. Secure perimeter glazing is encouraged for ongoing visual contact between administrative staff and residents.

§ 2.90. Office space within the security perimeter.

Space shall be provided within the security perimeter for the counselor's office, teacher's office, and other offices as the program for the facility requires.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.91. Floor area required.

The floor area provided for administration space shall comply generally with the "Guidelines for the Utilization of Office Space" published by the Virginia Department of General Services.

§ 2.92. Public areas.

Public areas of the facility shall be located outside the security perimeter. Public access to the building shall be through a main entrance. The public shall not have uncontrolled access to enter the security perimeter.

§ 2.93. Waiting area.

A waiting area with appropriate information signs and provisions for handicapped visitors shall be provided for the public and shall be so situated that it does not interfere with general office routine. The public waiting area shall include sufficient seating, drinking fountains, restrooms and lavatories. Restrooms provided with floor drain and hose bib are recommended. Provision of public telephones is suggested.

§ 2.94. Facility visiting area(s)

Visitor accommodations shall be designed to provide flexibility in the degree of physical security and supervision commensurate with security requirements of variously classified occupants, including:

1. Space for contact visits between families and youth who have not demonstrated behavior which would jeopardize reasonable security;
2. Provisions for handicapped visitors;
3. Provisions shall be made for non-contact visitation that allows for physical but not visual or auditory separation. A minimum of one is required;
4. A secure private area for contact visits from law enforcement officers, attorneys, clergy, and probation and parole officers;
5. Lockers in the lobby, or other convenient area for storage of handbags or other articles which cannot be taken into the visiting area.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

6. Shake down areas for entering visitors and occupants before re-entering other security areas.
7. Installed walk-through metal detector, generally located in the personnel entrance (lobby) for use by visitors and staff.

§ 2.95 Exterior areas.

All exterior areas shall be adequately lighted. All lighting accessible to residents must be secured.

§ 2.96. Storage.

In addition to storage required for specific areas, the following shall be provided based upon facility capacity:

1. Secure storage for occupant and staff's personal property;
2. Storage for occupant clothing, linens, towels, etc;
3. Storage for recreation and related equipment, located near indoor and outdoor recreation areas;
4. Secure storage for medical supplies, including safe storage of hazardous and/or medical waste shall be provided outside the living area;
5. Storage for extra occupant mattresses and bunks;
6. Secure storage for janitorial supplies in janitor's closets located conveniently to areas services;
7. Secure storage space for security equipment, restraining devices, chemical agents, etc.
All storage areas shall be inaccessible to occupants and/or strictly controlled by staff.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

Article 9
Food Service and Laundry

Intent: The intent of this article is to provide for health and safety standards in compliance with health and building codes. In addition, the intent is to provide adequate barriers between residents and areas of the building they are unauthorized to enter

§ 2.97. Kitchen

If a kitchen is provided, it shall be equipped to meet the standards of the Department of Health and shall:

1. Be designed to serve the facility's maximum population capacity, including consideration for projected future expansion;
2. Have a floor area of 10 square feet per facility occupant to be served, but not less than 200 square feet.
3. Be located with consideration to ease the serving of occupant population and where supplies can readily be received without breaching security.

§ 2.98. Food pass.

If a food pass is provided between the kitchen and housing area, it shall be protected with grille and a steel door with a secure detention lock.

§ 2.99. Accessible toilet facilities.

Toilet facilities with wash basin shall be located within easy access for food service staff.

§ 2.100. Janitor's closet.

A janitor's closet and mop sink for exclusive use in the kitchen shall be located within the kitchen area.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.101. No wooden surfaces in kitchen.

Equipment such as counters, worktables, or shelving with wooden surfaces shall not be allowed in kitchen.

§ 2.102. Floor.

The floor in the food service areas shall be of a material that is impermeable, will withstand food spillage, and is easily cleaned. The use of quarry tile set in an acid and alkali resistant grout and setting bed is recommended. Non-skid surfaces are also recommended.

§ 2.103. Secure storage.

Secure storage space of adequate size and type to accommodate perishable, frozen, and bulk dry food storage, shall be provided. All built in and walk-in frozen food storage spaces must also be able to unlock from inside.

