

2430 FACILITY CONSTRUCTION	
Chapter: Sununu Youth Services Center	Section: Physical Plant and the Environment
 <p>New Hampshire Division for Children, Youth and Families Policy Manual Policy Directive: 15-12 Effective Date: April 2015 Scheduled Review Date:</p>	<p>Approved:  Lorraine Bartlett, DCYF Director</p>
Related Statute(s): RSA 621, and RSA 621-A Related Admin Rule(s): Related Federal Regulation(s): P.L. 108-79 PREA Standards 115.318 (a), 318 (b)	Related Form(s): Bridges' Screen(s) and Attachment(s):

Facility design is essential to creating a safe, secure, and high quality environment for youth, staff, and visitors. Facility design shall focus on maximum professional contact and interaction between staff and youth. Moreover, any new construction shall involve community stakeholders.

Purpose

This policy establishes guidelines regarding facility size and organization.

Policy

- I. **Personal Interaction:** Physical plant design facilitates professional contact and interaction between staff and youth. Staff offices in living units are located to ensure staff is readily accessible to youth.
- II. **Youth Living Unit Capacity:** The SYSC operates with living units of no more than 12 youth and shall not exceed a bed capacity of 144 committed and detained youth.
- III. **Existing/Renovations/Additions/New Construction:** Existing buildings, proposed new construction, renovations, and/or additions shall comply with the following minimum standards:
 - A. Operate with living units of no more than 12 youth and will not exceed a total facility bed capacity of 144 committed and detained youth combined.
 - B. Complete a needs evaluation study by the parent agency or other appropriate agency with significant participation from the community in which any new facility is to be located. Moreover, any new facility will be located to facilitate use of community-based services and continued contact between committed or detained youth and their families.
 - D. Designed and constructed so that youth can be assigned to residential units and therapeutic programming in accordance with the SYSC classification plan.
 - E. Dayrooms with a minimum of 35 sq ft. per youth.
 - F. Single occupancy rooms available for youth when indicated (multiple occupancy rooms not to exceed 20%).
 - G. Furnishings that are consistent with the classification level of the youth assigned.
 - H. One toilet for every eight youth.

- I. A washbasin with hot and cold running water at a ratio of at least one for every 12 youth.
- J. Operable showers with temperature controlled hot and cold running water at least one per eight youth with a temperature range of 100 degrees to 120 degrees Fahrenheit.
- K. Safe and secure housing designed for youth with disabilities that are fully integrated.
- L. Separate sleeping rooms for male and female youth.
- M. Lighting of at least 20-foot candles at desk level and in the personal grooming areas.
- N. Natural light available from an opening or window that has a view to the outside or from a source within 20 feet of the room.
- O. Access to drinking water. Each unit has tap water available.
- P. Heating, ventilation, and acoustical systems to ensure healthful and comfortable living and working conditions for youth and staff.
- Q. Noise levels in the housing units do not exceed 70 dBA (A scale) in daytime and 45 dBA (A scale) at night.
- R. Circulation of at least 15 cubic feet of outside or re-circulated filtered air per minute per occupant for rooms, housing areas, staff stations, and dining areas.
- S. Temperatures in indoor living and work areas are appropriate to the summer and winter comfort zones.
- T. Total indoor activity areas and all other leisure areas outside the living unit provides space equivalent to a minimum of 100 sq. ft. per youth.
- U. Adequate outdoor exercise areas for youth (a minimum of 1,500 sq. ft.).
- V. Sufficiently spaced visiting areas for approved visitors. Moreover, there will be adequate space for screening and searching visitors and youth and for the proper storage of visitor's personal items.
- W. Sufficient school classroom space (comply with state educational requirements).
- X. At least 15 sq. ft. of floor space per person in dining areas with a focus on group dining.
- Y. Food preparation area that include space for food preparation based on population size, type of food preparation, and methods of meal service.
- Z. Adequate storage and loading areas and garbage disposal facilities.
- AA. Toilet and washbasin facilities are available to food service personnel and youth near the food preparation area.
- AB. Adequate space for janitorial closets that are accessible to living and activity areas with a sink, cleaning implements, and a system of ventilation.

- AC. Space provided for clothing, bedding, cleaning supplies, and other items required for daily operations.
 - AD. Space provided for storing the personal property of youth safely and securely.
 - AE. Separate and adequate space for mechanical and electrical equipment.
 - AF. Adequate space for administrative, security, professional, and clerical staff including conference rooms, storage room for records, public lobby, and toilet facilities.
 - AG. Reasonable accommodation is made to ensure that all parts of the facility that are accessible to the public are accessible and usable by staff and visitors with disabilities.
 - AH. The perimeter controlled by appropriate means to ensure youth remain within the perimeter and to prevent access by the public without proper authorization.
 - AI. Pedestrians and vehicles enter and leave at designated points in the perimeter.
 - AJ. Secure storage outside youth living units and activity areas for security equipment.
- IV. Emergency Power and Communications: The SYSC will maintain emergency power generators that are capable of maintaining essential services in an emergency. The services will include communication capability with the community, in the event of urgent, special, or unusual incidents or emergencies. The following will be adhered to:
- A. Emergency equipment and systems will be tested quarterly.
 - B. Power generators will be inspected weekly and load tested quarterly at a minimum or in accordance with manufacturer's recommendations.
 - C. Ventilation is available in the event of a power failure.
 - D. The Maintenance Supervisor will maintain a plan for preventive maintenance of the SYSC. The plan will include provisions for emergency repairs or replacement in life threatening situations consistent with [Policy 2457, Procurement \(Maintenance\)](#), which identifies procurement procedures for time-sensitive orders.
- V. Upgrades to facilities and technologies:
- A. When planning any substantial expansion or modification of the existing facility, the SYSC shall consider the effect of the design, acquisition, expansion, or modification upon the SYSC's ability to protect youth from sexual abuse (115.318 (a)).
 - B. When updating the video monitoring system, electronic surveillance system, or other monitoring technology, the SYSC shall consider how such technology may enhance the SYSC's ability to protect youth from sexual abuse (115.318 (b)).
 - C. For any monitors added, the Director of Operations-SYSC or designee shall ensure information is updated in the SYSC Master Plan.