Technical Guidance for

PRISON PLANNING

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

2 0 2 3

"The way that a society treats its prisoners is one of the sharpest reflections of its character ... The full contribution which our prisons can make towards a permanent reduction in the country's crime rate lies also in the way in which they treat prisoners. We cannot emphasise enough the importance of both professionalism and respect for human rights. We need a climate that is conducive to prisoners becoming law-abiding citizens. We will not find lasting solutions if we continue to treat our prisoners in the old way, denying them their dignity and their rights as humans."[1]

NELSON ROLIHLAHLA MANDELA

Former president of South Africa, who spent 27 years in prison in his struggle for global human rights, equality, democracy and the promotion of a culture of peace.

TECHNICAL GUIDANCE FOR PRISON PLANNING

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CONTACT

This publication will be updated based on the cycle defined in the Implementation Standards Management Framework to ensure that it remains relevant to UNOPS activities and requirements and up to date with best practices. If you have comments or suggestions for improvement, please contact the Infrastructure and Project Management Group, UNOPS HQ, through email: ipmg.publications@unops.org.

ACKNOWLEDGEMENTS

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LIST OF ABBREVIATIONS

Bangkok Rules   United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders

Beijing Rules   United Nations Standard Minimum Rules for the Administration of Juvenile Justice

CCTV   closed-circuit television

COVID-19   coronavirus disease

Havana Rules   United Nations Rules for the Protection of Juveniles Deprived of their Liberty

IBC   International Building Code

ICRC   International Committee of the Red Cross

IT   information technology

Nelson Mandela Rules   United Nations Standard Minimum Rules for the Treatment of Prisoners

PPE   personal protective equipment

SOP   standard operating procedure

UV   ultraviolet

UVC   germicidal ultraviolet light

JENS WANDEL

Under-Secretary-General and
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FOREWORD

Around the world, there are over 11 million people in prisons[2]. Yet many prisons are built without adequate considerations for the human rights of their inhabitants.

This needs to change. A prison sentence only deprives the prisoners of their basic right to liberty. It does not include any other restrictions to their human rights - other than the limitations which come by the fact of incarceration.

This publication highlights the important role that prison infrastructure plays in ensuring the humane and dignified treatment of prisoners. It offers available guidance on the design and planning of prison infrastructure, based on international legal standards, especially the revised Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules), and it takes into account the perspectives of the United Nations System Common Position on Incarceration and the commitment to leave no one behind.

It provides guidance on a wide range of questions to decision makers, designers and planners: Where is the prison built? Does it have adequate water and sanitation facilities? Does it have access to natural light and fresh air? And does the prison consider and respond to the needs of vulnerable prisoners? For example, how can prisons protect the rights and dignity of prisoners with disabilities, women and children or lesbian, gay, bisexual, transgender and intersex (LGBTI) individuals? How can it incorporate gender and diversity perspectives and avoid the mixing of multiple categories of prisoners within one prison? Similarly, we also need to ask whether new prisons are truly needed and fit-for-purpose, through planning within the criminal justice system and the sustainable maintenance and management of prisons.

The guidelines are based on UNOPS solid experience in delivering humane prison infrastructure, and benefit from the expertise of sister UN agencies such as the United Nations Office on Drugs and Crime (UNODC).

In helping ensure that prisons uphold the human rights of those detained, the publication offers a positive contribution toward the achievement of the Sustainable Development Goals.

INTRODUCTION

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

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

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

The technical and operational guidance provided will be most useful to individuals involved in the early stages of planning a prison infrastructure project. By incorporating the considerations identified in this document and using the templates provided in the annexes to establish the physical and service requirements, development teams will be able to create a sufficiently detailed design brief for concept designs. These will influence the more specialized stages of prison design and ultimately, the lifespan of the prison. This process can be seen in Figure 1, where the design brief constitutes the initial stage in the lifespan of a prison facility and is essential in providing a solid foundation for a successful infrastructure outcome.

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

The scope of this guidance is limited to prisons. However, the principles and standards reflected in this document to ensure respect for the human rights and dignity of persons deprived of their liberty may be relevant to other criminal justice system infrastructure with detention facilities (e.g., police stations and courthouses).

Readers should note that the guidance provided is comprehensive in scope but general in its depth. Therefore, the involvement of design professionals such as civil, structural, and services engineers, architects, and staff experienced in the operation of prisons, is indispensable at the early planning stage. No matter where this guidance is used – whether in least developed countries, other developing countries or developed countries – collecting and assessing additional information on the national and local context is necessary to ensure the development of an accurate brief and concept designs that reflect the needs and requirements of the particular operational context.

Figure 1 Lifespan of a prison facility
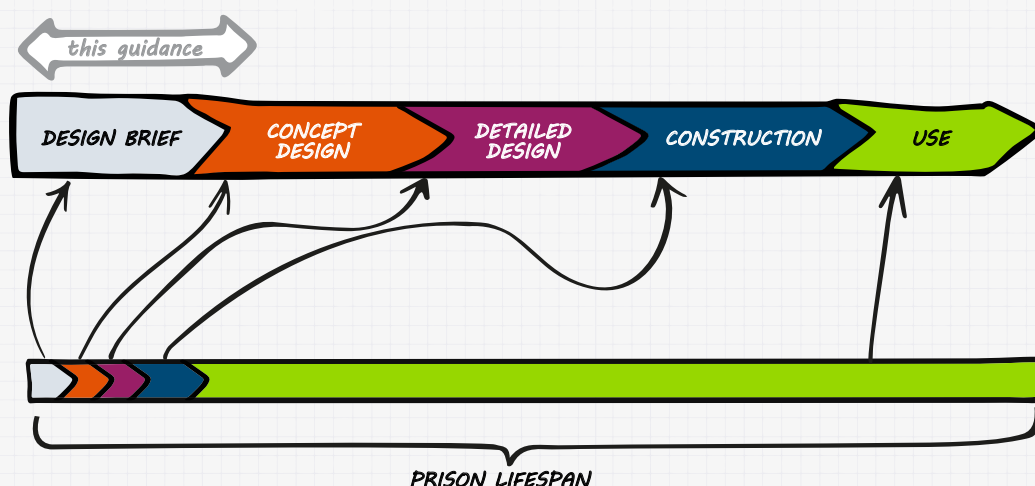
INTERNATIONAL STANDARDS AND NORMS

Adopted by the First United Nations Congress on the Prevention of Crime and the Treatment of Offenders in 1955, and approved by the United Nations Economic and Social Council on 31 July 1957 and 13 May 1977, the Standard Minimum Rules for the Treatment of Prisoners have served as the primary international instrument for what is "generally accepted as being good principle and practice in the treatment of prisoners and the management of institutions."[3]

The General Assembly adopted the Body of Principles for the Protection of All Persons under Any Form of Detention or Imprisonment in 1988, to contribute to the protection of the human rights of any individuals deprived of their liberty, both as a result of conviction for an offence and except as a result of conviction for an offence.[4]

In 1990, the General Assembly recognized "the usefulness of drafting a declaration on the human rights of prisoners" and, "believing that the full implementation of the Standard Minimum Rules would be facilitated by the articulation of the basic principles underlying them", adopted a resolution affirming the Basic Principles for the Treatment of Prisoners.[5]

In 2014, the United Nations General Assembly recognized "the importance of the principle that, except for those lawful limitations that are demonstrably necessitated by the fact of incarceration, persons deprived of their liberty shall retain their non-derogable human rights and all other human rights and fundamental freedoms".[6]

In 2015, the General Assembly adopted the proposed revision of the Standard Minimum Rules for the Treatment of Prisoners. These revisions reflected "recent advances in correctional science and good practices so as to promote safety, security and humane conditions for prisoners."[7] The General Assembly further approved the recommendation of the Expert Group to refer to the revised Rules as the 'Nelson Mandela Rules', "to honour the legacy of the late President of South Africa, Nelson Rolihlahla Mandela, who spent 27 years in prison in the course of his struggle for global human rights, equality, democracy and the promotion of a culture of peace".[8]

The Nelson Mandela Rules shall be applied with respect for the principle of non-discrimination. In particular, that there "shall be no discrimination on the grounds of race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or any other status."[9]

To supplement the rule on non-discrimination and to "provide global standards with regard to the distinct considerations that should apply to women prisoners", the General Assembly adopted the United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders (the Bangkok Rules) in 2010.[10] The Bangkok Rules require that "account shall be taken of the distinctive needs of women prisoners" when applying the Standard Minimum Rules for the Treatment of Prisoners, and that "[p]roviding for such needs in order to accomplish substantial gender equality shall not be regarded as discriminatory."[11]

The Nelson Mandela Rules require that the individual needs of prisoners, particularly the most vulnerable prisoners, are considered by the prison administration and that "measures to protect and promote the rights of prisoners with special needs are required and shall not be regarded as discriminatory."[12] There are several categories of prisoners that may be included within the most vulnerable categories, as provided for the Nelson Mandela Rules, which include, but are not limited to, the following: women; lesbian, gay, bisexual, transgender and intersex (LGBTI) individuals; persons with disabilities; and children.

Due to the volume of reports relating to the "discrimination, humiliation, sexual abuse and rape of LGTBI persons in the prison setting, prison authorities need to develop policies and strategies to ensure the maximum possible protection of such groups".[13] In accordance with the Nelson Mandela Rules, LGTBI persons, as one of the most vulnerable categories of prisoners, are entitled to the protection and promotion of their rights and any such measures shall not be regarded as discriminatory.

Furthermore, the Convention on the Rights of Persons with Disabilities, adopted by the General Assembly in 2006 seeks "to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity."[14] As one of the most vulnerable categories of prisoners, persons with disabilities are entitled to the protection and promotion of their rights and any such measures shall not be regarded as discriminatory.

The Nelson Mandela Rules "do not seek to regulate the management of institutions set aside for young persons such as juvenile detention facilities or correctional schools", but provide that the rules of general application in part I are "equally applicable in such institutions".[15] In general, the "[d]eprivation of the liberty of a juvenile should be a disposition of last resort and for the minimum necessary period and should be limited to exceptional cases."[16] When a juvenile is deprived of their liberty, it should only be done "in accordance with the principles and procedures set forth in [the United Nations Rules for the Protection of Juveniles Deprived of their Liberty] and in the United Nations Standard Minimum Rules for the Administration of Juvenile Justice (The Beijing Rules)."[17]

In addition to the above referenced international legal instruments, international human rights standards such as the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, the International Covenant on Economic, Social and Cultural Rights, the Convention against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment and the Optional Protocol thereto, the Convention on the Rights of the Child, the Convention on the Rights of Persons with Disabilities and the Convention on the Elimination of All Forms of Discrimination against Women form the basis of the human rights-based approach to the planning and design of prisons in this guidance.

The General Assembly has invited States "to make use of technical assistance offered by the relevant United Nations entities and programmes in order to strengthen national capacities and infrastructures in the field of the administration of justice".[18] This technical guidance is one form of assistance that can help to ensure that, in the administration of justice, prisons are planned and designed with regard to international standards and norms to promote and protect the non-derogable rights and human dignity of all persons deprived of their liberty. Depriving an individual of liberty is punishment in itself and prisons should not "aggravate the suffering inherent in such a situation."[19]

In May 2021, the United Nations released the United Nations System Common Position on Incarceration, which "constitutes the common framework for United Nations support to Member States" in relation to incarceration.[20] This common framework focuses on respect for human dignity and human rights, in compliance with international standards and norms, and stresses that "prison reform and the treatment of offenders should be viewed as an integral part of the 2030 Agenda for Sustainable Development."[21]

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

For the purposes of this document, and in the absence of detailed international specifications adopted by Member States, expectations of minimum performance have been derived from internationally recognized and authoritative sources, such as the recommended specifications for water, sanitation, hygiene and accommodation in prisons developed by the International Committee of the Red Cross (ICRC).[22]

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

Q **FOCUS** Always strive to exceed minimum recommendations

In all cases, it should be emphasized that these recommendations do not constitute the United Nations minimum standards, but that they are an absolute minimum baseline to provide safe and humane prison conditions.

Prison planners should always strive to exceed these minimum recommendations, to provide decent and functional living conditions that will support the rehabilitation of prisoners and to protect the safety, security and well-being of both staff and prisoners.

HOW TO USE THIS GUIDANCE

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

It is structured to help development teams identify and assemble the physical and service requirements of a prison in a sound design brief, which serves as a foundation for the development of detailed design documentation.

This document also provides stand-alone guidance on the technical and operational aspects of prison design and helps ensure that the requirements of the Nelson Mandela Rules and other international standards and norms are respected and incorporated.

To every possible extent, the document has been written and organized to provide a handy reference guide. Because the areas discussed in this guidance are interdependent and interconnected, prison planners and designers should take a holistic view of prison infrastructure and how it interacts with external resources and the broader criminal justice system.

Figure 2 illustrates the lifespan of a prison infrastructure project and how this guidance supports this process. Three sections of the guidance – the prison profile, master planning and spatial and service requirements – provide the inputs for the prison brief, which inform the more detailed design that is beyond the scope of this guidance.

This document takes a systematic approach to address the complexity of prison design. Each section focuses on a particular aspect of prison planning as shown below.

SECTION A: General considerations in the planning of prisons
This section lays out important general considerations in the planning of prison infrastructure.

SECTION B: Prison profile
This section contains guidance for establishing a sound prison profile. A prison profile identifies essential user requirements – such as the expected number and categories of prisoners to be accommodated, the necessary level of security and staff levels, and the expected lifespan of the prison – that are indispensable to the successful design of a prison facility. The related Prison Profile template is available in Annex 4.

SECTION C: Prison master planning
This section contains guidance on the different levels of master planning.

SECTION D: Spatial and service requirements
This section provides guidance on establishing physical and service infrastructure requirements to meet the needs identified in Section B. It is divided into three sections, which are the necessary components of a safe and functional prison: prisoner accommodation; prisoner facilities; and prison support.

ANNEXES
This section includes annexes on rapid deployment prison options, common mistakes in prison design, guidance on developing maintenance plans and prison profile templates.

Figure 2 This guidance in relation to the lifespan of a prison project

this guidance

DESIGN BRIEF → CONCEPT DESIGN → DETAILED DESIGN → CONSTRUCTION → USE

CONTENTS OF THIS GUIDANCE

SECTION B — PRISON PROFILE + SECTION C — MASTER PLANNING + SECTION D — SPATIAL AND SERVICE REQUIREMENTS = PRISON BRIEF → CONCEPT DESIGN

INCORPORATES REQUIREMENTS IN THE NELSON MANDELA RULES AND OTHER INTERNATIONAL STANDARDS AND NORMS
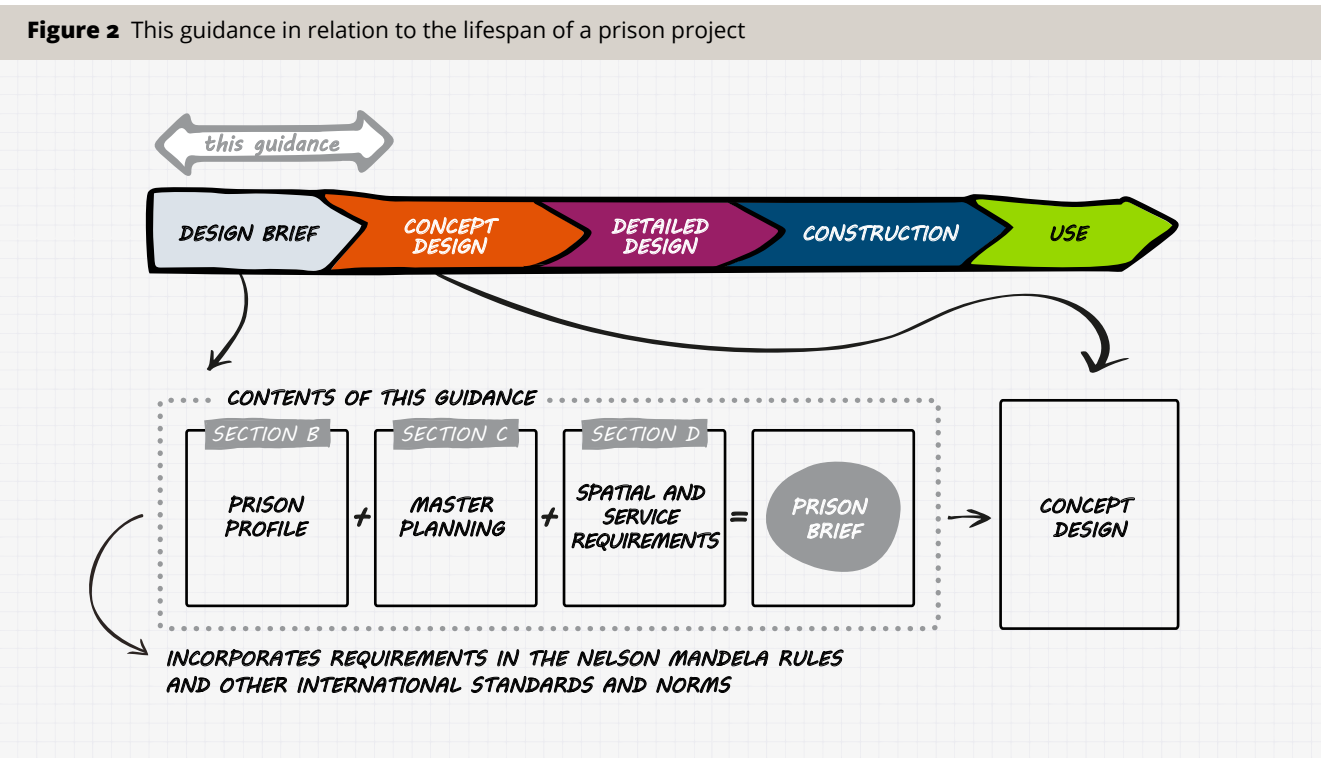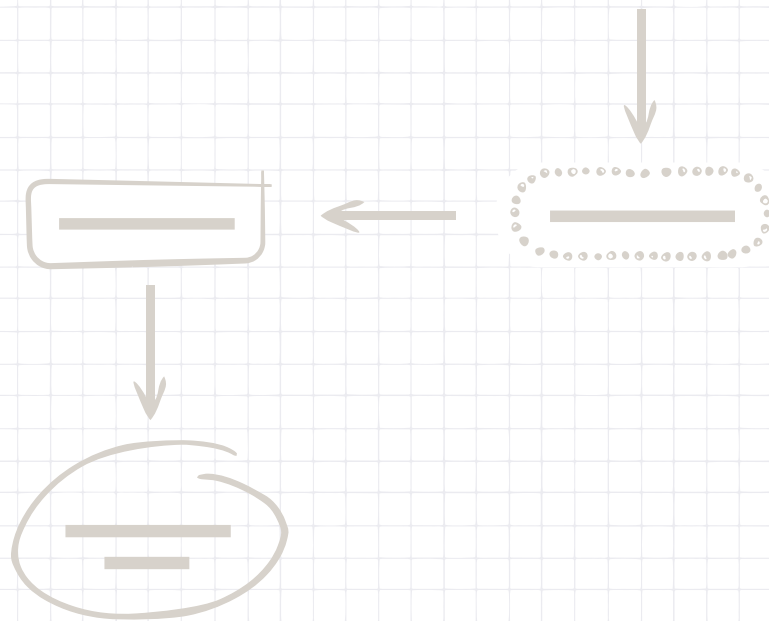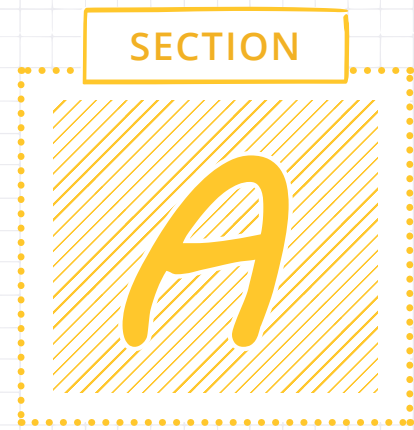
GENERAL CONSIDERATIONS
IN THE PLANNING OF PRISONS

INTRODUCTION: BUILDING A FUNCTIONAL PRISON

The objective of a prison is threefold:

- ▶ To protect society from offenders who cannot serve their sentence within the community due to the severity or nature of their crime;
- ▶ To carry out the sentence imposed by a recognized legal process; and
- ▶ To provide a safe, purposeful and humane environment that will support offenders in their rehabilitation and preparations for eventual release.