§ 2.104. Dining area.

If a dining area is provided, a minimum of 15 square feet shall be provided for each occupant the area is designed to serve at any one time. It is recommended that seating be designed for staff and detainees to eat together.

§ 2.105. Dining area floor.

If a dining area is provided, floor finish shall be of material that is impermeable, will withstand spillage, and is easily cleaned. Carpeting may be utilized if designed to repel spillage.

§ 2.106. Dining area furnishings.

Furnishings (tables, benches, etc.) shall be securely attached to building structure, or be of sufficient size and weight to prevent throwing or other similar mis-use.

§ 2.107. Laundry.

If laundry is provided, each facility design shall include sufficient space for commercial grade laundry equipment. Building finishes shall be as approved for kitchen areas.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.108. Supply storage.

There shall be sufficient secure storage area for the laundry.

Article 10
Mechanical, Plumbing, and Electrical

Intent: To insure that mechanical, plumbing, and electrical installation is designed to enhance facility safety.

§ 2.109. Mechanical rooms.

All primary mechanical equipment rooms (plumbing, heating, air conditioning, sprinkler, and electrical) shall be accessible from outside the occupant area.

§ 2.110. Emergency power source.

An emergency power source shall be provided sufficient to sustain security control systems, as a minimum, life safety operation, night lighting, refrigerators, freezers, and heating and ventilation systems.

§ 2.111. Ventilation.

All facilities shall be designed to provide adequate ventilation and air-conditioning as required by the ACA, and/or the building code, and applicable standards; where natural ventilation is not feasible, the facilities must be climate controlled.

§ 2.112. Plumbing.

Correctional type secure fixtures are required in secure areas. All fixtures in secure areas shall be stainless steel combination correctional fixtures, with concealed equipment to the extent possible utilizing push button controls. Porcelain fixtures and standard plumbing design may be allowed in non-secure areas only. Urinals must be provided in any co-ed bathroom.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.113. Exposed plumbing.

No exposed plumbing lines are permitted in the secure area. Provisions for piping and access to valves shall be provided in pipe chases. Pipe chases shall be secured.

§ 2.114. Floor drains.

Sufficient floor (water) drains shall be located throughout the facility to inhibit water from standing on the floors. Screens shall be anchored with security fasteners.

§ 2.115. Water fountain.

Water fountains shall be provided in accordance with the Building Code, and applicable operational standards and be equipped with rubber splashguards. Recessed water fountains are recommended.

§ 2.116. Storage, closets, drains.

All housing areas shall be provided with storage area(s), janitorial closets, and water drains.

§ 2.117. Sprinklers.

All housing areas shall be 100% sprinkled, with a sprinkler and smoke detection system that is in accordance with the building code. Security / suicide designed preventive sprinkler heads shall be used in all sleeping and holding rooms and all secure toilet/shower rooms.

§ 2.118. Staff restrooms.

Separate restroom facilities shall be located throughout the building(s) for use by staff.

§ 2.119. Plumbing chases.

All equipment access doors, located in secure areas, shall be designed to with durable and tamper-resistant materials not easily damaged or compromised. If plumbing chases are the walk-in type, it is recommended that they be provided with a light to facilitate maintenance. The size of chases shall be adequate to allow access for repair/replacement.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.120. Security plumbing under the slab design.

Sewage drain lines shall be sized (diameters) 125% over minimum specified by building code.

§ 2.121. Electrical.

Wiring conduit shall be concealed unless approved or waived by DJJ. Room intercom circuits, alarm, and detection wiring shall be installed in conduit and incorporate required pull boxes located in secured or staff monitored spaces.

§ 2.122. Wiring.

Wiring shall be in accordance with the Building Code, but wherever possible the electrical service and system should be sized (capacity) 150% over the minimum specified by the building code if future expansion has been accounted for in core space and equipment.

All outlets (receptacles) in occupant areas should be ground fault protected and have secure, suicide designed preventive receptacle covers.

§ 2.123 Security room night lighting.

Secure sleeping room night lighting shall be equipped with key-operated or flush push button control devices located outside of each room. A minimum of two-foot candles of night lighting shall be provided.