For any long-term facility, the decisions made in the early stages of the design process will have far reaching implications throughout the operational life of the prison facility. These decisions will have a significant impact upon the functionality of the facility and the ability of prison management to conduct a safe, secure and decent regime that meets international standards and norms.

Because of the time, cost and operational implications of changing the design process in the course of planning and construction, it is crucial that the initial planning is as thorough and comprehensive as possible. Figure 3 shows the flexibility and cost of changes to the design during the key stages in the design process.

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

It is also important to note that each individual prison or refurbishment project is unique and presents its own challenges and opportunities. A 'one size fits all' approach is not appropriate, as one prison design or refurbishment model cannot be transposed to different locations.

Similarly, when considering even basic compliance or best practices in prison design and refurbishment, care must be taken to decide whether specific measures can be successfully incorporated into the proposed project setting.

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

This section briefly covers the following seven key areas for consideration during the design process:

- 🔖 **A.1** Fundamentals of prison design
- 🔖 **A.2** Prison systems
- 🔖 **A.3** Overcrowding
- 🔖 **A.4** Non-derogable human rights and human dignity
- 🔖 **A.5** Rehabilitation and reintegration
- 🔖 **A.6** Phasing of prison systems
- 🔖 **A.7** Safety and security features

This guidance covers the development of an accurate brief to inform the development of the initial concept designs. These initial concept designs then inform the development of more detailed designs and ultimately, the construction and use of the prison. It should be noted that the ability to modify a prison's design is significantly reduced as the design process progresses through each stage, while the cost of making any changes to the design becomes increasingly expensive.

Therefore, it is essential that the design brief is as accurate as possible, drawing on expert support at the earliest stage of the brief development process. Once the concept designs are produced, it is often too late in the process to make meaningful and cost effective changes to ensure that the designs are compliant with international standards and norms on the care and management of prisoners.

> 🔍 **FOCUS** Prison infrastructure experts
>
> Prisons are no different from other forms of infrastructure that have complex operating environments (e.g., hospitals and refugee camps). Planners and designers may not have the necessary experience and understanding to be able to properly consider and appreciate these complexities. Drawing upon the support of a prison infrastructure expert as early as possible in the brief development process will help to ensure that human rights considerations, the day-to-day prison operations and connections between the prison and both the criminal justice system and the community are properly reflected in the brief and the subsequent concept design.

Figure 3 Flexibility and cost of changes in the design process
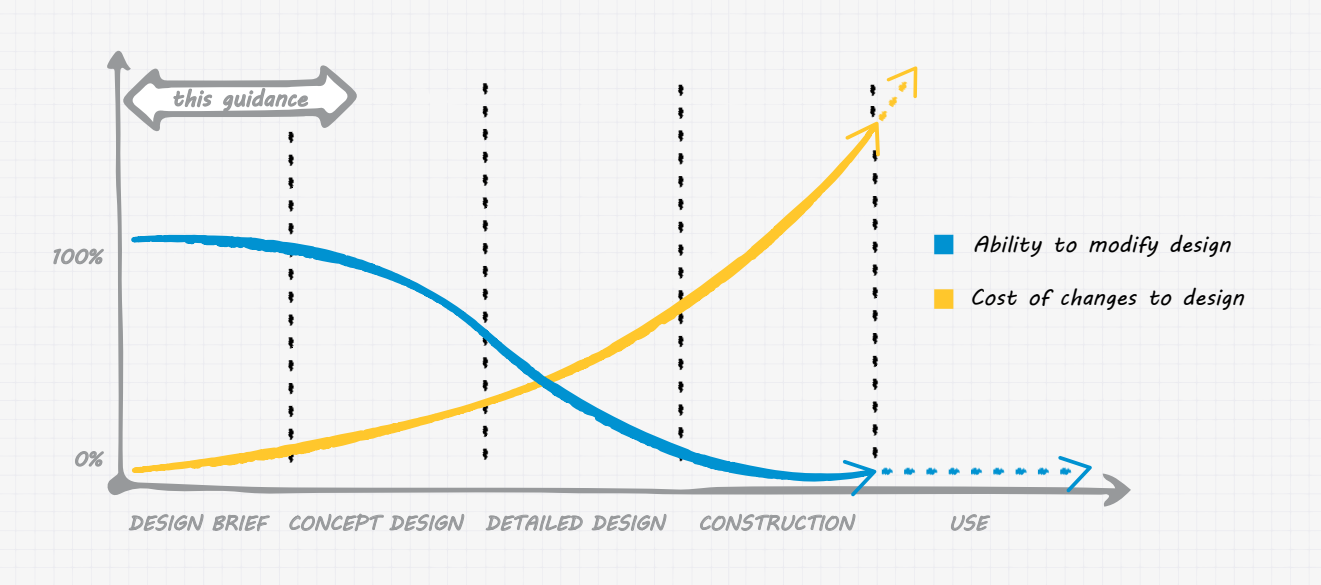
Figure 4 Operational implications of prison design
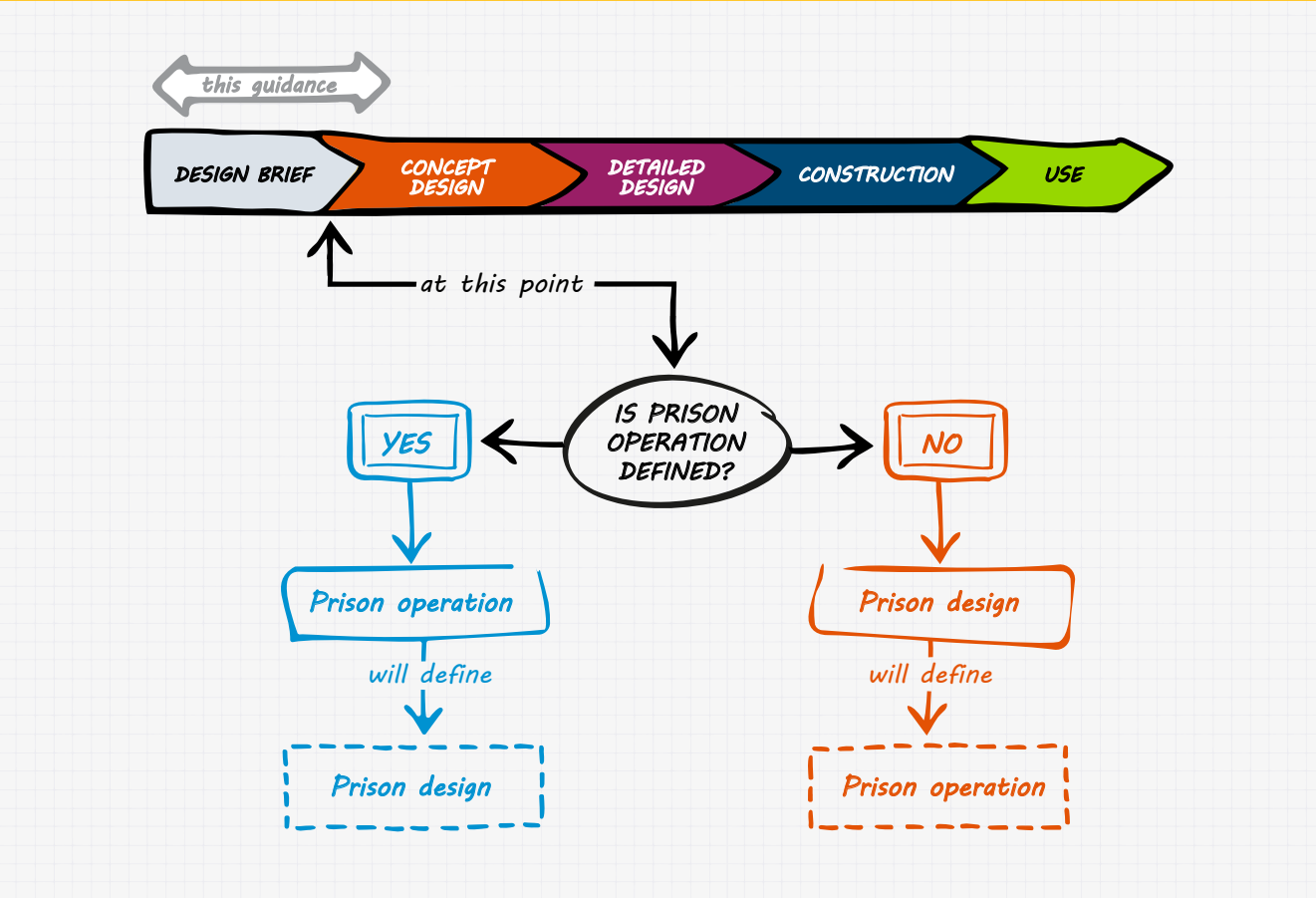
Figure 4 shows the operational implications of prison design and the importance of properly understanding these implications when developing the brief. For instance, if prison operations are understood when developing the brief, this will influence the design of the prison infrastructure and ensure that the fabric of the prison supports important operational activities.

In contrast, if prison operations are not understood when developing the brief, the infrastructure may be designed in a way that does not effectively support crucial operational activities. This will then define what operations are possible, based on the infrastructure design and may create challenges for prison staff trying to deliver a safe, functional and purposeful regime.

A.1 FUNDAMENTALS OF PRISON DESIGN

The design and planning of prison facilities should reflect the following fundamental areas for consideration:

1. Physical requirements for prisons involve more than cell dimensions;

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

3. Good security increases prisoner freedom;

4. A prison costs more to build than other buildings;

5. Different categories of prisoners must be separated;

6. A prison is a complex and interconnected operating environment;

7. Design from the inside out – function over symmetry;

8. Stimulate community through design;

9. Enclose the carceral space to look outwards;

10. Plan for sustainability, flexibility and evolution in the prison's use;

11. Avoid 'The common mistakes in prison design';

12. Add no punishment to the punishment;

13. Use an evidence-based approach to design;

14. Nature, shape, colour, views and texture belong inside the prison walls; and

15. Reflect humaneness, functionality, rehabilitation and purposeful activity in designs.

1. Physical requirements for prisons involve more than cell dimensions

A prison should provide safe and secure conditions for prisoners and staff and a decent quality of life. This depends on the provision of basic living conditions (light, water, sanitation, ventilation, and space)[23] for an appropriate number of prisoners in a given physical living space, the necessary regulation and control of movement, and various facilities to provide an effective regime that supports the rehabilitation of prisoners.

Some of these conditions are easily defined and have measurable parameters. However, a prison is not automatically safe, functional and humane by providing sufficient space and essential services. Even if cells are large enough to meet international expectations, prisoners must also be allowed to spend most of their waking hours outdoors or in day-rooms, wherever possible and practicable. Likewise, prisons should have the physical infrastructure to promote a safe environment that supports the rehabilitation of prisoners, providing them with access to work, education and other programmes to help them address their offending behaviour.

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

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

In Figure 5, and throughout this document, the net usable area (NUA) is the floor area that can be used by people, functions or equipment. It excludes the space occupied by the building structure, walls, corridors, staircases and elevators. The gross floor indoor area (GFIA) includes the NUA and all internal walls but excludes the external walls. All areas in this guidance document are NUAs, unless otherwise indicated.

The gross floor area (GFA) is the total amount of space that a building occupies, including external walls. For a prison in a warm climate, with mostly outdoor circulation (i.e., without corridors), the GFA may be around 30 - 40 per cent bigger than the NUA. In a colder climate, and for multi-storey buildings with indoor circulation, the GFA may be closer to 50 - 70 per cent bigger than the NUA. Figure 5 and Figure 6 show sample area calculations for a single cell in the middle of a row of cells along an interior corridor. Depending on the configuration of cells, this calculation will vary accordingly.

3. Good security increases prisoner freedom

A prison that is controlled, safe and secure can allow the prisoner population a greater degree of freedom. For example, a prison with a secure yard for a residential unit will enable prison staff to allow prisoners free access to open space. However, if there are questions about the staff's ability to secure control, they are likely to prevent prisoners from moving outside their locked cells, reducing or eliminating the use of spaces intended to benefit prisoners.

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

Figure 5 Net vs. gross area calculations for a single cell

INTERIOR SPACE
interior wall

0,3m

EXTERIOR SPACE

5.6m*

INTERIOR SPACE

external wall
interior wall

7m

5m

35m²
INTERIOR SPACE
(functional room/area)

external wall

EXTERIOR SPACE

interior wall
INTERIOR SPACE

2m

0,45m

10,2m

NET USABLE AREA
NUA

Calculation: 5m x 7m = 35m²

35m²

GROSS FLOOR INDOOR AREA
GFIA

Calculation: 5.3m x 9.3m = 49.29m²

49.29m²

GROSS FLOOR AREA
GFA

Calculation: 5.3m x 10.2m = 54.06m²

54.06m²

*FOR THE PURPOSE OF CALCULATING THE GFIA, THIS LENGTH IS 5.3m, WHICH INCLUDES ONLY HALF OF THE DEPTH OF THE INTERIOR WALLS BECAUSE THE OTHER HALF IS SHARED WITH THE ADJOINING CELLS

Figure 6 Area definition for a single cell
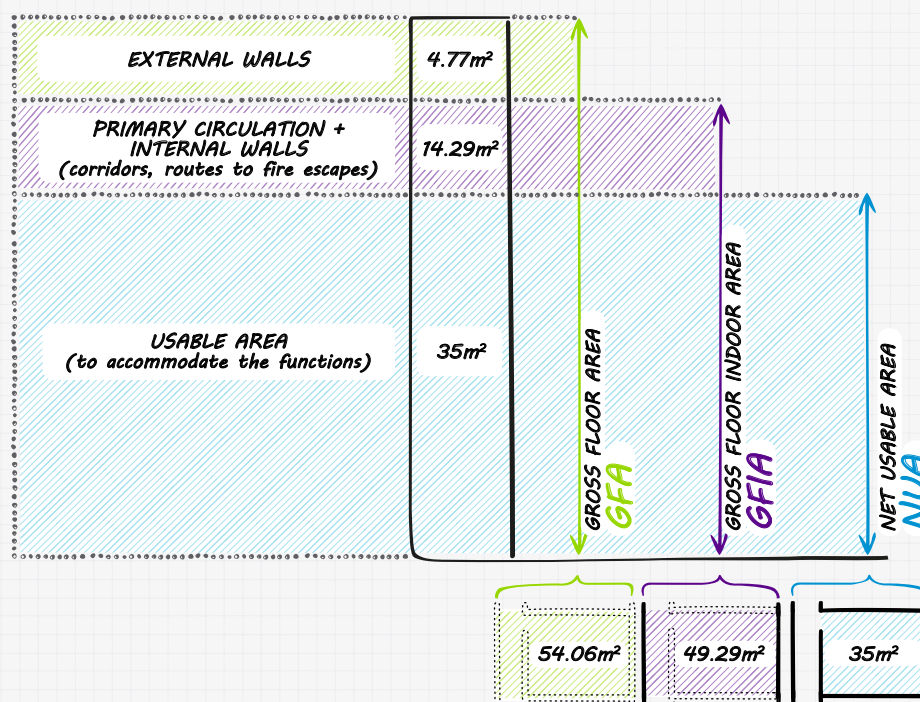
It is important to note, that while physical security infrastructure has an important role in keeping prisoners safe and secure within a prison environment, it should not be used as a substitute for having staff present in that same environment. It is through the daily professional interactions between staff and prisoners that 'dynamic security' is achieved, preventing problems from escalating before the physical security infrastructure has to be tested (e.g., because of a riot).

The higher the security risk level of the prisoners, the more physical security infrastructure that has to be in place to maintain the management, order and control of these prisoners (e.g., walls, fences, gates and watchtowers). The more physical security infrastructure, the more challenging it is for prison staff to run an open prison regime that allows for the movement of prisoners easily to purposeful activities and to create a less institutional atmosphere.

It is important to properly understand the security risk level of the prisoners that will be accommodated within a prison. If this is not understood, unnecessary and expensive prison infrastructure, along with the staff to manage it, may be used to house lower risk prisoners. This may impede prisoners' access to purposeful activities (e.g., rehabilitation groups and vocational skills training), as well as increase the sense of being in a prison for both prisoners and staff.

To avoid this, ensure that the security risk level of the prisoners is properly understood when developing the prison brief.

4. A prison costs more to build than other buildings

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

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

The windows and doors of a prison can be much more costly than those used for an office or a school, as they generally need to be augmented with specialized features to ensure that security is maintained, along with good lighting and ventilation. Prisons normally have many more doors than typical buildings, both inside and outside, in order to control prisoner movement.

Ceilings and floors must be robust to prevent prisoners from breaking into the upper levels of the prison – such as the roof space – or tunnelling down in an attempt to escape or cause disruption in the prison. Likewise, fixtures and fittings such as toilets, taps, door hardware, hooks, railings, latches, cabinets and furniture must be made of durable materials to reduce the likelihood of damage, sabotage, or manipulation for violence or self-harm.

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

Finally, and particularly in developing countries, prisons must often provide their own infrastructure for water, sewage, power and sometimes roads. For all of the above reasons, prisons entail significantly increased costs in comparison to other building infrastructure, as illustrated in Figure 7.

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

5. Different categories of prisoners must be separated

A fundamental requirement for prison design is the separation of different categories of prisoners (see Section B.1.2).[24] The separation of different categories of prisoners requires that designs will achieve a complete physical, visual and auditory separation of different prisoner categories.

Ideally, before any new prison is planned and designed, a master planning review of the country's current prison infrastructure will ascertain whether existing prisons can be better utilized to separate different categories of prisoners. For example, in a country that has multiple existing prisons, dedicating one or more of these facilities as women-only or youth-only facilities, instead of renovating each facility to accommodate the separation of women and men and children and adults. Where this is not possible, efforts should be made to reduce the different categories of prisoners within each prison.

Classification is a process used to allocate prisoners in the correct level of security infrastructure, in the correct facilities (e.g., to provide for the needs of prisoners with disabilities), with access to activities to support prisoner progress during their sentence and address their offending behaviour (e.g., access to rehabilitation courses) (see Section B.1.3).[25]

Planners and designers should be aware that it is only with a detailed understanding of the categories of prisoners and their classifications that the infrastructure needed to ensure the safety and security of prisoners, staff and the public can be accurately developed.

Figure 7 Illustrative costs of prison development

Residential

Low-security prison or office building

Medium-security prison or regional hospital

High-security prison or large teaching hospital

Creating a prison that is focused upon increasing generic prisoner capacity to address overcrowding issues is likely to form many long-term operational deficiencies, hindering the recognition of the requirements of the United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules) and other key international standards and norms on the care and management of prisoners (see Section A.3). The inclusion of too many categories and classifications of prisoners in a single prison facility will exacerbate these problems (see Section C.2.2).

It is essential that planners and designers, in their efforts to define prisoner capacity in their designs, maintain a focus on creating prison infrastructure that can properly accommodate various categories and classifications of prisoners.

6. A prison is a complex and interconnected operating environment

To appreciate the complexities of a prison's internal operating environment, it can be helpful to consider a prison as a living organism, with each organ within the whole functioning independently, yet utterly connected and reliant upon the other organs within the organism to operate and thrive. When applying this analogy to an actual prison, each infrastructure component within it may operate independently, yet it is connected to other components within the prison that allows it to operate effectively. For example, an area for visits will facilitate the various forms of visit opportunities available to prisoners, yet it is totally reliant upon other infrastructure components to allow it to function, such as the gate to let visitors into the prison and the control room to coordinate the movement of prisoners from their residential unit to the visiting area.

While it is important to include the correct infrastructure components within a prison, it is equally important to consider how they will interrelate and communicate with each other. For example, if the visiting area is located on the far side of the prison away from the gate, this may create security and safety issues by bringing visitors so far into the prison. Similarly, if the prisoner accommodation and workshops are a long way away from the visiting area, it will take staff more time to escort prisoners, requiring more staff to facilitate the volume of visits.

Developing an accurate brief to understand what infrastructure components are required within a prison and then conducting the master planning exercise to determine where these components will be located, will help to ensure that the resulting designs reflect a physical prison environment that supports staff in the delivery of their duties and meet the requirements of the Nelson Mandela Rules.