Article 11
Miscellaneous

Intent: To provide adequate space for intended visitors, staff, and detainees using a designated space at one time.

§ 2.124. Elevators.

Buildings constructed with two or more floors shall be provided with an elevator(s) that comply with the Building Code, or street level access to both levels and with the requirements of the Americans With Disabilities Act (ADA). Elevators shall be of sufficient size to transport food carts. At least one elevator per facility shall be sufficient size to transport stretchers.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.125. Corridors.

Corridors used for the movement of occupants, stretchers, food carts, etc., shall be constructed to provide a minimum of eight feet in width and ten feet in height.

§ 2.126. Accessibility.

Facilities shall be constructed to provide rooms or dormitories to accommodate occupants with disabilities in accordance with the Americans with Disabilities Act (ADA). Provisions for employees and visitors with disabilities shall be in accordance with the ADA.

§ 2.127. Recreation.

Indoor and outdoor recreation space shall be provided.

§ 2.128. Indoor recreation space.

The total indoor activity area, which includes the gymnasium, multipurpose room(s), library, arts and crafts room(s), and dining room when not in use for eating, and all other leisure areas outside the living unit shall provide space equivalent to one hundred square feet per juvenile resident. There shall be separate indoor space for vigorous exercise: This space shall have no less than 1,500 square feet of floor space with ceiling height of no less than eighteen feet.

§ 2.129. Outdoor recreation.

Outdoor recreation space shall be at least two times as large as the indoor recreation space, and shall be enclosed by a twelve-foot high security fence or structure. Outdoor recreation space shall be a minimum of 3000 square feet and increased by 200 square feet for every intended occupant over 15.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.130. Recommended additional recreation space.

It is recommended that recreation space be increased in size in relation to the size of the facility, and more than one recreation area be provided for larger facilities. Each grouping of rooms should have an adjacent outdoor recreation space.

§ 2.131. Fencing.

Security fencing or security wall(s), or combination thereof, shall be provided for recreation yard(s) and all other areas that are required by these standards to be fenced. (i.e., secure courtyards). Fence shall be, at minimum, single fence, minimum of 12 feet in height, nine gauge, non-climbable mesh on upper half of fence, zinc coated, steel wire interwoven fence fabric. Fence components including but not limited to the top and bottom rails, line posts, terminal posts, tension bars, attachments, concrete footings for the fence, walk gates and truck gates, shall be in accordance with manufacturer's recommendations. No ninety-degree in-corners are allowed. Angles formed by fencing shall be not less than one hundred thirty-five degrees as measured on the secure side of the fence. The minimum distance between any two corners shall not be less than ten feet.

§ 2.132. Energy Design Guidelines.

Energy conservation for the facility must comply with energy design guidelines outlined in the Commonwealth of Virginia's Constructions and Professional Services Manual, latest edition, as issued by the Virginia Department of General Services.

§ 2.133. Life-Cycle Cost.

Life-Cycle Cost Benefits for the facility shall comply with life-cycle design guidelines as outlined in the Commonwealth of Virginia's Constructions and Professional Services Manual, latest edition, issued by the Virginia Department of General Services. Building system components shall be selected on the basis of life-cycle costs (i.e., if an increased first cost can be shown to reduce life-cycle cost, particularly operating and personnel costs, then the design should incorporate the most cost effective feature or system).

§ 2.134. Efficiency of design.

The facility design shall emphasize durability, economy and ease of maintenance; and shall avoid inefficient use of space in a facility both in terms of floor area and building volume.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 2.135. Site for Facilities.

Facilities shall be located in aesthetic and environmentally acceptable sites. Current and projected use and application of adjacent properties shall be considered prior to approval of a Planning Study by the Board of Juvenile Justice.

END OF PART II

PART III

**CONSTRUCTION AND DESIGN REQUIREMENTS FOR
PRE & POST DISPOSITIONAL RESIDENTIAL FACILITIES**

Article I
General

§ 3.1. Facilities covered.