7. Design from the inside out – function over symmetry

Some traditional prison designs may favour a symmetrical approach to their layout, within which the infrastructure components, operational processes and prison regime can be fitted. An alternative approach is to plan and design using a master planning approach, with consideration for the required functional components of the prison and their supporting infrastructure and interconnectivity.

Although the resulting structure may not be entirely 'symmetrical', it may be more operationally functional and conducive to meeting the requirements of the Nelson Mandela Rules. Functionality should always override symmetry in prison design, especially where symmetry provides no other purpose than to create an aesthetic impact.

8. Stimulate community through design

A prison should be regarded as an enclosed community, where many thousands of meaningful human interactions take place everyday. Positive interactions between all users help to foster a sense of community and stability, which can be encouraged by the inclusion of particular functional components. Such components may include a faith centre, a cultural centre, large day rooms and fitness facilities, where staff can organize inclusive activities and positive interactions.

9. Enclose the carceral space to look outwards

Whilst prisons are an enclosed community, the design of the prison should support its connectivity to the outside world. In particular, it is important to maintain connections to the wider prison system, the criminal justice system, the local community and society in general. Prison designs or locations that do not properly allow for these connections to the external environment can lead to risks to the successful rehabilitation of prisoners and their eventual resettlement into society.

10. Plan for sustainability, flexibility and evolution in the prison's use

By the nature of their physical fabric, prisons can be physically rigid and inflexible places, making changes to them a challenge. When planning and designing a prison, it is useful to consider what features might assist with changes in the future. For instance, if the prisoner demographic changes, how easy will it be to reconfigure the prison environment to accommodate these changes?

These shifting demographics may require changing to a women-only facility, adding another sub-category of prisoners or expanding the prison beyond its current footprint to accommodate prisoner population growth. Addressing these considerations at an early stage will help to promote the long-term sustainability of a prison.

11. Avoid common mistakes in prison design

The complexities of prison planning and design are well known and lessons have been learned about infrastructure features that detract from ensuring that a prison is humane and operationally effective. Once the brief has been developed and the concept designs are under development, reference to the checklist for the common mistakes in prison design (see Annex 2) can help to ensure that these 'mistakes' have not been included in the designs.

12. Add no punishment to the punishment

The purposes of a sentence of imprisonment are primarily to protect society against crime and to reduce recidivism.[26] The punishment itself is the deprivation of liberty of an individual sentenced by order of a court of law. Therefore, in accordance with the Nelson Mandela Rules, "the prison system shall not, except as incidental to justifiable separation or the maintenance of discipline, aggravate the suffering inherent in such a situation."[27]

Planners and designers should ensure, at a minimum, that designs do not include features such as dark cells and other sensory deprivation rooms, wall shackles and execution areas. In addition, they should ensure that designs incorporate the necessary infrastructure to support the rehabilitation of prisoners and their reintegration in society upon release.[28]

When it is necessary to include infrastructure that supports the temporary isolation of prisoners, extra consideration should be given to ensure that it respects the non-derogable human rights of prisoners and supports the reintegration of these prisoners back into the mainstream prisoner population as quickly as possible (see Section D.1.4).

13. Use an evidence-based approach to design

It is important for those involved in the planning and design of prisons to base their design choices on evidence that these choices will support humane and operationally effective conditions. More information about evidence-based design can be found in the publication Towards Humane Prisons by the International Committee of the Red Cross (ICRC).[29]

14. Nature, shape, colour, views and texture belong inside the prison walls

In the past, many prisons have been designed to be austere, punitive, institutional places in an attempt to use the physical fabric of the prison to reduce recidivism, without properly understanding human nature and the drivers of criminality. Such physical environments can be brutal and insensitive to human needs and diminish hope in prisoners, as well as create an unpleasant work environment for prison staff.

In contrast, the positive use of nature, shapes, colour, views and texture can be skillfully used within a prison's design to help counter the negative aesthetics of the space and, in doing so, contribute towards making the prison feel humane.[30]

15. Reflect humaneness, functionality, rehabilitation and purposeful activity in designs

If at the concept design stage, humaneness, functionality, rehabilitation and purposeful activity are absent or deficient, consideration should be given to why this is the case and what should be changed to address any shortcomings before continuing with the detailed designs. A failure to do this is likely to result in the prison never reaching its optimal status of being a humane and operationally efficient institution.

A.2 PRISON SYSTEMS

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

Problems such as overcrowding are typically symptomatic of larger problems within the criminal justice system. Reforms of criminal codes and sentencing guidelines, the provision of alternative measures, early and conditional release programmes and broader judicial, social, economic, and political policy reforms will have more significant impacts on the quality of life of prisoners than constructing one or more new prisons that are compliant with minimum international requirements.

Although prisons are often found in inaccessible locations out of the public eye, prisons should be planned with consideration to accessibility and connectivity, as described in Table 1.

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

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

Table 1 Prison connections and accessibility	
PRISONS SHOULD	**RELATED NELSON MANDELA RULES**
✔ Co-exist with other government bodies such as the courts, police and probation, and depend upon the broader criminal justice system.	41, 83, 90, 108
✔ Rely on the availability of health care and psychological services to provide physical and mental health care.	4, 5, 24, 25, 27, 78, 109
✔ Rely on suppliers for food stocks where there is no farming activity.	22
✔ Have connections to other prisons to produce goods for use within the prison system, to raise revenue for the upkeep and running of a prison, to provide mutual support in the event of a serious incident or to transfer prisoners.	87, 89
✔ Connect to a road system, electricity, drinking water and drainage, as well as other resources such as gas, coal or wood for cooking.	3
✔ Be accessible to the public to allow for visits to prisoners.	3, 58, 59, 106
✔ Be accessible to emergency services, where they exist.	27
✔ Provide access to external work opportunities and rehabilitation and reintegration programmes.	4, 88, 96, 98
✔ Be accessible to religious groups and other prisoner care organizations to provide support to prisoners.	4, 59, 65, 90
✔ Connect to local education services that can provide activities for prisoners.	4, 104
✔ Be accessible to the legal representatives of prisoners.	8, 61, 119
✔ Have access to a qualified workforce, as well as community services for education, housing, health care and employment opportunities to support the family members of prison personnel.	40, 74, 75, 78

Figure 8 shows how prison is a single component within a criminal justice system and has close connectivity to the community and court processes. It also shows how a prisoner might move through the criminal justice system, interacting with the different components of the system as their case and sentence progresses.

For example, an individual is arrested by the police and charged with an offence that is so serious that a court orders them to remain in prison until there is a trial on the charges. The individual remains in prison before and during the trial until a guilty verdict is received. Following a sentencing hearing, the individual receives a short-term custodial sentence and is imprisoned to serve this sentence. Towards the end of the sentence, the prisoner is released into the community to serve the remaining part of the sentence under conditional release (i.e., report to a probation office once a week).

Prison planners and designers must be aware of the importance of a prison's interconnectivity with the other components in the criminal justice system. Placing a prison in geographical isolation from the rest of the criminal justice system creates challenges to ensuring that prisoners receive timely access to justice, as well as to their families and external support mechanisms to help them address their offending behaviour.

> **⚑ MORE INFORMATION**
>
> The following resources include information and recommendations on alternative measures to imprisonment and overcrowding in prisons:
>
> ▶ International Centre for Prison Studies, 'Guidance Note 4: Dealing with prison overcrowding'[31]
>
> ▶ International Centre for Prison Studies, 'Guidance Note 15: Developing alternative sentences'[32]
>
> ▶ Penal Reform International, 'The use and practice of imprisonment: current trends and future challenges'[33]
>
> ▶ United Nations Office on Drugs and Crime, 'Handbook on Alternatives to Imprisonment'[34]
>
> ▶ United Nations Office on Drugs and Crime, 'Handbook on Strategies to Reduce Overcrowding in Prisons'[35]

Figure 8 Possible paths through a criminal justice system
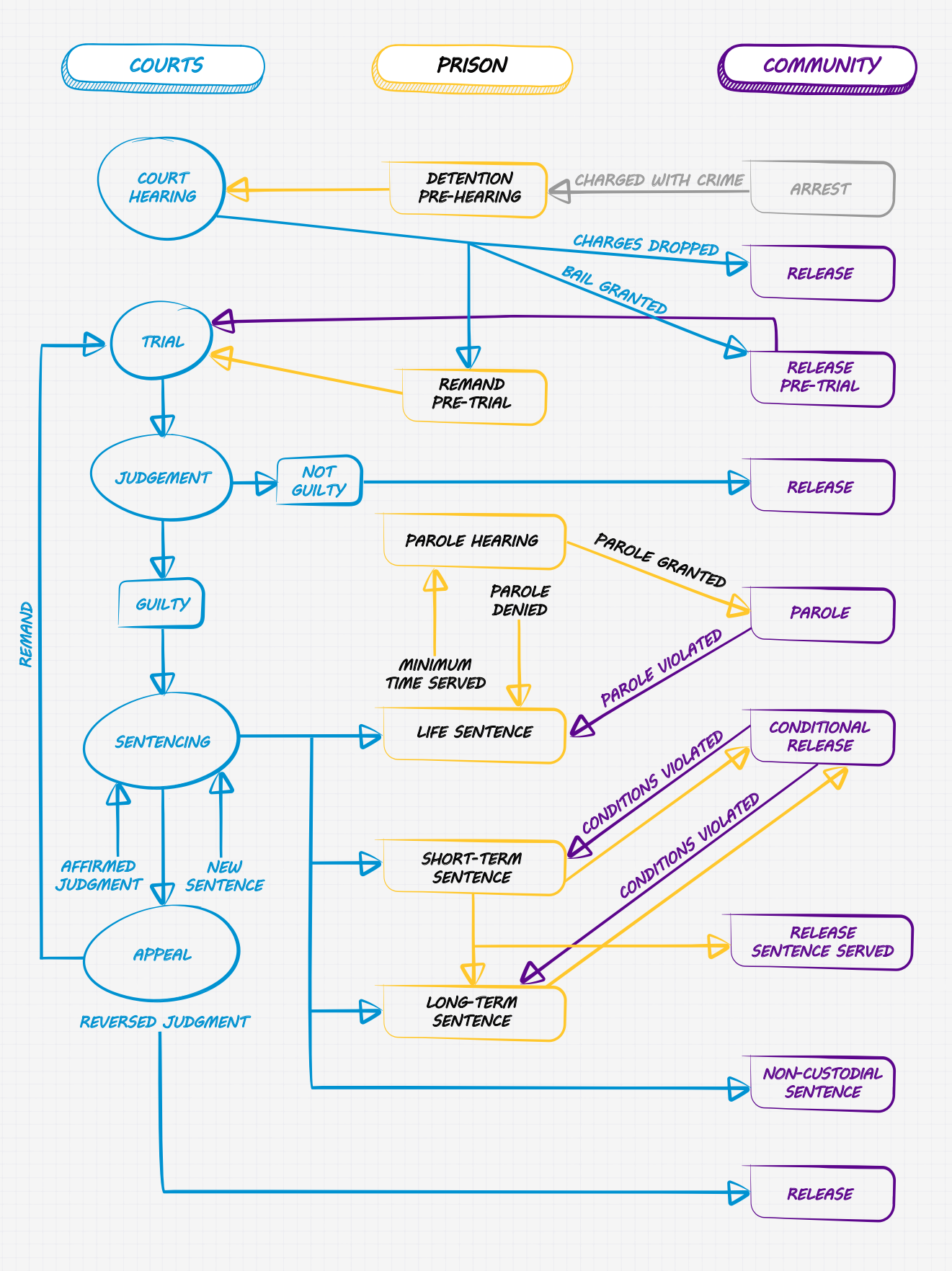
A.3 OVERCROWDING

The overcrowding of prisons and prison systems is a widespread problem that occurs when the population of existing facilities exceeds their designed capacity. Prisons that exceed their capacity often result in the violation of the human rights of prisoners.

The Nelson Mandela Rules recommend that "the number of prisoners in closed prisons should not be so large that the individualization of treatment is hindered [and] [i]n some countries it is considered that the population of such prisons should not exceed 500", while the population in open prisons should be as small as possible.[36]

Prison capacity is measured according to different methodologies. According to 2020 figures available from the International Centre for Prison Studies, approximately 80 countries have prison systems that are more than 10 per cent overcrowded; more than 15 nations are overcrowded by 200 per cent, while some are even between 300 - 600 per cent over system capacity.[37] In short, overcrowding has too often become an established and accepted fact of prison life.

Over-incarceration

Many countries over rely on incarceration rather than utilizing other methods of punishment (e.g., alternative or community sentencing). This results in overcrowding and poor conditions in prisons. The situation is summarized in a report by the Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment:

> Imprisonment has become an almost automatic response rather than a last resort, as mirrored in increasing and disproportionate penalisation, excessive use of pre-trial detention, increased length of sentences and little use of non-custodial alternatives [...]. Furthermore, the penitentiary system in most countries is no longer aimed at the reformation and social rehabilitation of convicts but simply aims to punish by locking offenders away. Non-compliance with international standards in relation to conditions of detention is caused by resource constraints and by the punitive approach of most criminal justice systems."[38]

Overcrowding is a symptom of an illness within the wider criminal justice system and requires an integrated approach, measures and coordination to resolve it. While building new prisons may appear to be a solution to an overcrowding problem, utilizing alternatives to prison, rationalizing sentencing and processing pre-trial prisoners quickly can help to reduce overcrowding and avoid the need for building expensive new prisons.

As described in the United Nations System Common Position on Incarceration, reducing prison populations through the effective use of alternatives to incarceration is an important precondition to addressing the challenge of overcrowding.[39] A master planning exercise of the entire criminal justice system will reveal the drivers of an expanding prisoner population, as well as what needs to be done to address the problem.

Taking a gender-sensitive approach to the use of alternatives to detention and non-custodial measures can reduce the social and economic costs associated with imprisonment and reduce the prison population through rehabilitation and reintegration.[40]

Consequences of overcrowding

The most immediate consequence of overcrowding is that many prisoners do not have the minimum space requirements consistent with human rights standards. However, overcrowding also affects the ability of prisons to provide adequate food, sanitation, rehabilitation activities and health services, while increasing the incidence of disease[41] and the difficulty of maintaining the safe and effective management of prisons.

When a facility becomes overcrowded, the human rights and dignity of prisoners are compromised, particularly for the most vulnerable prisoners.

The United Nations Office on Drugs and Crime (UNODC) 'Handbook on Strategies to Reduce Overcrowding in Prisons' lists several challenges to prison management posed by overcrowding, including:

▶ The growth of prisoner numbers requires increased numbers of prison staff;

▶ The required classification and separation of prisoners becomes more difficult;

▶ The safety and security of prisoners and staff is endangered;

▶ Prisoner rehabilitation and contact with the outside world becomes more difficult to implement and manage; and

▶ The health of prisoners is compromised by malnutrition, overburdened water and sanitation systems and lack of access to open spaces.[42]

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

These are difficult problems to resolve, with obvious tensions between the ambitions of international standards and the unfortunate realities of prison systems. The construction of new prisons is an insufficient response to overcrowding. Given the scale of the problem, systemic changes are typically necessary, particularly in the case of under-resourced prison systems.

Careful consideration should be given to focusing resources on institutional reforms that reduce the scope of imprisonment and pre-trial detention, promote alternatives to imprisonment and promote policy changes in the criminal justice system.[43] These are likely to be quicker, cheaper and more effective routes to reduce overcrowding.

With respect to the challenges of overcrowding in the development of new prison infrastructure, relevant guidance is provided in this document (see Section A.6 and Section C). Fundamentally, any proposed solution must be agreeable to all stakeholders and meet the basic needs and non-derogable human rights of prisoners.

A.4 NON-DEROGABLE HUMAN RIGHTS AND HUMAN DIGNITY

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

The United Nations General Assembly has recognized the following:

> The importance of the principle that, except for those lawful limitations that are demonstrably necessitated by the fact of incarceration, persons deprived of their liberty shall retain their non-derogable human rights and all other human rights and fundamental freedoms".[44]

The deprivation of liberty constitutes the prisoner's punishment, not the circumstances of their confinement. However, prisoners continue to suffer persistent indignities and violations of their non-derogable human rights.

Non-derogable human rights are rights that are considered to be of such importance that they must be protected under all circumstances, including during times of public emergency. In accordance with the International Covenant on Civil and Political Rights, these rights include the following:

- ▶ The right to life;
- ▶ The right to be free from torture or to cruel, inhuman or degrading treatment or punishment;
- ▶ The right to be free from slavery or servitude;
- ▶ The right to not be imprisoned solely on the basis of the failure to fulfil a contractual obligation;
- ▶ The right to be free from the retroactive application of penal laws;
- ▶ The right to be recognized as a person before the law; and
- ▶ The right to the freedom of thought, conscience and religion.[45]

Ensuring the protection of these non-derogable human rights is essential during the design, construction or rehabilitation of prison facilities. In particular, it is clearly established in international standards and norms that prisons must not include facilities or instruments for the implementation of the death penalty or tools or equipment designed to inflict torture or cruel, inhuman or degrading treatment or punishment.[46] This prohibition includes the provision and use of solitary confinement rooms in some circumstances (see Section D.1.4).

Beyond the protection of the non-derogable rights of prisoners, providing for the humane and dignified treatment of prisoners is both ethical and practical. This is a fundamental aspect of good management that provides a safe and secure environment for both prisoners and staff. Achieving the humane and dignified treatment of prisoners requires considerations far beyond the scope of any design team focused on a single project. Sound policy, good leadership, and the appropriate and effective selection, training, and management of prison staff are all crucial to achieving this objective.[47]

Design teams play an important role in helping to create prison designs that facilitate the humane and dignified treatment of prisoners. For example, designing prison spaces that achieve the proper separation of different categories of prisoners, with particular focus on the most vulnerable groups, ensures that prisoners can exercise in the open air, with access to natural light and ventilation, on an equal basis. By designing search rooms and bathing installations with modesty screens, teams can help to preserve the dignity of prisoners.

Including sufficient prison spaces for work, educational, and recreational activities and integrating accessibility considerations for different categories of prisoners and vulnerable groups, supports the humane treatment of prisoners by facilitating the rehabilitation of these individuals.

Creating visiting spaces that allow prisoners to engage with their children in a more natural environment can promote the maintenance of family bonds, which is a key component of rehabilitation and reintegration.

Ensuring the humane and dignified treatment of all prisoners and the protection of their non-derogable human rights is a fundamental aspect of the design and development of prison infrastructure. Employing the recommendations contained in this guidance during the design, construction or rehabilitation of prison facilities will support the achievement of these objectives.

🔖 **MORE INFORMATION**

Refer to the following resources for guidance on prison management and the human rights of prisoners:

- ▶ OHCHR, A Manual on Human Rights Training for Prison Officials[48]
- ▶ ICPS, A Human Rights Approach to Prison Management[49]
- ▶ ICPS, Guidance Note 8: Prison staff and their training[50]
- ▶ ICPS, Guidance Note 9: Humanising the Treatment of Prisoners[51]

Figure 9 Creating humane prisons
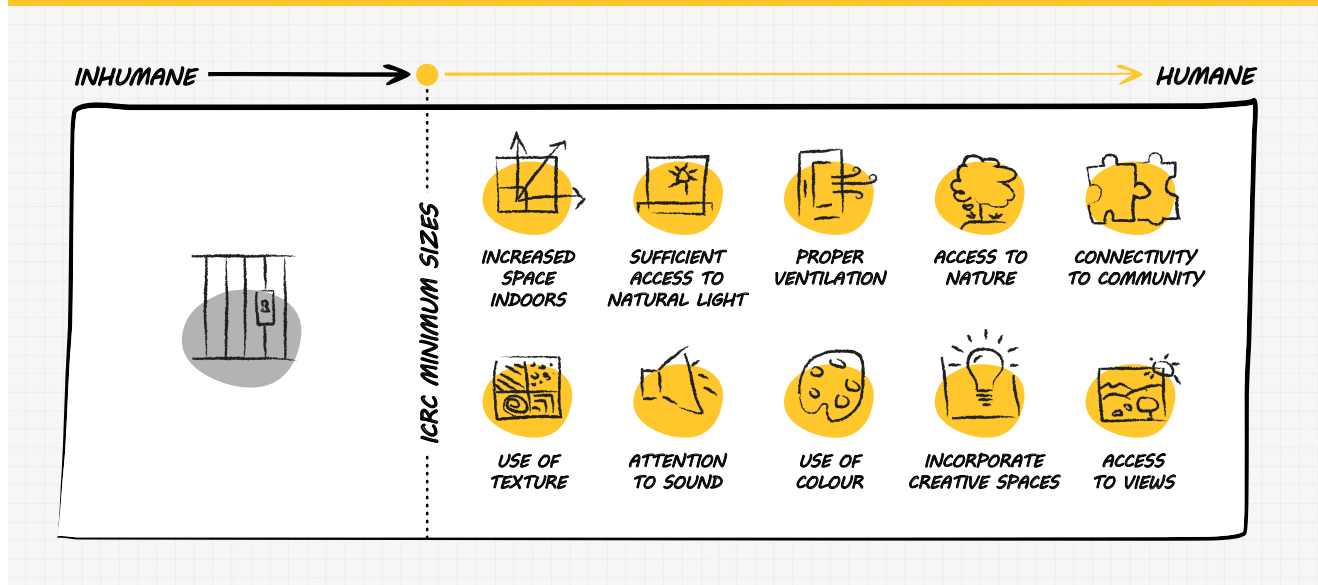
A.4.1 Design considerations for the creation of humane prisons

Prison design expresses the philosophy of imprisonment and can be a tool towards rehabilitation.[52] In addition to the specific recommendations contained in this document, development teams should attempt to design prison facilities in a manner that considers the psychological health of the prisoner and creates a positive and mentally stimulating environment. In contrast to traditional approaches, innovative prison design tries to make facilities less 'prison-like' and more focused on the rehabilitation of prisoners.

Figure 9 illustrates the relevant considerations, beyond the minimum space requirements identified by the ICRC, which need to be addressed in prison design to create humane prisons.[53] These considerations are described in more detail in the following subsections.

Indoor spaces

Providing spacious, well-lit and ventilated spaces, particularly in accommodation areas, can help to reduce feelings of claustrophobia. Bright and calming colour schemes can be used to create positive and calm spaces within prison facilities. Wherever possible, monotonous and drab colour schemes should be avoided.

Planners and designers should note that the ICRC minimum space requirements for prisoners are the absolute bare minimum and these requirements should be exceeded, wherever possible, to create the best living conditions for prisoners and working environment for prison staff.[54]

Ventilation

Ample ventilation is essential in prisons. Proper ventilation can contribute to the maintenance of a healthy environment by reducing the risk of spreading airborne diseases. Regular changes of air, particularly in residential areas of a prison, may also help to decrease feelings of claustrophobia and stuffiness for prisoners.

Use of texture

The traditional prison environment can be stark and harsh in appearance. The use of various textures, both artificial and natural, should be considered in the design to enhance the environment and create interest.

Natural lighting

Sufficient levels of natural lighting are important to maintain the health and well-being of prisoners and staff. Prison buildings should be designed and oriented to maximize the amount of natural light. This is especially important in countries where natural light levels significantly diminish during the winter months.

While traditional prison designs often favour smaller windows to reduce the opportunities for prisoner escape, contemporary designs use robust materials to allow the installation of larger windows without compromising security.

Sound

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

Use of colour

Careful consideration of colour throughout a prison for interest and functionality should be made. For instance, colour coding buildings may help with orientation around the prison. Calming colours might be considered for cell space and association areas. The colour of the frames around door apertures may be contrasted against the colour of the walls, to help prisoners with sight problems to negotiate these openings.

Views

If it will not compromise security, windows should be placed at a height where prisoners can look out of them. This simple step can have positive effects on the well-being of prisoners.

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

Access to nature and outdoor spaces

Outdoor spaces can be developed to encourage the wellbeing of prisoners.[55] For example, gardens, flowerbeds and water features can teach prisoners useful vocational skills in gardening, while also contributing to a better living, working and visiting environment.

Good planting layouts and schemes can help to soften the appearance of the prison environment against the harder features of its walls and fences. Creating different outdoor spaces that allow prisoners to experience seasonal changes should also be considered. Where possible, nature should be 'invited' into the prison. This can be achieved through the introduction of bird boxes and bee friendly planting. Communal external spaces can provide opportunities for prisoner activities, such as education classes and religious activities, to be delivered in an outdoor context, potentially enhancing the experience and learning.

Connection

By the nature of their fabric and construction, prisons can create an unhealthy disconnect between prisoners and the outside world. It is important for planners and designers to design prisons that not only consider the containment and rehabilitation of prisoners, but also how prisoners can stay connected to their families, communities and the wider society. Maintaining these connections will increase the likelihood of successful rehabilitation and eventual reintegration back into society.

An essential factor in maintaining these connections is through the provision of infrastructure and technology to support the contact and bonds between the prisoners and their family and community. This includes visiting facilities that allow physical contact, call phones and communication platforms that allow video calls.

Creative spaces

Prisons with developed art programmes may use open spaces within the prison to paint murals and display sculptures that the prisoners have produced. Blank walls might be painted with realistic landscape scenes or motivational quotes.

🔍 FOCUS The importance of evidenced-based design

Societal attitudes towards offenders and their punishment differ from country to country. Whereas one country may have progressive, modern attitudes that favour alternatives to custodial sentencing for all but for the most severe offenders, another country may elect for harsh sentencing and custodial punishments. Whereas one country may heavily invest in rehabilitation opportunities for prisoners, supporting them towards their eventual release, another country may not place as much value in rehabilitation and be more containment focused, diverting resources elsewhere.

Such attitudes and perspectives have built up over time. The media and its portrayal of crime and criminality may help to fuel negative public opinion of offenders. Governments may court the public vote by appearing to respond robustly against crime and its causes over more effective evidence-based methods of tackling crime.

When it comes to the creation of new prisons and the refurbishment of old facilities, governments may be cautious about creating conditions for prisoners that might appear 'too lenient' to the public and therefore, lose their favour. While it is important to try to meet the design needs of authorities, they must not be allowed to permeate the integrity of a design if they are in contradiction or detrimental to the Nelson Mandela Rules and other human rights standards and norms. Neither should they override evidenced-based research that demonstrates that humane prisons provide better long-term outcomes for prisoners and society. Minimum standards for prisoners should not be used as a tool to try to influence a design so that prisoners get the bare minimum conditions (e.g., cell space) or to save on construction costs.

In summary, it is essential that planners and designers develop evidence-based designs that are compliant with international standards and norms on the care and management of prisoners. These designs can be presented to the authorities with clear justifications for the inclusion of features that reflect the humane and dignified treatment of prisoners.

A.5 REHABILITATION AND REINTEGRATION

The purpose of a prison goes beyond the containment of prisoners and the protection of the public at large. A prison is also a place where prisoners should be provided with opportunities that will enable them to address their offending behaviour so that, upon release, they can reintegrate into society and live useful, law-abiding and purposeful lives.[56] It is this approach that provides society with enduring protection against recidivism.[57]

When designing prison infrastructure to support prisoner rehabilitation activities and pre-release work, careful consideration should be given to the profile of the offenders to be imprisoned. The Nelson Mandela Rules require that, to the extent possible, prisoners shall be allocated to prisons that are "close to their homes or their places of social rehabilitation."[58] The infrastructure they might require to support them in their rehabilitation and reintegration back into society may include the following:

- ▶ **Offending behaviour work:** Counselling rooms for one-to one work and larger group work rooms;

- ▶ **Vocational training areas:** Workshops, farmland, gym, laundry and mock up work spaces;

- ▶ **Education:** Classrooms;

- ▶ **Moral and spiritual direction:** Multi-faith room and classroom;

- ▶ **Restorative justice work**: Meeting rooms;

- ▶ **Pre-release work:** Office and classroom; and

- ▶ **Access to family:** Visiting facilities, interview rooms and short-stay apartments.

At the end of a prisoner's sentence, infrastructure support may also include offices for prison probation, and low security accommodation that is separate from the main prison intended to allow an outgoing prisoner to work in the community and learn work skills in preparation for their release.[59]

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

Vocational training

It is important to recognize the distinction between rehabilitative measures and mandatory work. The UNODC 'Introductory Handbook on the Prevention of Recidivism and the Social Reintegration of Offenders' notes that some prisons resemble labour camps and many "perpetrate abuses as part of so-called 'work programmes' [that][...] put prisoners to work to keep them occupied, as a form of punishment or simply because they provide a cheap form of labour."[60]

While there may be benefits to prisoner labour, particularly if the work is paid, the focus should be placed on rehabilitative measures. Employment is crucial to the ability of prisoners to reintegrate into society. The Nelson Mandela Rules require that programmes should seek to provide prisoners with marketable skills.[61]

🔍 **FOCUS** Designing a 'busy' prison to reduce boredom

It is not sufficient to build prisons that are solely focused on security and preventing prisoner escape. Prisons must be built or renovated to contain as much purposeful activity for prisoners as possible to meet both their rehabilitation and recreational needs.

Boredom in prisons can be the precursor to unrest and any functional spaces that might contribute to reducing boredom (e.g., sufficient work spaces, day rooms where prisoners can associate or sufficient classroom spaces) need to be considered in the emerging designs.

A.6 PHASING OF PRISON SYSTEMS

It is acknowledged in the Nelson Mandela Rules that it will take time to bring prisons and prison systems into compliance with international human rights norms, and that it is "evident that not all of the rules are capable of application in all places and at all times."[62]

Systems with significant overcrowding pose a particular challenge to reform efforts. Even new prisons may become overcrowded because of the levels of overcrowding in the prison system as a whole.

One new prison may reduce the strain on the whole system but it does so incrementally. For example, in a prison system where existing cell blocks provide less than 1 m², a newly built dormitory that provides the required 3.4 m² minimum space per person may create new problems, while not resolving the problem of overcrowding. Conflicts may arise over the unequal allocation of space, and if the population is distributed evenly throughout the prison system, prisoners will have more space than before but still not the minimum required area per person.

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

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

A.7 SAFETY AND SECURITY FEATURES

This section outlines some of the most significant considerations for the safe and secure control and management of prisons.

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

A.7.1 Layers of security

The Nelson Mandela Rules provide that the security level of a prison should be proportional to the security risk posed by the prisoners it will accommodate.[63] The higher the risk, the greater the amount of physical layers, or boundaries, that are needed to deter, hinder and prevent prisoners from escaping and to maintain an adequate measure of control over the prison environment.

Establishing a sound prison profile (see Section B), including an understanding of prisoner security risk levels, is the first step in establishing the required level of security. The four levels of prison security are illustrated in Figure 10 and described below.

Level 1

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

Level 2

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

Figure 10 Layers of security
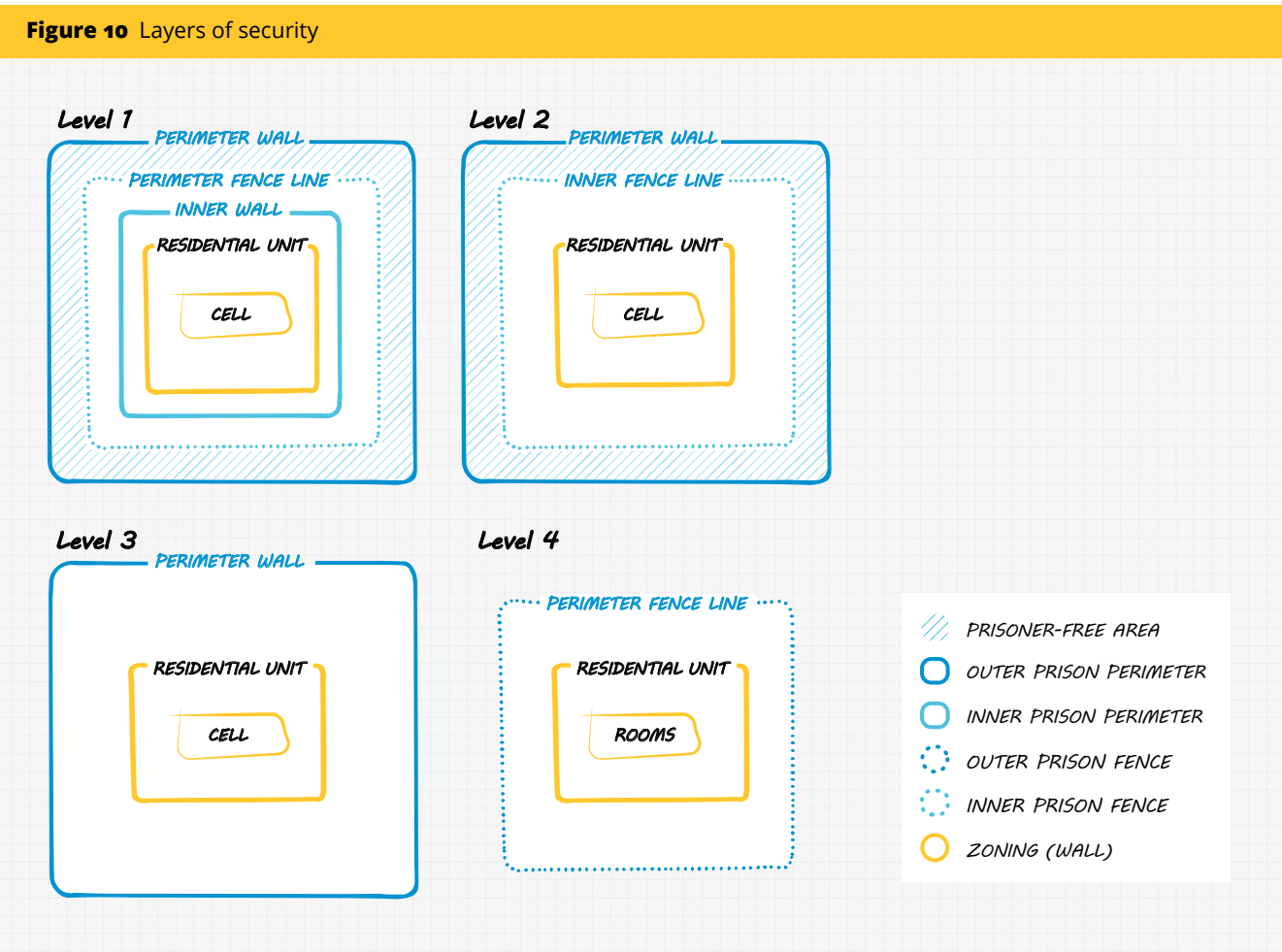
* Adapted from Krasnow, Peter Charles, Correctional Facility Design and Detailing, McGraw-Hill, New York, 1998, p. 5.; see also Sharon Shavlev, Supermax: controlling risk through solitary confinement, Willan Publishing, Cullompton, 2009, p. 104.

Level 3

Prisoners in a Level 3 prison merit a greater amount of trust. However, features such as secure accommodation and a perimeter wall should be in place to prevent escape attempts. Some zoning may also be appropriate around sensitive areas of the prison such as the pharmacy or security department.

Level 4

Prisoners accommodated in a Level 4 prison pose the lowest risk of escape. These prisons are sometimes referred to as open prisons. They are likely to provide rooms or small dorms that are locked overnight. The perimeter fence line exists to mark the boundary of the prison property rather than to prevent any serious attempt at escape. Level 4 prisons in remote areas or those that own extensive tracts of surrounding land may not require boundary fencing (see Section D.3.1.1).

A.7.2 Approaches to prison security

One of the core functions of a prison is to maintain security, which should be understood in terms of the three interdependent approaches discussed in this section: static or physical security; procedural security; and dynamic security.

Static or physical security

Static security includes hard infrastructure such as locks, gates, doors, walls, fences, prisoner-free areas, watch towers, control and access points, search equipment and closed-circuit television (CCTV).

It is essential to build or refurbish a prison to reflect the risk level of its prisoners. Prisons with excessive security measures can be needlessly expensive and restrictive to the regime within the prison. Security measures that exceed the risk level of prisoners can have negative impacts on the lives of prisoners, including their ability to access a range of rehabilitative activities.

Furthermore, physical security measures must never violate the prohibition on torture or other cruel, inhuman or degrading treatment or punishment.

Procedural security

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

These procedures should be documented for reference and may include subjects such as searching prisoners, escorting vehicles, maintaining prison records, categorizing and classifying prisoners and gathering intelligence about prisoners. If these procedures are available to designers and planners, they can provide insight into how comparable prisons within the criminal justice system approach security and what features may be appropriate to meet the required security levels.

Dynamic security

Static security consists of passive measures built into the physical infrastructure of a prison, while dynamic security is based on the active role of prison staff within the prison environment. By cultivating trustworthy professional relationships between staff and prisoners, prison staff are likely to be more effective in responding to problems within the general population of the prison. Moreover, trust and professionalism between staff and prisoners creates the most effective form of security, as staff are able to effectively communicate with prisoners and manage problems before they escalate into situations that require static or procedural security measures.[64]

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

A.7.3 Foyer types

Commonly referred to as 'sally ports', foyers perform various functions within a prison, depending on their location and operational requirements. Foyers may serve more than one function at a time and may be classified into six broad types as follows:

▶ Search;
▶ Controlled movement;
▶ Counting;
▶ Hub;
▶ Identity check; and
▶ Scan.

Figure 11 provides examples illustrating the six different types of foyers and their associated functions.

Figure 11 Examples of foyer types and functions

TYPE 1
SEARCH

SEARCH ROOM

TYPE 2
CONTROLLED MOVEMENT

TYPE 3
COUNTING

TYPE 4
HUB

TYPE 5
IDENTITY CHECK

HATCH

TYPE 6
SCAN

PRISONER

PRISON STAFF

ZONING

DIRECTION OF MOVEMENT

SECURE ACCESS
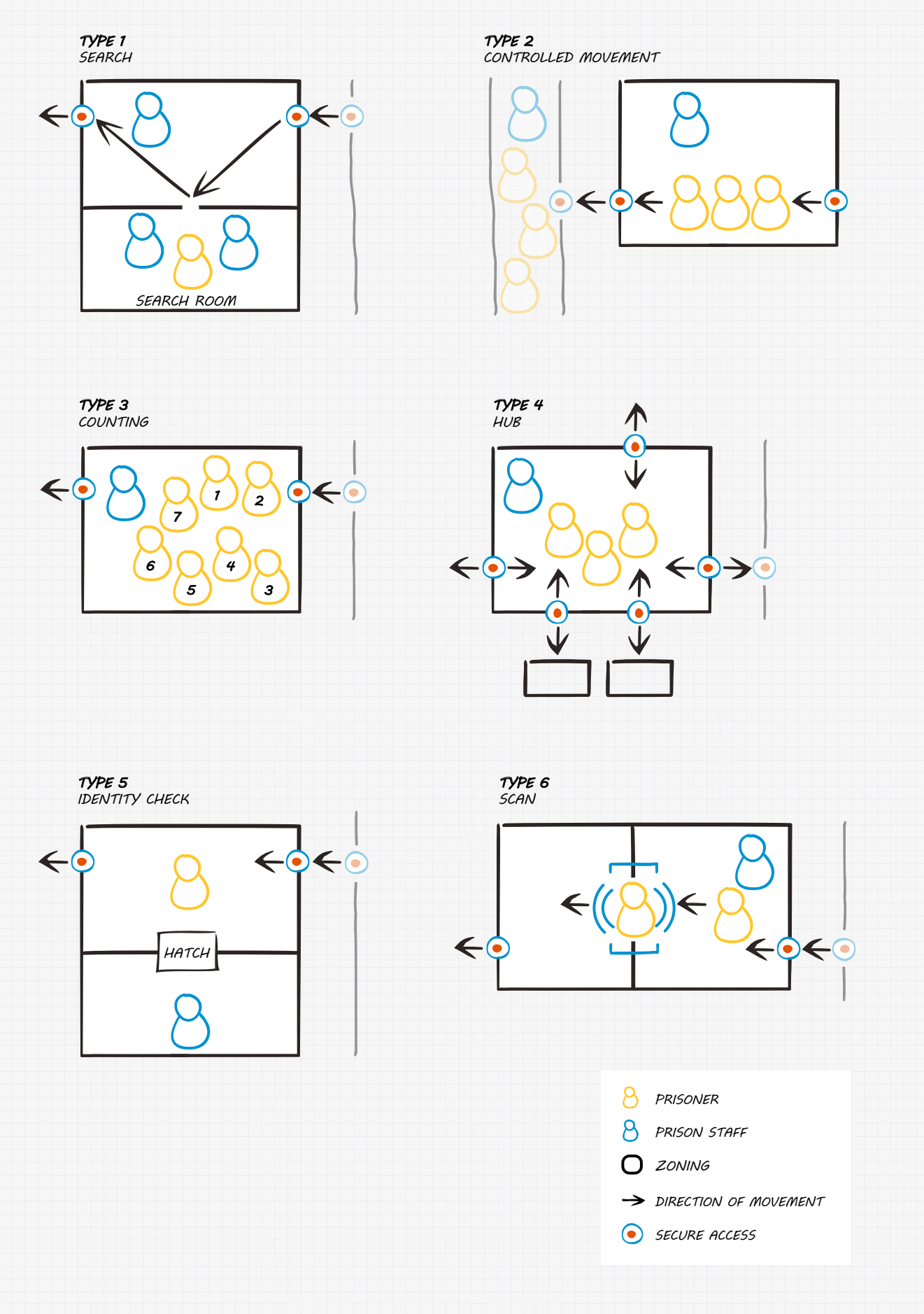
Type 1: Search[65]

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

The Nelson Mandela Rules require that searches should be both necessary and proportional, that is, conducted in accordance with necessities of safety and security, and conducted in the least intrusive way for the required extent of the search.[66]

Prisoners are to be searched one at a time by two prison staff. In accordance with the Bangkok Rules, personal searches of women prisoners "shall only be carried out by women staff who have been properly trained in appropriate searching methods and in accordance with established procedures."[67]

To protect the dignity of prisoners undergoing searches, the Nelson Mandela Rules require that "[i]ntrusive searches, including strip and body cavity searches, should be undertaken only if absolutely necessary", shall be conducted in private by trained staff of the same sex as the prisoner and that body cavity searches should not be applied to children.[68]

In the case of body cavity searches, the rules require that these searches "shall be conducted only by qualified health-care professionals other than those primarily responsible for the care of the prisoner or, at a minimum, by staff appropriately trained by a medical professional in standards of hygiene, health and safety."[69]

To assist staff in the search process, a prisoner may stand on a slightly elevated stand. Figure 12 provides an illustration of this type of search room. Tap or rub down searches may often be sufficient and can be carried out in open spaces.