Pre- and Post- Dispositional less-secure residential facilities include:

1. State Pre & Post Dispositional Juvenile Facilities
2. Local Pre & Post Dispositional Juvenile Facilities
3. Halfway Houses
4. Emergency Shelters
5. Crisis Intervention Centers
6. Less-Secure Facilities

§ 3.2. Less-Secure Construction.

Buildings or parts of buildings constructed for use, as less-secure juvenile facilities shall not be used for the detention of secure custody level wards without upgrade of construction to that required by Part II of these Standards. The requirements for juvenile less-secure facilities as described in Part III reflect a noncombustible restrained building classification. Building components proposed shall address the strength, safety and durability characteristics for the custody level of the facility. Such components shall be approved by the Department of Juvenile Justice.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

Article 2
Structural Component

§ 3.3. Exterior walls.

Exterior walls shall be of masonry, concrete, stone or other durable fire resistant material.

§ 3.4. Roof and floor.

Roof and floor construction shall be noncombustible, and in accordance with applicable building code. Design of roofs with less than 4 inch in 12-inch slope is not recommended.

§ 3.5. Windows.

Windows that are capable of being opened shall be provided with insect screen.

§ 3.6. Interior finishes.

All interior finishes shall be durable, have a smooth finish and a flame spread rating of 25 or less (ASTM E-84). The facility may use 2" gypsum covered with skim coat of cement plaster for durability. The locality should review the options and make a selection based on a life cycle cost analysis.

§ 3.7. Windows, Doors.

Doors (solid core), windows and frames shall be heavy duty commercial or detention type.

§ 3.8. Locks.

Locks shall be last heavy duty commercial.

§ 3.9. Lighting.

Light fixtures shall be energy efficient type and of good quality. Natural light is required in occupant housing areas.

§ 3.10. Less-secure design of housing units.

Less-secure housing shall be constructed in accordance with (Part III-A) of this Standard and shall:

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

Be constructed as a separate building from the secure housing section of the facility or be separated from the secure portion of the facility by a security wall;

Consist of individual rooms or dormitories with not more than four (4) wards per dormitory or group of rooms.

Article 3
Mechanical, Plumbing, and Electrical Component

§ 3.11. Fixtures.

All less-secure housing shall utilize tamper resistant screws for securing electrical, mechanical, plumbing fixtures, and all other items (as required).

§ 3.12. Suicide prevention.

The facility shall be designed and equipped to reduce the opportunity for suicidal behavior.

§ 3.13. Showers and toilets.

Showers and toilet facilities may be located in a common area, or adjacent or convenient to rooms served.

§ 3.14. Plumbing equipment.

Plumbing equipment used in less secure housing shall be heavy duty and appropriate to the needs of the facility.

§ 3.15. Food service and laundry.

Provisions shall be made for food service and laundry.

§ 3.16. Mechanical rooms.

If constructed as a separate building, it is recommended that facilities shall be provided with a mechanical room that can be entered from outside the occupant area.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 3.17. Emergency power source.

An emergency power source shall be provided sufficiently to sustain, as a minimum, life safety operations, refrigerators, freezers, and heating & ventilation circulation.

§ 3.18. Ventilation.

All facilities shall be designed to provide adequate ventilation as required by the Building Code. Where natural ventilation is not feasible, the facilities must be climate controlled. Design consultant reference with the Virginia Energy Plan and Executive Order Thirty-Seven (1991) for design guidelines.

§ 3.19. Shower and toilet areas.

Shower and toilet areas shall be provided with a wall coating which will withstand humidity, and will not chip or scale. Walls and floors shall be waterproofed.

§ 3.20. Exposed plumbing.

Where permitted, exposed plumbing piping shall be kept flush with the walls and ceilings.

§ 3.21. Floor drains.

Sufficient floor (water) drains shall be located throughout the facility to inhibit water from standing on the floors.

§ 3.22. Water fountain.

A water fountain shall be provided in accordance with the Building code.

§ 3.23. Storage, closets, drains.

All housing areas shall be provided with adequate storage area(s), janitorial closets and water drains.

§ 3.24. Sprinklers.

All housing areas shall be 100% sprinkled, with a sprinkler system that is in accordance with the building code.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 3.25. Staff restrooms.