Type 2: Controlled movement

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

Type 3: Counting

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

Type 4: Hub

Prisons are complex environments that may operate numerous activities at the same time, in close proximity to one another (e.g., education areas). In these circumstances, foyers can act as hubs to direct prisoners to their destination.

Type 5: Identity check

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

Type 6: Scan

To prevent the entry or movement of contraband in a prison, some foyers may contain a metal detection portal and/or an X-ray machine to scan items coming into or moving between different areas of a prison, like the type used in security screening at airports.

Figure 12 Example of a search room in a type 1 foyer

PRISONER

PRISON STAFF

CURTAIN

DIRECTION OF MOVEMENT

SECURE ACCESS
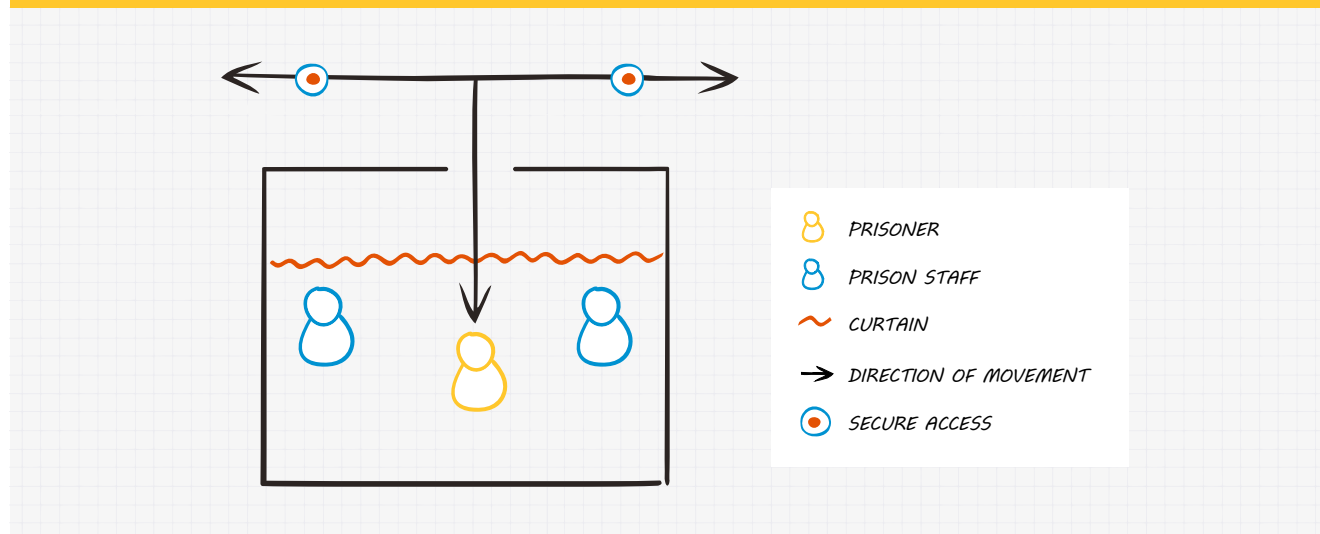
A.7.4 Gate and door locking mechanisms

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

Electrical locking systems can offer a sound method of containing prisoners and controlling their movement, especially at peak times when unlocking and locking up. They should not be regarded as an opportunity to reduce prison staff because it is important that staff are present to supervise and support prisoners and maintain dynamic security.

Electric gates may be especially useful at vehicle and pedestrian entrances in the main gate area. However, the use of electrical locking systems should only be considered if there is a reliable power supply and when the maintenance and repair of the system can be properly guaranteed.

The use of padlocks can be found within many prison systems around the world. They provide a cheap method of locking doors and gates to maintain order and control within a prison. However, there are a number of risks associated with the use of padlocks that should be considered as follows:

- ▶ They are especially vulnerable to sabotage;
- ▶ Continuous, daily use leads to regular breakages and failure;
- ▶ Staff may have to carry large amounts of keys; and
- ▶ Importantly, if they are used to lock the cells of prisoners, accommodation block exits, control points and escape routes, they will cause delays to the evacuation of prisoners in an emergency (e.g., in the case of fire or riots).

Whilst padlocks may present a cost-effective locking system for a prison, the risks associated with them negate any financial benefits they may offer.

Manual locking systems differ greatly from country to country. Some prison systems still use padlocks, while others have more sophisticated prison-grade lock and key systems. For the purposes of modern prison design, a quality prison-grade lock and key system is preferred. These systems can be expensive but they are robust enough to absorb heavy use and are resistant to tampering by prisoners.

There are several different types of locking mechanisms, illustrated in Figure 13, and discussed below.

Type 1

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

Type 2

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

Type 3

These locks are employed on office doors, store rooms that contain low risk materials, staff toilets and classrooms. There may be different keys for specific areas within the prison to limit access to authorized staff.

Type 4

These types of locks are specifically used for cells. They may include an indicator on the lock to clearly show that the bolt is extended into the door frame. The lock may also have a button to allow staff to fix the bolt open and out of the door frame, to allow staff to enter a cell without fear of being locked inside.

In prisons using a manual key system, staff should only be assigned the individual keys that are essential for their duties. For example, a member of the staff responsible for discipline may have access to cell keys, while a member of the prison's psychology team may not require such a key for their duties. However, emergency measures must be in place to ensure that prisoners are evacuated safely in the event of a fire or natural disaster, which should inform the allocation of keys.

Figure 13 Types of manual locking systems

TYPE 1   TYPE 2   TYPE 3   TYPE 4
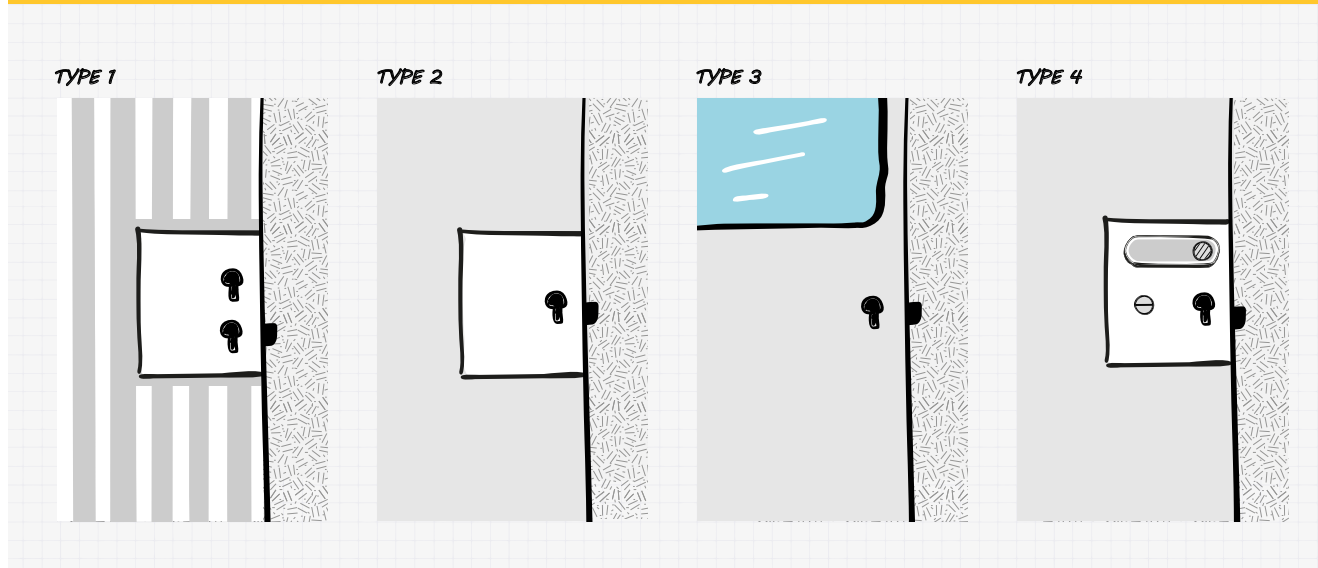
A.7.5 Prison alarm and alert systems

Developed prison systems have alarm and alert systems that notify staff in the case of an incident or a fire. As with all electronic systems, consideration should be given to the availability of a continuous power supply and the level of maintenance support. Systems that cannot be maintained should not be installed. Likewise, systems that rely on power for operation must understand the power supply reliability or use alternative systems such as a back-up generator, which may entail additional costs.

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

Press or push button alarms

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

Designated emergency telephone system

This system is separate from the general telephone system in the prison. It links the control room with all key staff points in the prison (e.g., residential units, workshops, kitchen and health care). These telephones may be a different colour from general telephones or may have a different ringtone to differentiate them, as well as an easily memorized number to connect to the control room.

Prison radio network

This network may allow staff to raise an alarm via a very high frequency (VHF) radio system. Some radios are able to pinpoint the radio to a location within the prison to assist the control room in identifying where an incident occurred. The radio system may also have a beep alert to notify staff of urgent information that is coming. The control room may also require a radio system connected to external emergency services.

Sirens and bells

This type of alert system may also be linked to the general alarm system to draw staff's attention to an incident.

Key alarm system

This system may be installed to alert gate staff if a member of staff tries to walk out of prison with security keys still on their person.

A.7.6 Fire safety

Fire detection systems, alarms and firefighting equipment must be regularly tested to ensure that they are operational. Training for staff and prisoners on how to tackle and prevent fires should be provided to help mitigate the risk, severity and frequency of fires, particularly in overcrowded conditions.

Detection

Detection systems for fire, heat and smoke must be considered and implemented, wherever possible and practicable. These measures should be fit for purpose and designed with consideration of the prison location and the availability of local services, in coordination with local authorities.

Alarms

A fire alarm must be included in a prison design. Where practicable, a push button system can be used to sound an alarm about a fire in a particular area of a prison. This will allow the control room to alert the local fire department and/or the prison's designated fire officer to trigger the firefighting and evacuation plans of the prison. Where such systems are not practicable or available, a loud siren or bell that is audible to the whole prison must be installed.

Fire evacuation routes and cluster points

Fire evacuation routes through buildings should be properly signposted with emergency lighting for nighttime use to inform people how to get out of the building in an emergency. These routes should lead to cluster points outside of the buildings, such as an exercise yard or car park. When individuals are gathered at the cluster points, staff can take a roll call to ensure that everyone is accounted for.

Hoses and sprinkler systems

Where water supplies are adequate, hoses or sprinkler systems may be put in place to assist staff and emergency services in controlling a fire.

Firefighting equipment

Where water supplies are inadequate for sophisticated fire control systems, adequate water or sand buckets and fire extinguishers must be placed strategically around the prison. A portable water tank with a pump and hoses may be necessary in situations where there are no emergency fire services available or to provide an efficient method to quickly control a fire.

Smoke vents

Controllable smoke escape vents in building roofs should also be considered. Opening these vents can quickly release heat and smoke from the building and may save lives.

Contingency plans (fire) and regular testing

Fire evacuation exercises involving staff and prisoners must be conducted on a regular basis. The purpose of these exercises is to make certain that they are effective and to build the confidence of prisoners and staff in knowing what to do should a fire occur.

A.7.7 Other safety and security considerations

Prisoner-free zones

Certain areas around a prison will be designated as 'prisoner-free zones' to offer extra space for security protection. These areas may include the area between the outer prison wall and the inner fence line or an area around a prison pharmacy. If prisoners are seen in these areas without direct supervision then it is assumed that there is a problem or incident in progress.

Vibration and movement sensors

Devices that sense ground and/or fence vibration, light beam sensors and infrared detection devices may be positioned within prisoner-free areas to detect prisoners trying to escape, especially at night. They are usually connected to an alarm that will sound in the control room.

Drainpipes

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

Lightning conductor cables

When using cables on the sides of buildings and walls, they must be fixed tightly to the wall, preventing a prisoner from using them to scale a structure.

Ladder storage

At all times, ladders within a prison should be accounted for. A secure store, usually located within the maintenance area, is useful for storing ladders when not in use.

Double gates and doors

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

Closed-circuit television systems

Closed-circuit television (CCTV) systems can be very useful for monitoring prisoners and staff and ensuring that a proper management regime is being implemented. The CCTV system can also be focused on an incident and record the incident for evidence, while helping staff to deploy additional resources as needed and to resolve an incident.

CCTV cameras may be static (i.e., facing one particular direction) or movable to allow control room staff to aim and zoom in on a particular area, such as tables in the visit area, where attempts to pass contraband may occur. Cameras can also be triggered to operate if movement is detected nearby, such as in a prisoner-free zone, to alert staff to a breach in security.

Recordable CCTV systems may also be used in sensitive areas of the prison, such as segregation units. Depending on the level of technological sophistication, infrared cameras can be useful to provide CCTV coverage at night.

As with other materials used in prisons, CCTV cameras should be robust enough to resist attempts at sabotage.

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

Drone defences

Drones have become a serious risk to prison security as they can be used to facilitate the ingress of contraband (e.g., money, drugs and weapons) into a prison, as well as to probe a prison's security systems and routes in preparation for an externally supported escape.

Where drones may be a problem, anti-drone technologies may be considered, as well as other physical defences such as netting and window grills. These physical defences must not become a hindrance to ventilation and light entering buildings.

Computerized security intelligence systems

Developing an accurate picture of a prisoner's security profile and risk is an important aspect in keeping a prison secure. It allows the prison to assess whether a prisoner is engaging in activities that breach the prison rules or if they are participating in criminal activities in the outside community.

A secure computer system and specialized software programme can be used to accurately assess and collate security information about a prisoner. Once this process is completed, prison staff can make the appropriate interventions to ensure that the security of the prison and the protection of the public is maintained.

Body-worn cameras

Body-worn cameras on staff can be helpful to make certain that staff are treating prisoners correctly, especially in sensitive areas such as segregation units. These cameras may also protect staff from any false allegations from prisoners about the actions of prison staff.

Patrol points

Staff should patrol a prison throughout the night and during other lockdown periods to ensure that no fires are started and to raise an alarm if prisoners are trying to escape or in the case of a medical emergency in a prisoner's cell or dorm.

Ensuring that staff are properly patrolling a prison, especially at night, can be a problem for prison management. The introduction of patrol points, which are designated locations where staff are expected to record that they have patrolled that area within a designated time window, can help provide assurance that proper patrolling has been conducted.

Helicopter wires

Escapes from prison by helicopter, especially if it is a high-security prison, often attract media attention and subsequent political embarrassment. Placing high tensile helicopter wire at height across open spaces in the prison can help to deter such escapes. Open areas that should be considered as being especially vulnerable are prisoner exercise yards, gardens or allotments and large delivery and dispatch areas outside workshops, kitchens and stores.

Video link system between a prison and the court

Some criminal justice systems allow for the use of a secure video link between prisons and courts to enable cases to be heard remotely. These systems may be useful when there is a high-risk that a prisoner may escape while being transported to or from the court. The use of these systems must not prevent a prisoner from having proper access to legal representation and advice.

Mobile phones

Illegal mobile phones in prison can create serious security risks. These phones can be used by prisoners to plan an escape, organize contraband coming into the prison, intimidate witnesses or to continue illegal activities in the outside community. Technology is available that will disrupt a mobile phone's connectivity to a network, rendering it useless to the user.

Contingency plans

Each prison should have a set of contingency plans that cover every foreseeable emergency that might arise (e.g., riots, hostage incidents, fires and natural disasters). Planners and designers should be mindful about how prison authorities would resolve a serious incident and whether the infrastructure being created in the concept designs will support the contingency plans (e.g., the type and location of access and evacuation points).

Standard operating procedures

Standard operating procedures (SOPs) assist in the maintenance of security and operational effectiveness. They provide staff with clear directions on how to carry out daily operational tasks, such as searches, prisoner movement and processing deliveries. SOPs can form part of a training programme, ensuring that staff are familiar and confident in delivering the requirements.

Planners and designers should note that new prisons will most likely require new SOPs, written specifically to address the prison's operational needs.

Traffic measures

In high-security prisons, it may be necessary to consider placing traffic-calming measures leading up to the main gate. These measures can prevent vehicles being driven in at a high speed to cause a diversion during an escape attempt or as a means of forced entry into a prison to support an armed attack. Physical barriers, such as bollards, around the perimeter of the outer wall may be required to prevent vehicles from getting close enough to the prison to support an escape.

Emergency staff access stairwells

Buildings in prisons that accommodate Level 1 - 3 prisoners may require designated stairwells for staff use only to access the building during emergencies. These stairwells must have doors that swing inwards to prevent prisoners from erecting barricades. These emergency stairwells should also be considered as additional designated evacuation routes for prisoners to use in the event of a fire.

Safety netting

In prison buildings that are more than a single storey, with open internal areas and stairwells, safety netting may be required to prevent prisoners from attempting self-harm or suicide.

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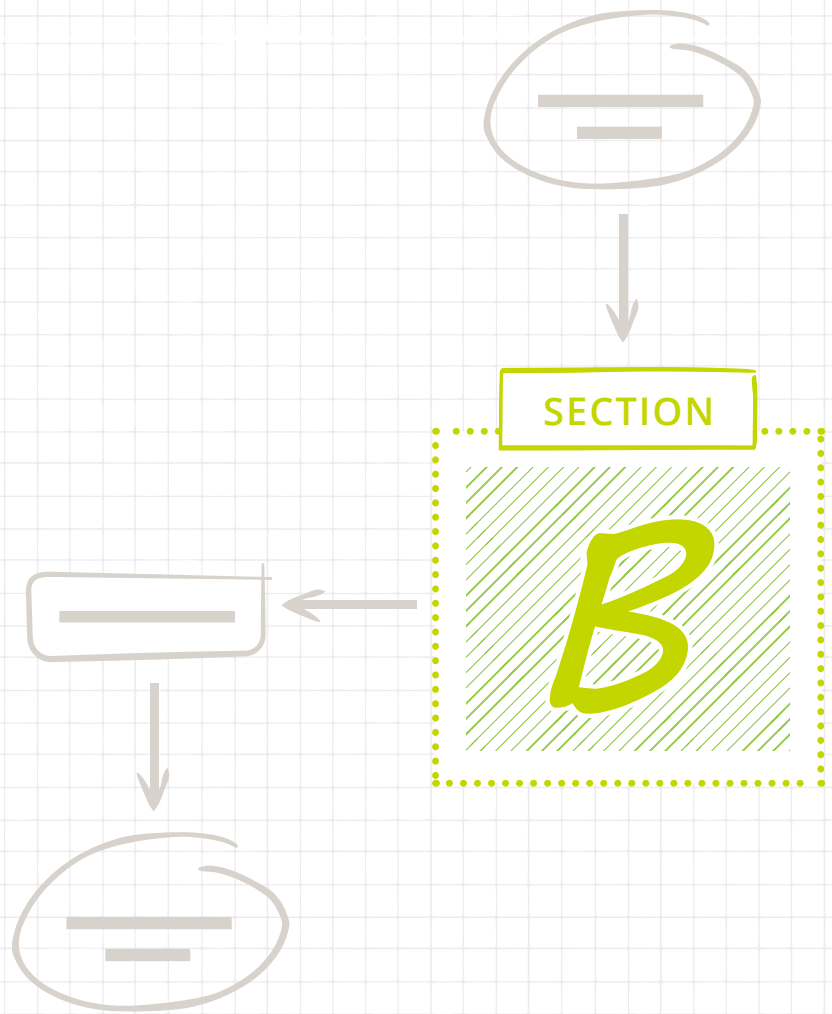
PRISON PROFILE

INTRODUCTION

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

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

This section establishes the basis for the development team to specify the spatial and service requirements discussed in Section D and supports the master planning activities covered in Section C. These three sections together – Sections B, C and D – combine to form the Prison Brief, which informs the more detailed design that is beyond the scope of this guidance.

The prison profile structure identified in Table 2 consists of the following key aspects: prisoners, the prison, operations, staff, location; and other focus areas. This section will examine each of the different aspects in relation to the specific questions in the template to enable the development of the prison profile.

> 🔖 **MORE INFORMATION**
>
> A blank Prison Profile template is available in Annex 4.

Table 2 Key aspects of a prison profile	
KEY ASPECTS OF A PRISON PROFILE	
B.1 Prisoners	🔖 **B.1.1** Total prison roll 🔖 **B.1.2** Categories of prisoners 🔖 **B.1.3** Prisoner classification 🔖 **B.1.4** Sentence length
B.2 Prison	🔖 **B.2.1** Expected lifespan 🔖 **B.2.2** Typology of the prison 🔖 **B.2.3** Probability of expansion
B.3 Operations	🔖 **B.3.1** Level of technology for management and operations 🔖 **B.3.2** Maintenance of facilities 🔖 **B.3.3** Prisoner transfer: method and frequency 🔖 **B.3.4** Volume of visitors expected
B.4 Staff	🔖 **B.4.1** Total staff 🔖 **B.4.2** Breakdown of staff
B.5 Location	🔖 **B.5.1** Geographic location 🔖 **B.5.2** Site or plot constraints 🔖 **B.5.3** External security issues 🔖 **B.5.4** Availability of services infrastructure 🔖 **B.5.5** Availability of skilled staff 🔖 **B.5.6** Availability of supplies 🔖 **B.5.7** Availability of construction materials 🔖 **B.5.8** Availability of construction labour
B.6 Other key focus areas	🔖 **B.6.1** Stakeholder engagement 🔖 **B.6.2** National, regional and local legislation, standards and codes of practice

B.1 PRISONERS

What are the number and type of prisoners to be accommodated within a prison? What category or categories do they belong to? What is their classification, both in terms of security risk level and treatment needs?

The total number of prisoners to be accommodated must be identified to develop the prison profile. To identify this figure, there are two particular topics relating to the type of prisoners to be accommodated within a prison facility that must be thoroughly examined during planning activities to determine the basic requirements for a prison. These two topics are the categories of prisoners and prisoner classification. While there is some overlap between these topics, they are distinct from one another and serve different purposes in both the planning and management of prison facilities.

An additional area for consideration is the length of a prisoner's sentence. Identifying the number of prisoners in different groups based on the length of their sentence will assist the development team in creating an accurate prison profile that will influence the infrastructure requirements of a prison.

These topics are discussed in detail in the following subsections. This content does not cover specific technical requirements for prison planning, which is discussed in detail in Section D.

B.1.1 Total prison roll

Identifying the total number of prisoners to be accommodated is essential to ensure that the appropriate infrastructure is provided for the housing and support of these prisoners. This is especially true in circumstances where the development of prison infrastructure is expected to be phased in over time. There are significant risks associated with building very large or supersize prisons to accommodate significant numbers of prisoners,[70] and this should be avoided (see Section A.3).

B.1.2 Categories of prisoners

Identifying the particular categories of prisoners – and the estimated number of individuals within each category – to be included within a prison facility will inform the basic requirements for the prison. These categories are based on gender, age and the legal reason for imprisonment. The proper identification and separation of different categories of prisoners facilitates respect for the international human rights obligations of states and supports the principle of non-discrimination enshrined in the United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules).

It is important to note that these categories of prisoners may overlap in some instances and will require additional consideration. For example, the category of women may include subcategories relating to age and the legal reason for imprisonment and should be considered in prison master planning activities (see Section C).

Fundamental principles

A fundamental requirement for prison design is the separation of different categories of prisoners.[71] The Nelson Mandela Rules identify the different categories of prisoners that must be kept in separate institutions, or separate parts of the same institution as follows:

▶ Women and men;

▶ Untried prisoners and convicted prisoners;

▶ Civil prisoners and criminal offence prisoners; and

▶ Young prisoners and adult prisoners.[72]

When planning for the separation of prisoners, consideration should be given to the "sex, age, criminal record, the legal reason for their detention and the necessities of their treatment".[73] Read in conjunction with Rule 2 of the Nelson Mandela Rules, the categories of prisoners requiring separation from the general population may also include those prisoners that are members of a particularly vulnerable group of individuals, for example, children accompanying their parents, persons with physical or mental disabilities, LGBTI individuals or elderly individuals.

Where circumstances necessitate that multiple categories of prisoners are located within a single prison, it is necessary to ensure that the design of the prison can accommodate a complete physical, visual and auditory separation of different prisoner categories. If this is not possible, there will be significant risks to the safety of prisoners within these categories and it will be difficult for staff to manage the prison in accordance with the requirements of the Nelson Mandela Rules and other international standards and norms.

When giving effect to the requirement for the separation of different categories of prisoners, equal weight should be given to ensuring respect for the principle of non-discrimination. The separation of prisoner categories should not result in the infringement of the rights and dignity of these individuals and the Nelson Mandela Rules, other international standards and norms, and guidance contained in this document shall be applied impartially and without discrimination.[74]

Q FOCUS Joint programming initiatives

The Nelson Mandela Rules and other international standards are explicit: different categories of prisoners must be kept physically, visually and audibly separate. Although totally inconsistent with this principle, a few prison systems facilitate joint programming initiatives (e.g., in relation to pre-release programmes, certain rehabilitation programmes or work opportunities) that may result in overlap between different categories of prisoner – usually women and men.

However, the mixing of different categories of prisoners presents significant risks to the safety and security of women prisoners and other vulnerable groups and individuals and should be avoided, wherever possible.

In addition, the United Nations Rules for the Protection of Juveniles Deprived of their Liberty (the Havana Rules) require the complete separation of children from adults, except in limited situations where the child and adult in question are members of the same family or where children are "brought together with carefully selected adults as part of a special programme that has been shown to be beneficial for the juveniles concerned."[75]

The development team has a critical responsibility to identify whether the need for joint programming activities has been identified during the development of the prison brief. The team must make themselves fully aware of any risks involved and be confident that these risks will be completely mitigated before developing any concept designs that facilitate joint programming activities.

In addition, the team must determine that any planned joint programming activities will always be conducted on a very limited basis and with robust consideration for the security risk level classification of the prisoners involved, the nature of their offences, the consistent availability of specialist trained staff and the completion of an extensive security planning assessment on each prisoner to reduce the risk of violence, harassment and other forms of victimization against women and other vulnerable prisoners.

Furthermore, development teams must ensure that the accommodation areas for different categories of prisoners are never situated in a way that compromises the principle of separation. Teams must also make certain that joint programming is never incorporated into designs on the sole justification that it might be needed in the future, or as a reason or excuse to include different categories of prisoner within the same prison facility.

B.1.2.1   Gender

Men

Men make up the dominant category of prisoners globally. According to the United Nations Commission on Crime Prevention and Criminal Justice, data collected from 108 countries between 2003 and 2016 showed that men comprise more than 80 per cent of convicted adults and more than 90 per cent of persons held in custody.[76]

However, the fact that men constitute the dominant group of prisoners worldwide does not mean that this group does not have specific needs and associated considerations. For example, sexual violence, other forms of violence and gang-culture are prevalent issues for male prisoners.[77]

It is also important to note that the category of male prisoners may include one or more subcategories, such as lesbian, gay, bisexual, transgender and intersex (LGBTI) individuals, pre-trial prisoners and young adults. This cross-categorization necessitates careful consideration during both the categorization and classification of this group of prisoners.

Women

Women form a minority of all prisoners on a global level – less than 10 per cent.[78] These prisoners have particular physical and mental requirements and needs that are distinct from male prisoners and that must be considered in the context of their imprisonment. The United Nations Office on Drugs and Crime (UNODC) 'Handbook on Women and Imprisonment' identifies a number of factors that contribute to the distinct needs and requirements of women prisoners, such as:

▶ The challenges they face in accessing justice on an equal basis with men in many countries;

▶ Their disproportionate victimization from sexual or physical abuse prior to imprisonment;

▶ A high level of mental health-care needs, often as a result of domestic violence and sexual abuse;

▶ Their high level of drug or alcohol dependency;

▶ The extreme distress imprisonment causes to women, which may lead to mental health problems or exacerbate existing mental disabilities;

▶ Sexual abuse and violence against women in prison;

▶ The high likelihood of having caring responsibilities for their children, families and others;

▶ Gender-specific health-care needs that cannot adequately be met; [and]

▶ Post-release stigmatization, victimization and abandonment by their families."[79]

The needs and requirements of women prisoners will vary according to the local context and the particular needs and requirements of the individual prisoner. Gender-informed approaches, as opposed to gender-neutral interventions, have been shown to reduce recidivism rates among women prisoners.[80] Targeted analysis should be carried out to understand and reflect a gender-informed approach in prison planning activities for women prisoners.

> **◆ MORE INFORMATION**
>
> The particular requirements and considerations for prison facilities that house women prisoners are integrated throughout Section D. Specific considerations for mother and child units are addressed in Section D.1.5.
>
> Consult the following resources for further information and guidance on women in prison:
>
> ▶ Stefan Enggist, Lars Møller, Gauden Galea and Caroline Udesen, eds., 'Prisons and Health'[81]
>
> ▶ Omar Phoenix Khan, 'Places of Deprivation of Liberty and Gender'[82]
>
> ▶ Laura Maiello and Stephen Carter, '"Minus the urinals and painted pink"? What should a women's prison look like?'[83]
>
> ▶ Penal Reform International, 'Who are women prisoners?'[84]
>
> ▶ Penal Reform International, 'Women in Detention: putting the Bangkok Rules into practice'[85]
>
> ▶ United Nations Office on Drugs and Crime, 'Handbook on Women and Imprisonment'[86]
>
> ▶ United Nations Office on Drugs and Crime, 'Toolkit on Gender-Responsive Non-Custodial Measures'[87]
>
> ▶ World Health Organization, *Women's health in prison: Correcting gender inequity in prison health*[88]

Lesbian, gay, bisexual, transgender and intersex

For the purposes of this guidance, the acronym LGBTI is used to refer to prisoners who are lesbian, gay, bisexual, transgender or intersex. The terms lesbian, gay and bisexual refer to a person's sexual orientation, while the terms transgender and intersex refer to a person's gender identiy. According to the Yogyakarta Principles:

> " Sexual orientation is understood to refer to each person's capacity for profound emotional, affectional and sexual attraction to, and intimate and sexual relations with, individuals of a different gender or the same gender or more than one gender."

> " Gender identity is understood to refer to each person's deeply felt internal and individual experience of gender, which may or may not correspond with the sex assigned at birth, including the personal sense of the body (which may involve, if freely chosen, modification of bodily appearance or function by medical, surgical or other means) and other expressions of gender, including dress, speech and mannerisms."[89]

While the Nelson Mandela Rules do not require the separation of any gender-related categories apart from women and men, they do require that all prisoners are treated with "respect due to their inherent dignity and value as human beings" and that their safety and security "shall be ensured at all times."[90] Due to the prevalence of violence against LGBTI prisoners, it may be necessary to ensure separation of some of these individuals to meet the requirements of the Nelson Mandela Rules and other international human rights instruments (see Section B.1.3 on prisoner classification).

> **◆ MORE INFORMATION**
>
> Consult the following resources for further information and guidance on LGBTI prisoners:
>
> ▶ International Panel of Experts in International Human Rights Law and on Sexual Orientation and Gender, The Yogyakarta Principles[91]
>
> ▶ Manfred Nowak, *The United Nations Global Study on Children Deprived of Liberty*[92]
>
> ▶ Penal Reform International, 'LGBTI persons deprived of their liberty: a framework for preventive monitoring'[93]
>
> ▶ Resolution adopted by the Human Rights Council on 30 June 2016, 'Protection against violence and discrimination based on sexual orientation and gender identity'[94]
>
> ▶ United Nations Human Rights Council, 'Report of the Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment'[95]
>
> ▶ United Nations Office on Drugs and Crime, 'Handbook on Prisoners with Special Needs'[96]
>
> ▶ United Nations Office on Drugs and Crime, 'Handbook on the Classification of Prisoners'[97]

B.1.2.2   Age

Adults

In general, adults form the dominant category of prisoners globally. This category includes all other categories of prisoners, apart from juveniles.

Older persons[98]

The population of older prisoners is increasing due to increased life expectancy and growing trends in stricter sentencing and the use of life imprisonment.[99]

According to the UNODC 'Handbook on the Classification of Prisoners', in the absence of a universal definition about when a prisoner falls within the category of 'older persons', research indicates that this category includes anyone over the age of 50 or 55.[100] The reason for this relatively low age is due to the fact that prisoners generally have an individual age that is 10 years older than persons in the broader community because of their lifestyle, chronic health problems, alcohol and substance abuse and the stress related to imprisonment.[101]

While the Nelson Mandela Rules do not specifically require the separation of older prisoners, they do require that when planning for the separation of prisoners, consideration should be given to the age and necessities of treatment of prisoners.[102] The rules further require that all prisoners are treated with "respect due to their inherent dignity and value as human beings" and that their safety and security "shall be ensured at all times."[103] (see Section B.1.3 on prisoner classification).

MORE INFORMATION

Consult the following resources for further information and guidance on older persons deprived of liberty:

▶ United Nations Office on Drugs and Crime, 'Handbook on Prisoners with Special Needs'[104]

▶ World Health Organization, 'Prisons and Health'[105]

Young adults

In many countries, young adults are also considered a specific category of prisoners that require particular consideration and may require separation from adult prisoners. In general, the UNODC 'Handbook on the Classification of Prisoners' defines young adults as individuals between the ages of 18 and 21 and, in some cases, up to age 24 (see Section B.1.3).[106]

Children

The Havana Rules define a child or juvenile as any person under the age of 18.[107] The Convention on the Rights of the Child provides that:

> "No child shall be deprived of his or her liberty unlawfully or arbitrarily. The arrest, detention or imprisonment of a child shall be in conformity with the law and shall be used only as a measure of last resort and for the shortest appropriate period of time".[108]

Despite the recognition in international standards and norms that children should not be imprisoned, wherever possible, the Report of the Independent Expert leading the United Nations global study on children deprived of liberty estimated that there are at least 410,000 children detained every year in remand centers and prisons.[109] This estimate does not include an estimated one million children detained in police custody and a greater number of children detained in de facto institutions.[110]

The Beijing Rules require that alternatives to detention should be utilized in the case of children, with particular focus on the best interest of the child, and probation should be used, whenever possible.[111]

MORE INFORMATION

For more in depth information and guidance on children deprived of liberty, refer to Section D.1.6.

Children in prison with a parent or primary caregiver

According to the Report of the Independent Expert leading the United Nations global study on children deprived of liberty, an estimated 19,000 children are imprisoned with their primary caregiver, most often their mother.[112] These children are deprived of their liberty, not because of their own actions, but those of a parent or primary caregiver and the laws and regulations in the local context. International standards and norms require that a child in prison with a parent shall never be treated as a prisoner.[113]

While many countries do not permit a child to be imprisoned with their parent or primary caregiver under any circumstances, in those countries that do, most set an age limit of between one and three years of age.[114] This age limit may often be extended up to the age of six if there is no alternative care option for the child; however, in some countries children older than six years old may continue to reside with their parent or primary caregiver in prison.[115]

In regard to infants, and in cases where the safety of an infant can be assured, most information indicates that it is in the best interest of the infant to remain with its mother in prison (see Section D.1.5).[116]

Alternatives to detention should be utilized, wherever possible, with consideration for the best interests of the child accompanying a parent or primary caregiver.

> 🔖 **MORE INFORMATION**
>
> For more in depth information and guidance on children living in prison with a parent or primary caregiver, refer to Section D.1.5.

B.1.2.3   Legal reason for imprisonment

Convicted prisoners

In a well-functioning criminal justice system, individuals convicted and sentenced by order of a court of law should be the dominant category of prisoners in prison. However, estimates indicate that this category of prisoners is frequently outnumbered by the number of persons detained awaiting trial.[117]

This category of prisoners may also include other categories of prisoners (e.g., men, women and children) and should be further divided based on the classification assessment of these individuals (see Section B.1.3).

Pre-trial prisoners

Pre-trial prisoners or 'untried prisoners' are "[a]ll persons who, in connection with an alleged offence, are detained in prison between the time of arrest and time of judgment at first instance."[118] In accordance with the International Covenant on Civil and Political Rights, in general, persons awaiting trial shall not be imprisoned.[119] The Nelson Mandela Rules require that any person who has not been convicted and sentenced in an established legal proceeding shall be presumed innocent and shall be treated in accordance with this presumption.[120]

The United Nations Standard Minimum Rules for Non-custodial Measures (The Tokyo Rules), require that pre-trial detention of individuals should only be used as a means of last resort.[121] However, the number of persons imprisoned while awaiting trial has continued to rise. It is estimated that persons in pre-trial detention outnumber convicted prisoners in 45 countries around the world and in 14 of these countries, the percentage of pre-trial detainees exceeds 70 per cent.[122]

Persons in pre-trial detention are also disproportionately represented by the poorest individuals, foreign nationals, racial minorities, indigenous groups and persons with mental health issues.[123] The proportion of individuals in pre-trial detention is directly linked to a country's ability to promote the rule of law and ensure equal access to justice in line with Goal 16 of the Sustainable Development Goals.[124]

The United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders (the Bangkok Rules) provide that women in pre-trial detention are particularly at risk of abuse and alternatives to detention for these individuals should be implemented wherever possible.[125]

In general, alternatives to detention should be considered for pre-trial individuals, wherever possible, with consideration of the particular needs of the individual and the protection of society at large.

Civil prisoners and persons detained without charge

As defined by the Nelson Mandela Rules, civil prisoners are prisoners who are imprisoned by reason of a non-criminal process or for the failure to fulfil a debt.[126] The International Covenant on Civil and Political Rights requires that no one shall be imprisoned solely because of the inability to fulfil a contractual obligation.[127] Furthermore, no one shall be subject to arbitrary arrest or detention or deprived of liberty unless in accordance with a procedure established by law.[128]

It may be the case that an individual is detained without charge, in compliance with a procedure established by law. In these circumstances, the rules for general application in the Nelson Mandela Rules, and those rules that apply to prisoners under arrest or awaiting trial, are equally applicable to these individuals, along with other rules, as applicable.[129]

Prisoners of war

Prisoners of war should be separate from the civilian prison population. These prisoners must be treated in accordance with the Geneva Convention Relative to the Treatment of Prisoners of War.[130]

B.1.3 Prisoner classification

Classification is a process used to allocate prisoners in the correct level of security infrastructure, in the correct facilities (e.g., to provide for the needs of prisoners with disabilities), with access to activities to support prisoner progress during their sentence and address their offending behaviour (e.g., access to rehabilitation courses).[131]

A proper prisoner classification system should identify, through an objective and evidence-based assessment process, the risks and needs of individual prisoners.[132] The classification of prisoners is distinct from the categorization of prisoners, which is based on relatively static characteristics such as gender, age and the legal reason for imprisonment.[133]

The classification assessment should take place as soon as possible upon the admission of a prisoner to a facility.[134] The proper classification of prisoners will inform the basic requirements of the prison by identifying the estimated number of individuals to be housed within particular categories of prisoners and the appropriate infrastructure requirements, according to the security risk level of these prisoners and their treatment needs.