Separate restroom facilities shall be located throughout the building(s) for use by staff and administrative personnel. All facilities must comply with ADA requirements.

§ 3.26. Plumbing chases.

If plumbing chases are the walk-in type, they shall be provided with a light to facilitate maintenance.

§ 3.27. Sewage drain lines.

Sewage drain lines shall be sized (diameters) 125% over minimum specified by building code. A minimum of two separate sewage drainage piping systems from the facility shall be provided.

§ 3.28. Electrical

Wiring shall be run concealed unless approved or waived by DJJ.

§ 3.29. Wiring

Wiring shall be in accordance with the Building Code, but wherever possible, the electrical service and system shall be sized (capacity) 150% over the minimum specified by the building code. All outlets (receptacles) in occupant areas shall be ground fault protected.

Article 4
Miscellaneous

§ 3.30. Elevators

Separate buildings constructed as less secure housing with more than two floors shall be provided with an elevator(s) that complies with the Building Code and with the requirements of the Americans With Disabilities Act (ADA). Though not required, DJJ recommends that an elevator be provided if building(s) is more than one floor. Elevators shall be of sufficient size to transport stretchers.

Virginia Department of Juvenile Justice
Guidelines for Minimum Standards in Design and Construction
Of Secure Juvenile Detention Centers and Pre & Post Dispositional Juvenile Facility

§ 3.31. Corridors.

Corridors used for the movement of occupants, stretchers, food carts, etc., shall be constructed to provide a minimum of five feet in width and eight feet in height. Corridors not used for the above functions shall be not less than that required by the Building Code.

§ 3.32. Accessibility.

Facilities shall be constructed to provide rooms or dormitories to accommodate occupants with disabilities in accordance with the Americans with Disabilities Act (ADA). Provisions for employees and visitors with disabilities shall be in accordance with the ADA.

§ 3.33. Recreation.

Indoor and outdoor recreation space shall be provided.

§ 3.34. Indoor recreation areas.

Indoor recreation may be composed of classroom(s), vocational area(s), and multipurpose rooms, or any of the above. A minimum combined space of 100 square feet per occupant shall be provided.

§ 3.35. Outdoor recreation areas.

Outdoor recreation space shall be constructed to provide no less than 1,500 square feet.

§ 3.36. Additional recreation space.

It is recommended that recreation space increase in size in relation to the size of the facility and more than one recreation area be provided for larger facilities. Each grouping of rooms should have an adjacent outdoor recreation space.

END

Appendix 6

INSTRUCTIONS FOR FILLING OUT DJJ FORM LCR-008

PROJECT COMPLETION REPORT

AGENCY/LOCALITY(IES) - Show all localities that share ownership in the project

TITLE OF PROJECT - <Self Evident>

ARCHITECT/ENGINEER - Show name of A/E firm(s)

CONTRACTOR - Show name of Contractor

SUMMARY OF COST - Provide actual cost as indicated

AMOUNT OF REIMBURSEMENT BY STATE - Use same dollar amount from approved BJJ
Board Motion

COST PER CUBIC FOOT - Provide unit values as indicated

COST PER SQUARE FOOT - Provide unit values as indicated

COST PER DESIGN RATED CAPACITY BED - Provide dollar value, number of beds, and %
of new work vs. renovation

CERTIFICATION BY LOCALITY - Must be signed by a person authorized by the locality and
who is familiar with the project and the locality's agreement
with the Commonwealth of Virginia, pursuant to this grant

VIRGINIA DEPARTMENT OF JUVENILE JUSTICE

Date: _____

PROJECT COMPLETION REPORTCheck One: ☐ Original ☐ Revised

Agency/Locality(s) _____

Title of Project _____

Architect/Engineer _____

Contractor _____

SUMMARY OF COST:

Phase A - Construction Contract, Including Change Orders \$ _____

To Include: a. Building \$ _____

b. Built-in Equipment (PH.A) \$ _____

c. Utilities (PH.A) \$ _____

d. Site Work (PH.A) \$ _____

Phase B-Architectural or Engineering Fees \$ _____

Phase C-Supervision (not in Phase B) \$ _____

Phase D-Equipment (not in Phase A) \$ _____

Phase E-Other (explain) \$ _____

TOTAL COST OF PROJECT.....\$ _____**AMOUNT OF REIMBURSEMENT BY STATE.....\$** _____

Cost per cubic foot, based on A.a and A.b \$ _____

(No of cubic Feet _____)

Cost per square foot, based on A.a and A.b \$ _____

(No. of square feet _____)

Cost per bed, based on A,B,C,D,E and gen. Pop. Beds \$ _____

(No. Beds-general population: _____)

Special Purpose _____ % New Const. _____ % Renovation

Signature of A/E _____

THE ABOVE PROJECT IS COMPLETE AND COSTS SHOWN ARE TOTAL COSTS INVOLVED**Certification by Locality:**

Name _____ Sign _____

Title _____ Date _____

(For DJJ Use)

Biennium _____ Item No. _____ For _____

Date Project Accepted by the Commonwealth of VA. _____

Date Submitted: "Record" Drawings & Specifications _____

Final Certification of Payment _____ Payment Claims _____

REMARKS: _____

Date _____ By _____ Title _____

COMMONWEALTH OF VIRGINIA

AFFIDAVIT OF PAYMENT OF CLAIMS

BY:

(Insert Full Name and Address of Company)

This day _____ personally appeared before me, _____, a Notary Public in and for the City (County) of _____, and, being by me first duly sworn states that all subcontractors and suppliers of labor and materials have been paid all sums due them for work performed or materials furnished in the performance of the contract between the Commonwealth of Virginia, _____, Owner, and _____, Contractor, dated _____, for the construction of _____ or arrangements have been made by the Contractor satisfactory to such subcontractors and suppliers with respect to the payments of such items as may be due them by the Contractor. The affiant further states that if the said contract was one which was bid and awarded based upon the use of domestic steel products only, as the term, "domestic steel products" is defined by Section 11-23.6 of the Code of Virginia (1950), as amended, then only domestic steel products have been purchased for and incorporated into the Work.

BY:

TITLE:

Subscribed and sworn to before me this _____ day of _____.
My commission expires _____ day of _____.

Notary Public

REQUIREMENTS FOR
RECORD DRAWINGS AND SPECIFICATIONS

In order to facilitate subsequent maintenance or alterations of the project, the Architect/Engineer shall prepare and submit to the Department one (1) microfilmed set of all drawings and specifications showing the project as finally completed. Such set shall be made from the Contractor's record set of drawings and specifications, and other data furnished by the Contractor to the Architect/Engineer. The record drawings shall include actual location of piping and utilities as well as all other changes specifically known to the Architect/Engineer. Record drawings shall also include the depth of pilings or caissons if in the contract.

The 35 mm microfilm shall conform to the following:

1. Microfilmed record drawings and specifications shall be made from the corrected original tracings and specifications. Drawings and specifications shall be stamped RECORD before filming. Also, sections of the specifications that have been changed by an addendum shall be clearly cross-referenced to the proper addendum before filming.
2. The film shall be of Silver Halide type. Diazo vesicular, and dry-processed silver will not be acceptable.
3. The microfilm shall be of archival quality meeting the "Standards for the Microfilming of Public Records for Archival Retention", established by the State Library Board of Virginia, June 27, 1977.
4. The film shall be made using the reduction ratio that most nearly fills the frame with the picture.
5. Do not exceed reduction ratio of 30x. If the original is too large to be included in a 30x reduction ratio, film in sections with a 4" overlap.
6. Film the specifications with 8 sheets per frame (two rows of four).
7. Submit the microfilm in 5" x 8" microfiche jackets, with 12 frames per jacket (three rows of four). Jackets shall have a strip at the top (approximately 1/4") for typing an index.
8. Do not index the microfiche jackets. Attach to each jacket a list of the drawings and/or specifications sheets contained therein and the reduction ratio used when filming.

Revised 9/5/97

If clarification is required, contact the Department of Juvenile Justice, Office of Capital Outlay Management at 804/786-3772, Fax 804/786-1557.