The UNODC 'Handbook on the Classification of Prisoners' identifies a range of considerations that should be reflected in prisoner classification assessment, including, but not limited to, the following:

> ▶ Gender;
> ▶ Age;
> ▶ Severity of current offence;
> ▶ Sentence length;
> ▶ Criminal history, in particular violence;
> ▶ Security threat group membership or affiliation (e.g., gangs or violent extremist organizations);
> ▶ Previous involvement in incidents in prison settings;
> ▶ Level of functioning in the community prior to admission;
> ▶ Mental and emotional stability;
> ▶ History of escape attempts or escape; and
> ▶ Risk to the public in the event of an escape."[135]

This assessment will support the correct location of individuals within a prison system, both in terms of the appropriate security level and the treatment needs of the prisoner to support their rehabilitation and to prepare for eventual re-entry into society. The assessment shall be repeated on a regular basis to recognize individual progress against rehabilitation goals and related classification-alterations.

Fundamental principles

The Nelson Mandela Rules require a "flexible system of classifying prisoners in groups" to provide individualized treatment, preferably in "separate prisons suitable for the treatment of each group."[136] The rules further provide that the purposes of classification are to: "(a) separate prisoners who, by reason of their criminal records or characters, are likely to exercise a bad influence; [and] (b) divide prisoners into classes to facilitate their treatment with a view to their social rehabilitation."[137]

The Bangkok Rules require the development and implementation of a classification method to address the "gender-specific needs and circumstances of women prisoners to ensure appropriate and individualized planning and implementation towards those prisoners' early rehabilitation, treatment and reintegration into society."[138]

With regard to juveniles, the Havana Rules require that as soon as possible after admission, the individual should be "interviewed, and a psychological and social report identifying any factors relevant to the specific type and level of care and programme required by the juvenile should be prepared."[139]

B.1.3.1 Security risk level

Prisoner classification assessments should identify the particular security risk level posed by an individual prisoner. In general, an individual should be assigned to the lowest security level necessary to ensure the safety and control of a prisoner and the protection of other prisoners, prison staff and the public.[140]

When assessing the security level of an individual, a gender and socially inclusive approach should be utilized. In particular, many classification systems have been based on the behaviour of adult men and frequently result in the classification of women prisoners in higher security levels than necessary.[141] It is important to consider the "very low risk most women prisoners pose to others and the particularly harmful effects high security measures and increased levels of isolation can have on them."[142] A gender-sensitive approach should be used when assessing the security risk level of women and LGBTI individuals.

Determining the risk level of particular prisoner groups and the quantity of individuals within each risk level group will determine the security level of a prison. Assessments may consider a recent history of serious violence, the means and willingness to escape or cause serious indiscipline, evidence of substance abuse, a recent history of impulsive behaviour and any indication of vulnerability.

There are several different ways to define prisoner risk classification levels. Table 3 illustrates one example of prisoner risk classification levels.[143] An alternative three-tier model for prisoner risk classification is provided in Table 4.[144]

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

Risk Level	Prisoner description
Maximum security	An individual who presents a high probability of escape and a high-risk to the safety of the public in the event of escape or who requires a high degree of supervision and control.
Medium security	An individual who presents a low to moderate probability of escape and a moderate risk to the safety of the public in the event of escape or who requires a moderate degree of supervision and control.
Minimum security	An individual who presents a low probability of escape and a low risk to the safety of the public in the event of escape and who requires a low degree of supervision and control.

Table 4 Three tier model for prisoner risk classification

During the classification assessment, consideration must be given to local systems of justice, including methods of identifying prisoner risk.

The security risk level of a prisoner should not be based on a superficial consideration of the type and length of sentences but with full consideration of the actual security risk posed by prisoners, determined through a structured classification assessment system.

Protected or very high-risk prisoners

Certain prisoners or groups of prisoners may face significant internal or external threats to their lives and require additional levels of security for their protection. Others, such as violent extremist prisoners, may present a significant risk of escape and/or a danger to the public.[145] The method of identifying protected or very high-risk prisoners should be incorporated into the security risk level classification assessment to ensure the correct classification and categorization of these individuals.

B.1.3.2 Treatment needs

The classification system should also consider the particular treatment needs of individuals or groups of individuals, with a focus on rehabilitation and reintegration in society. Similar to the classification of the security risk level of prisoners, classification according to treatment needs should utilize a gender and socially inclusive approach. The following areas should be included in the classification assessment system to determine the appropriate classification of a prisoner and to ensure that they are allocated to a prison, or particular facility within a prison, in accordance with their treatment needs.

Gender

Protecting the human rights and dignity of prisoners requires incorporating a gender-sensitive approach to prisoner classification. This is necessary to achieve the safety of the prisoner and to support their rehabilitation and reintegration.

During the classification of prisoners, the Nelson Mandela Rules require that the file management system of a prison includes "[p]recise information enabling determination of his or her unique identity, respecting his or her self-perceived gender".[146] This is the first step in enabling the appropriate classification and categorization of a prisoner.

When an individual is identified as a woman, the Bangkok Rules require that a gender-sensitive risk assessment should be completed that shall:

> (a) Take into account the generally lower risk posed by women prisoners to others, as well as the particularly harmful effects that high-security measures and increased levels of isolation can have on women prisoners;
>
> (b) Enable essential information about women's backgrounds, such as violence they may have experienced, history of mental disability and substance abuse, as well as parental and other caretaking responsibilities, to be taken into account in the allocation and sentence planning process;
>
> (c) Ensure that women's sentence plans include rehabilitative programmes and services that match their gender-specific needs;
>
> (d) Ensure that those with mental health-care needs are housed in accommodation which is not restrictive, and at the lowest possible security level, and receive appropriate treatment, rather than being placed in higher security level facilities solely due to their mental health problems."[147]

In the case of LGBTI individuals, the classification assessment should identify any specific needs or vulnerabilities related to the individual's sexual orientation or gender identity.

Discrimination and violence against prisoners because of their actual or perceived sexual orientation or gender identity is prevalent in prisons. LGBTI individuals face higher risks of torture and ill-treatment and transgender prisoners in particular, because they are often placed together with a particular category of prisoners without regard for their gender identity or expression.[148] Incidents of violence against LGBTI individuals may make it necessary to separate these prisoners from the general population. Allocating transgender prisoners with the category of prisoner according to their sex assigned at birth can lead to sexual violence for these individuals, particularly male-to-female transgender prisoners.[149]

It is important to note that the use of solitary confinement or administrative segregation of LGBTI prisoners 'for their own protection' can be considered a violation of the prohibition on torture and ill-treatment.[150]

Age

When conducting the classification assessment and determining the particular treatment needs of the individual, age is a primary factor for consideration (see Section B.1.2.2). The classification and categorization of an individual according to age will depend on the local context and the applicable legal framework. For example, a particular country may require that young adults are separated from adult prisoner populations or require the classification of anyone over the age of 55 as an older prisoner.

The classification assessment should incorporate the treatment needs specific to particular age groups, including, but not limited to, health or mobility requirements and education needs.

National, racial, ethnic, religious and linguistic minorities

National, racial, ethnic, religious and linguistic minorities may be particularly vulnerable to discrimination and violence in a prison setting. In addition, they often have particular needs based on culture, traditions, religion, language and ethnicity.[151] During the classification assessment, particular focus should be given to identifying any associated needs to ensure the proper classification and categorization of these individuals.

The Bangkok Rules provide that minority and indigenous women prisoners may face multiple forms of discrimination and violence and will have needs and requirements distinct from their male counterparts, which should be given particular consideration during the classification assessment.[152]

Language barriers may pose a particular issue when conducting a classification assessment and interpretation services should be provided to facilitate an effective assessment process.

Particular issues relating to a prisoner's vulnerability to violence and discrimination should also be identified during the assessment. This will enable the allocation of prisoners within the appropriate categories of prisoner, supporting prison management to maintain the safety and security of these individuals.

Mental health

Estimates indicate that 10 to 15 per cent of prisoners globally have severe and enduring mental illnesses.[153] These individuals should be identified, along with the severity and nature of their mental health issues, during the classification assessment.

The Nelson Mandela Rules require that:

> Persons who are found to be not criminally responsible, or who are later diagnosed with severe mental disabilities and/or health conditions, for whom staying in prison would mean an exacerbation of their condition, shall not be detained in prisons, and arrangements shall be made to transfer them to mental health facilities as soon as possible."[154]

The rules also provide that other prisoners with mental health conditions can be "observed and treated in specialized facilities under the supervision of qualified health-care professionals."[155]

Prisoners with mental health conditions may be particularly susceptible to violence and harassment in prisons and consideration regarding their particular treatment needs, their safety and security must be considered when conducting the assessment and determining their appropriate placement, with regard to categorization and the ability of a prison facility to meet their needs.

Prisoners with mental illnesses that present a suicide risk may require special accommodation to permit constant monitoring by staff until their mental state is stabilized.

Persons with disabilities

The Convention on the Rights of Persons with Disabilities defines persons with disabilities as "those who have long-term physical, intellectual or sensory impairments that, in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others."[156]

It is critical that prisoners with disabilities are placed in a setting that can accommodate their needs and protect them from violence and harassment by other prisoners. According to Article 2 of the Convention:

> Reasonable accommodation' means necessary and appropriate modification and adjustments not imposing a disproportionate or undue burden, where needed in a particular case, to ensure to persons with disabilities the enjoyment or exercise on an equal basis with others of all human rights and fundamental freedoms."[157]

The classification assessment should determine the particular nature and treatment needs of persons with disabilities. There may also be challenges in conducting the assessment if a particular individual has visual or hearing impairments and may require particular consideration to ensure the assessment is conducted effectively.[158]

Offending behaviour and rehabilitation

As well as carrying out the sentence of the court and protecting the public, prisons are expected to deliver rehabilitation activities that will help prisoners to address their offending behaviour and reduce their risk of reoffending, so that they are ready for their eventual reintegration into society.

The classification assessment will reveal the key areas of a prisoner's offending risk (e.g., anger issues, domestic violence, sex offending, and drug and alcohol misuse) so that a structured sentence plan can be put in place, identifying rehabilitation targets for the prisoner to achieve during their time in prison (e.g., learn a vocational skill, attain educational qualifications, attend group therapy sessions, etc.). Prisoners can then be allocated to a specific prison (or prisons) during their sentence that have the relevant programmes running to enable them to address their offending behaviour and reduce their risk of reoffending upon release.

Planners and designers should understand what infrastructure is required to support prisoner rehabilitation. They should consult with the authorities to identify the expected offending profiles of the prisoners to be accommodated in the prison to correctly plan for the appropriate infrastructure (e.g., workshops for vocation skills training, group work rooms for therapy and restorative justice activities and classrooms for educational activities).

B.1.4 Sentence length

The sentence length of prisoners should be a consideration during the development of the prison profile as this may influence the number of individuals for inclusion within particular facilities, depending on their treatment needs.

For instance, prisoners serving longer sentences will have different needs than those serving shorter sentences. Prisoners serving life sentences may require single cell accommodation so that they have their 'own space' that they can personalize. These cells may also need to be larger to allow more room for personal belongings. In addition, prisoners serving shorter sentences, up to one year, may benefit from facilities and services in the prison where they can plan for their upcoming release (e.g., accommodation, rehabilitation and employment).

B.2 PRISON

When developing the prison profile, it is important to accurately define the expected lifespan of the prison, the typology and the probability of future expansion. As with all aspects of the prison profile these requirements should be defined in conjunction with each of the other areas that make up the prison profile.

B.2.1 Expected lifespan

What is the expected lifespan of the prison? The life expectancy of the facility will frame a number of decisions for the development team and influence the range of choices available for material selection, construction techniques, maintenance requirements, sustainability features and the flexibility to change the configuration of the prisoner population to meet changing demographics.

Short-term prisons are likely to use simpler materials and with less consideration for maintenance because of the short timespan for the facility. In this case, sustainability may be a factor if it is possible to recycle the materials used in the construction of the facility. It may also mean there is less consideration for the long-term resilience of the prison, as the likelihood of the impact of natural events on the facility is reduced.

Conversely, development teams for long-term prisons should pay significant attention to these aspects as they may be critical factors that will affect the longevity of the prison infrastructure and its operation.

Table 5 provides a definition for the lifespan of a prison. This guidance primarily focuses on medium and long-term facilities.

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

B.2.2 Typology of the prison

The general layout of the prison should be considered as early as possible. The level of integration of the facilities will dictate whether certain spaces can be shared between prisoner groups, or if multiple spaces for the same function can be provided. The typology of a prison generally falls within three categories: integrated prison; cluster system; and campus system.

Integrated prison

An integrated prison has the highest degree of integrated facilities, generally in a single building. In this system, the prison is completely integrated as one large operation. For example, it may accommodate a prisoner population consisting entirely of high-risk males who are incarcerated for long-term sentences. Accommodating multiple categories of a prisoner in an integrated prison environment will not work effectively, as it will be very difficult to keep the different categories properly separated.

Cluster system

A cluster system has a moderate degree of closely coupled facilities in multiple buildings. In this system, different prisoner categories may be housed separately but share access – at different times – to common facilities, such as a central kitchen, workshops, classrooms and fitness facilities. By the virtue of the size of its component parts, a cluster system may be easier to manage than a fully integrated prison that holds multiple categories of prisoner. For example, this type of prison may be appropriate for use with an all-male population, which includes various sub-categories or classifications.

Campus system

A campus system has the lowest degree of integrated facilities and functions as a series of discrete operations, generally over a large site. There are even fewer shared facilities in a campus system than in a cluster system, and the separation between these facilities will be more pronounced. This type of prison is preferable to accommodate multiple categories of prisoner that must be kept strictly separate, such as a prison with women, men and children detainees, as well as for prisoners with lower security risk levels.

In addition to operational advantages, the choice of clustered and campus systems may also present economic advantages. Instead of providing infrastructure services to multiple prisons, a well-planned cluster system can reduce costs by co-locating operations at a single location. However, in this case great care must be taken to ensure the full and complete separation of prisoner categories (see Section B.1.2 and C.2.1).

B.2.3 Probability of expansion

Is the capacity of the prison likely to expand in the future? Is there physical space allotted for the expansion, and have master planning activities considered this? How will future access to the site be ensured in the event that later phases have been planned, or are foreseeable in the future? Will a transitional facility be converted into a medium- or long-term facility, and how? What operational implications arise as a result of future expansion? (see Section C).

B.3 OPERATIONS

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

These may include far ranging functions, such as work, education, exercise and rehabilitation activities, as well as health care, induction, storage, administration, food preparation, prisoner accommodation areas, cleaning stations, search rooms, food service areas, communal dining areas or mess halls, prisoner movement, security work, and other functions depending on the distinct operational needs of a prison.

B.3.1 Level of technology for management and operations

What is the extent of locally available technology for the prison facilities? The technological possibilities will shape design decisions, with an eye to the management and operation of the prison (e.g., security measures, communications and prisoner rehabilitation). If the level of technology is expected to increase during the life of the prison, the design should take this into account. Table 6 provides descriptions of prisons that fall within four different levels of technology.

Table 6 Levels of technology	
Level	**Prison description**
1	No electric supply, telecommunications, computer systems, technical knowledge and/or support.
2	Less than 50% reliable electricity supply, basic telecommunications, basic computer systems, limited technical knowledge and/or support.
3	Between 50-99% reliable electricity supply with a backup generator and the sufficient provision of fuel, good telecommunications, computer systems in place, closed-circuit television (CCTV) and some other electronic security systems in place, technical knowledge and/or support is available.
4	99% or greater reliable electricity supply with a back-up generator and the sufficient provision of fuel, excellent telecommunications system, networked computer, CCTV and other electronic security systems in place, on-site technical support and external backup support in place.

B.3.2 Maintenance of facilities

Will the maintenance of the prison facilities be managed by designated prison staff, or will these services be contracted out to providers outside of the prison? How will the maintenance of facilities be funded? Has a fund been established for this purpose? If there are insufficient provisions for funding, or maintenance is not readily available, the design of infrastructure should aim for the lowest possible costs for operations and maintenance.

The maintenance of prison facilities can help to extend its life and preserve humane conditions for prisoners. A template to support the development of a prison maintenance plan can be found in the Annexes (see Annex 3).

B.3.3 Prisoner transfer: method and frequency

What is the method used to transport prisoners to and from the prison: by bus, a large van, a small van or other means? The Nelson Mandela Rules require that the transfer of prisoners must ensure they are "exposed to public view as little as possible, and proper safeguards shall be adopted to protect them from insult, curiosity and publicity in any form."[159] The size of vehicles entering and moving through the prison campus may affect the size of the gate, roadways and parking. Prisoner reception areas may also need to be designed to accommodate vehicles for the transport of prisoners, and to process prisoners in batches to maintain the separation of different categories of prisoner in the case of frequent or large transfers (see Section B.1.2).

How often are prisoners transferred to and from the prison? Is it a high frequency (daily to weekly), medium frequency (weekly to monthly) or low frequency (greater than monthly)? In prisons that transfer prisoners on a high frequency basis, more substantial reception areas and main gates may be needed to accommodate the extra traffic.

B.3.4 Volume of visitors expected

Using information from prisons of a similar size and demographic in the country, how many visits are expected to occur during the week? Is there a specific amount of visiting time that must be made available for each prisoner per week or month? What is the maximum size of visitor groups?

B.4 STAFF

The prison profile will identify the number and type of staff required for a prison. This determination will influence the infrastructure requirements for the prison and the ability of the prison to operate effectively, with respect for international standards and norms.

B.4.1 Total staff

How many total staff will be required for the effective management of the prison? The number should not only include security personnel, but all of the staff needed to support the prison functions and support facilities, including medical, administrative, educational, and other relevant staff. This figure may vary widely and requires careful consideration, as it will impact the infrastructure requirements (e.g., staff training facilities, changing rooms, dining area and toilets).

The operational context of the facility, the risk profile of prisoners, the level of technology available, the extent of support services, the frequency of transfers, along with other factors, are all important to consider when identifying the number and type of staff required for a prison.

For example, a high-security prison for 500 prisoners housed in single occupancy cells may, for instance, require approximately 100 prison staff to function during the busiest hours. However, this 1:5 ratio of staff to prisoners may decrease if prisoners are housed in double occupancy cells, or small dormitories. Needless to say, the management of a prison becomes more difficult with lower ratios of staff to prisoners, as the risk of incidents increases and the capacity to control and resolve incidents is dangerously compromised.

Another significant consideration is the so-called 'shift relief factor', which calculates how many individuals it takes to fill a single job position. This takes into account various shifts, sick leave, vacation, training days, flexible working and other areas, to reasonably assure that there is a sufficient number of staff.[160]

B.4.2 Breakdown of staff

What is the expected breakdown of the types of staff who will work in the prison? As complex working environments that require both generic and specialized staff, prisons require an understanding of the different types of staff, the sex-disaggregated number of staff, and any specialized working conditions that may be required.

The inclusion of these considerations helps to support prison staff in fulfilling their professional functions. Additionally, the age and gender of staff may shape certain design considerations to provide sufficient installations to cater to specific needs.

The gender of staff is a particular consideration when determining the breakdown of staff for a facility that houses women or girls. The Bangkok Rules require that women staff members should be provided for any medical examinations of female prisoners and personal searches of female prisoners shall only be conducted by women staff.[161] Therefore, while all facilities should reflect a gender-sensitive approach to staffing, the facilities for women and girls must include a sufficient number of women staff members to meet these requirements and protect the rights and dignity of prisoners.

B.5 LOCATION

The site location for a prison is a critical aspect of the prison profile, as the location of a prison will impact its operational effectiveness and its ability to deliver care and rehabilitation activities to prisoners.

B.5.1 Geographic location

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

It should be noted that just because a site has been pre-selected by the authorities, does not necessarily mean that it is an appropriate site for a prison. If there is a choice in site selection, planners should be aware that remote locations imply additional costs and complications in the design of prisons.

The following non-exhaustive list of considerations may be particularly significant:

- ▶ The lack of access to food, water, and fuel supplies;
- ▶ The lack of access to medical care, firefighting and other essential services;
- ▶ Access for visitors and staff;
- ▶ Fewer trained operational and medical staff;
- ▶ Fewer work and rehabilitative opportunities;
- ▶ The more difficult and costly transfer of prisoners within the criminal justice system (e.g., to court and to other prisons);
- ▶ Lack of access to relevant non-governmental organizations (NGOs) and independent external monitoring mechanisms;
- ▶ The suitability of the site with regard to disaster risk resilience; and
- ▶ The possible need for staff accommodation and access to services to support staff and their families.

The site selection for a prison should also address the needs of the prisoners and the possibility of housing them close to home, in proximity to their families and friends.

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

🔍 FOCUS Isolated prisons

Geographically isolated prisons struggle to stay connected to society and the opportunities and services that are offered. While planners and designers may not have control over where a prison will be built, they should voice any concerns with the relevant authorities about a proposed site, particularly if the site is geographically isolated.

The prison brief should highlight to the authorities any limitations of a proposed location and, where these limitations are not surmountable, make suggestions for alternative, more suitable sites.

B.5.2 Site or plot constraints

It is important to note any relevant site-related elements that may be governed by local planning rules and may affect the design of infrastructure. Are there restrictions on what type of structures can be built on site in terms of height, materials, style or other relevant aspects? The topography, slope and soil conditions may also be relevant concerns, as well as any limitations related to site access.

These constraints must be discussed with the relevant authorities and partners. Where constraints cannot be surmounted, are other sites available that may be more suitable for the prison?

B.5.3 External security issues

It is crucial to note any security issues that may affect the design of infrastructure. For example, are there any risks of attacks by terrorist or criminal groups? If so, what extent of hardening of the gate and watchtowers is necessary to successfully repel an attack? Are extra layers of perimeter protection and zoning required? What is the proximity of the prison to external support (e.g., police or military)?

Does the local topography or surrounding high-rise buildings provide a vantage point for sniper fire, or the opportunity to fly a drone into the prison with contraband, to monitor staff movements or routines in preparation for an escape?

If services infrastructure, such as water supply or electricity, is supplied from outside the site, is it vulnerable to an attack that could affect the operation of the prison?

B.5.4 Availability of services infrastructure

What is the availability of a water supply, waste-water management and solid waste management? Is there adequate infrastructure for the supply of electricity, telecommunications and other relevant services? What is the availability of maintenance staff to support the ongoing operation and maintenance of the services infrastructure?

If services infrastructure is not available from outside the site and a prison needs to create its own supply, is there an adequate water supply available or an area onsite for wastewater discharge?

B.5.5 Availability of skilled staff

What is the local availability of trained operational and specialist staff to work in the prison? Is the prison situated near a population centre from which staff can be recruited? Will the provision of accommodation be required to house staff and their families due to the prison's remoteness? If so, are local services available to support the needs of the families of staff?

What is the availability of qualified women staff, particularly in the case of facilities for women and girls, prisoners with mental health issues and violent extremist prisoners?

B.5.6 Availability of supplies

What is the local availability of any relevant supplies, such as food, medicine and fuel? A sudden spike in purchases in a local context with limited resources may increase project costs and affect the local community. It may also result in increased commercial opportunity and growth and the availability of local supplies and services over time, which could provide benefits for the local community.

B.5.7 Availability of construction materials

What is the nature and availability of local construction materials? Will these be appropriate to meet security requirements in the construction of the prison, or will more specialized materials require delivery from another location? As with supplies, a sudden spike in purchases in a local context with limited resources can increase short-term construction costs.

The accessibility of the site (e.g., the quality of roads or the load capacity of bridges) can be a significant issue in the supply of large quantities of construction materials. Therefore, logistics issues may become an important factor in the selection of materials and construction techniques.

B.5.8 Availability of construction labour

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

B.6 OTHER KEY FOCUS AREAS

There are a couple of additional key focus areas that will also inform the prison profile. These areas include stakeholder engagement and the applicability of national legislation and standards.

B.6.1 Stakeholder engagement

What infrastructure needs to be in place with regard to stakeholders that will support the prison? For instance, are there adequate facilities for religious groups to provide services to prisoners? Are there education rooms for external teaching initiatives, or office space for independent prison monitoring boards to conduct interviews with prisoners? Are there enough rooms for external non-governmental organizations (NGOs) or community based organizations (CBOs) to deliver group therapy sessions and other rehabilitation services for prisoners?

Are there concerns in the local community about the building or refurbishing of a prison in or close to the community? Is the location of the prison likely to result in the displacement of people or affect common grazing or hunting rights in the area? Has there been a proper consultation with community stakeholders, with particular consideration for women and other underrepresented groups in the local context? Are there infrastructure solutions to address any concerns that have been raised (e.g., road improvements needed due to increased traffic or building a wastewater plant to protect local water supplies)?

B.6.2 National, regional and local legislation, standards and codes of practice

In addition to the Nelson Mandela Rules and other international standards and norms for the management and care of prisoners, what other national legislation and standards need to be considered? Are there regional or local planning regulations to consider? Are there any cultural heritage or environmental reserves to consider in the development of the prison?

It is important to collect and assess all standard operating procedures (SOPs) that will impact the day-to-day functioning of the prison and to note any relevant facts about the criminal justice system, national legislation and standards and local conditions in the prison system.

> 🔖 **MORE INFORMATION**
>
> The guidance and considerations provided in this section are embodied in the Prison Profile template (see Annex 4) to enable an easy and standardized evaluation of these issues.

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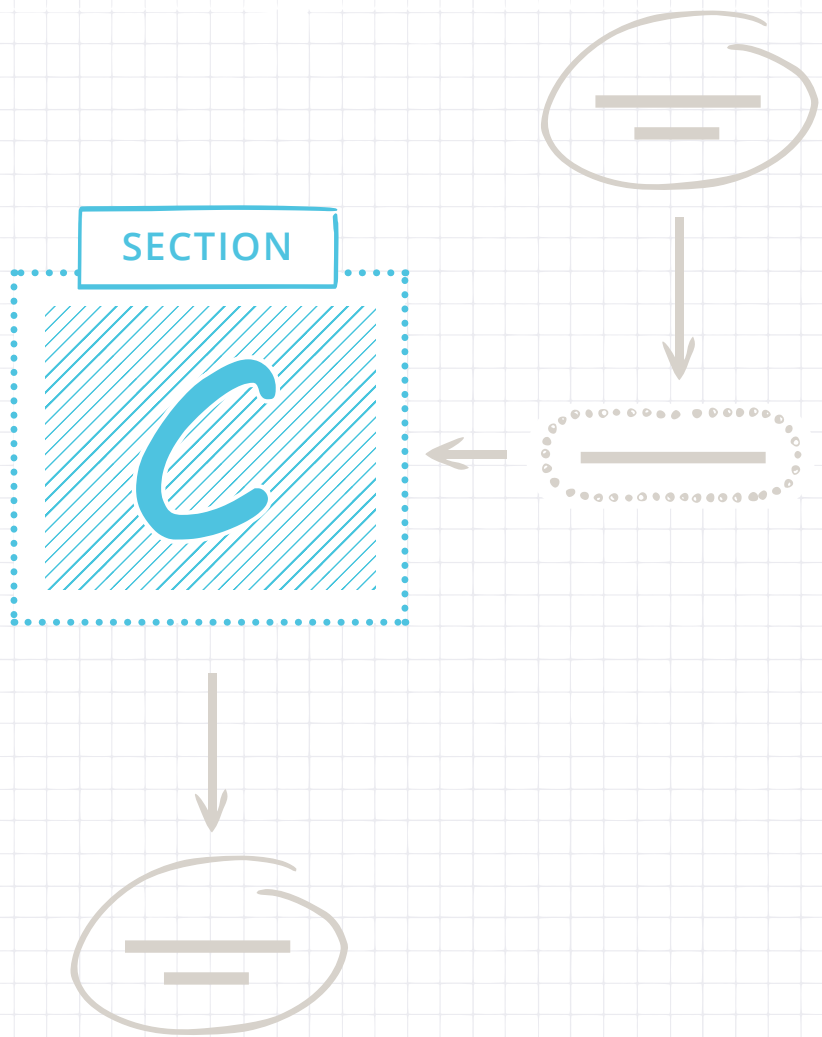
PRISON MASTER PLANNING

INTRODUCTION

In general, master planning can be defined as a strategic activity to provide a conceptual guide for connections between infrastructure, human activities and their surrounding areas.[162] It is developed following a holistic analysis of the environment in which these factors exist. In the context of prison planning and design, master planning may encompass the infrastructure requirements of the entire criminal justice system, down to the operational layout of individual prisons, depending on the situation.

Regardless of the extent of master planning activities, the development of a master plan is not a static exercise and may easily cover a period between 5 and 20 years. The master plan should always be subject to regular reviews and the incorporation of any feedback received from key stakeholders that will lead to improvements.

There are three levels of master planning in the planning and design of prisons:

▶ **Macro level:** Master planning of the criminal justice system;

▶ **Meso level**: Master planning of the prison system; and

▶ **Micro level:** Master planning of a prison or prison cluster.

Figure 14 illustrates elements of the criminal justice system, such as prisons and courts, across the master planning levels. Each of these levels corresponds to different geo-spatial scales. The master planning of the criminal justice system is likely to be organized at the national level, whereas the other two master planning levels would be organized at the prison system and local levels.

Figure 14 Levels of master planning
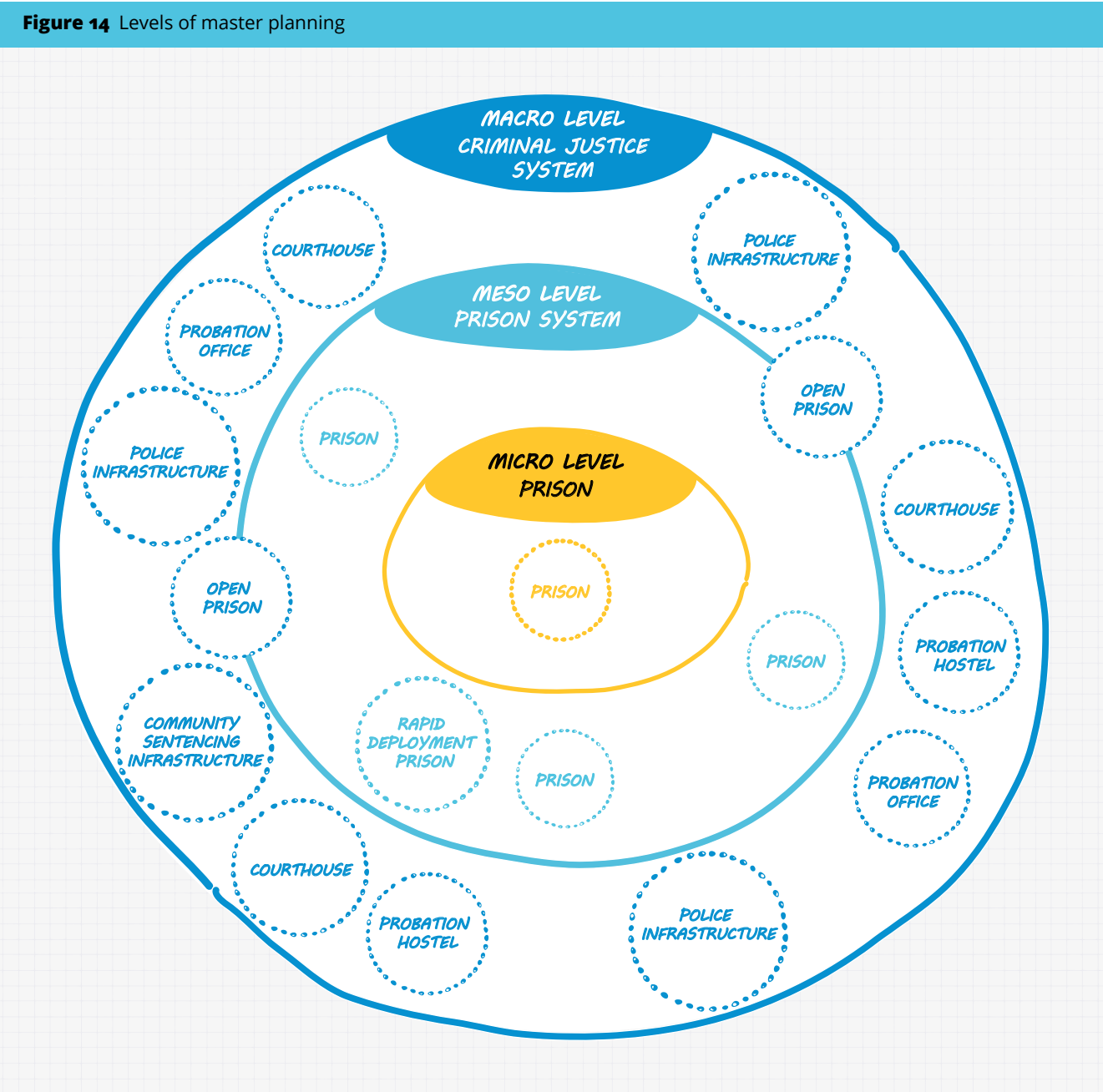
A prison project, regardless of whether it is a new build, refurbishment or rapid deployment prison (RDP), will fall within one or more of these master planning levels. Theoretically, the more levels of master planning that are applied to a prison project, the more accurate the finished infrastructure at the micro level will be in meeting the long-term prison infrastructure needs of a country.

Macro and meso master planning may simplify complex prisoner environments through the change of role of prisons within a prison system. This helps to minimize the number of different categories of prisoner in each prison, rather than adding new prisons and then trying to manage multiple categories within each prison in compliance with international standards and norms.

Effective master planning may establish that the answer to address overcrowding within a country's prison system may not lie in building more prisons, but in developing opportunities for alternatives to custodial punishments, especially for low risk offenders. If it is still necessary to build a prison, the master planning exercise can help to more accurately inform the type of prison that is required to meet a country's needs.

This section discusses the relevant activities and considerations for each level of master planning. Master planning combines with the prison profile (see Section B) and the spatial and service requirements (see Section D) to form the Prison Brief, which informs the more detailed design that is beyond the scope of this guidance.

C.1 LEVEL 1: MACRO LEVEL MASTER PLANNING

Macro level master planning involves reviewing a country's criminal justice system – its prisons, courts, police, probation and other supporting services – to establish the system's capabilities against the current and projected needs to ensure respect for the rule of law. This may be a far reaching exercise, utilizing a multi-agency approach to develop a comprehensive plan that will strengthen the criminal justice system as a whole and ensure that it is working cohesively.

Following the review of the criminal justice system, the plan may identify a range of activities to achieve the outlined objectives.

Reviewing and updating sentencing laws

In efforts to address crime, governments may introduce laws with severe sentencing provisions to act as a deterrent to crime or to give the public confidence that the government is dealing with the problem. However, the consequences of harsher sentencing laws, especially if not coupled with effective rehabilitation activities and opportunities for early release, can quickly lead to or exacerbate overcrowding in prisons. A review of sentencing laws may avoid or reduce overcrowding issues and reduce the need for new or expanded prisons.

Developing community sentencing capacity

Countries that are over-reliant on custodial sentencing are likely to experience overcrowding in their prisons. The United Nations Office on Drugs and Crime (UNODC) 'Handbook on Alternatives to Imprisonment' offers alternatives to traditional custodial punishments that can be put in place for lower risk offenders and, in doing so, avoid overcrowding in the prison system.[163]

The alternatives to traditional custodial punishments include non-custodial, community punishments, such as completing a set number of hours in a community service project, electronic tagging, curfews and drug treatment orders.

Non-custodial measures should be used whenever possible, with particular focus on juveniles, parents or primary caregivers with accompanying children, persons awaiting trial, women, persons with disabilities, including persons with mental health considerations, and older prisoners.

Redesigning working practices

Redesigning working practices between criminal justice system organizations may lead to greater efficiency and improve a prisoner's contact with the criminal justice system, supporting rehabilitation and reducing recidivism.

For example, If a prison system is operated as a separate organization from probation services, prisoners may be 'handed-over' to probation services upon release from prison to complete the remainder of their sentence in the community. Depending on the capabilities and resources of the prison and probation services, this may result in a prisoner leaving the gate with no planned work or accommodation, creating an environment where they are at a high-risk of reoffending. Introducing a pre-release resettlement programme that is led by probation services, while a prisoner is still in prison, may help to address these issues, making a prisoner's release more seamless and reducing risks.

Updating or introducing new agreements, policies and procedures

The development or updating of agreements, policies and procedures between criminal justice system entities may need to take place to better reflect the direction and future needs of the system. This helps provide clear direction and understanding to all entities involved.

Restructuring the criminal justice system

The organizational components of the criminal justice system may not be rationally aligned for efficiency. For instance, a country's prison system may be closely connected through management and structuring with the police force. Although both are important parts of the criminal justice system, their purpose and functionality are different.

Police maintain law and order in society and bring suspected offenders to court, while the prison system implements the sentence of the court, helping offenders to rehabilitate so that they can lead useful and law-abiding lives when they re-enter society.

Therefore, a prison system may be better aligned with the probation services than the police, as the probation service has a common purpose with the prison service of rehabilitating offenders and helping them to re-enter society.

Developing training opportunities

The review of the criminal justice system may reveal training needs that may empower staff and help them work more efficiently. Particular focus should be given to developing staff capacity on the particular needs and requirements of women, children and vulnerable groups.

In accordance with the United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders (the Bangkok Rules), staff working in women's facilities "shall receive training relating to the gender-specific needs and human rights of women prisoners" as well as training on "gender sensitivity and prohibition of discrimination and sexual harassment."[164]

Addressing gaps in infrastructure

The review may also reveal gaps in infrastructure that are required to assist the criminal justice system to improve its overall functioning. These gaps may include:

- ▶ Insufficient courthouses to process offenders;
- ▶ Lack of probation offices and probation hostels to monitor and support offenders in the community;
- ▶ Old police stations with inhumane holding cells;
- ▶ Poor staff training facilities;
- ▶ Dilapidated prisons that do not meet international standards and norms on the care and management of prisoners; and
- ▶ Lack of specialist prison facilities to accommodate specific categories and classifications of prisoners, such as women, persons with disabilities and prisoners with different security risk levels.

Once these gaps have been identified, plans and resourcing can be put in place to address them.

Improving the use of resources and funding

The review may expose where there is insufficient funding and resources within the criminal justice system, or where there are imbalances that should be addressed to improve performance and efficiency. Once properly identified, requests for support to address any shortfalls may be submitted to the government and/or donors, depending on the situation.

While some of the areas identified for review in the macro level master planning exercise may not seem explicitly relevant to the actual design of a prison, they will influence the planning, decision-making, funding priorities, along with other areas, at the meso level master planning for the prison system. This may in turn, significantly influence the future of the prison master planning process at the micro level.

C.2 LEVEL 2: MESO LEVEL MASTER PLANNING

Meso level master planning of a prison system may be done as part of a wider macro master planning exercise or as a standalone activity. It may involve the strategic review of physical infrastructure, systems and processes, staffing structures, interfaces with other agencies, and prisoner demographics against current and projected needs. This section focuses on particular areas for consideration during the meso level master planning exercise.

C.2.1 Restructuring within the prison system

The internal structures related to staffing and the provision of services within a prison system may be outdated and inefficient, with improvements possible through restructuring in particular areas.

Staffing structure

The staffing structure of a prison service might be very hierarchical, with many layers of management and ranks. Such structures can be cumbersome to operate, hinder communication from 'top to bottom' and be expensive to operate. Reducing the number of layers in the hierarchical structure may provide opportunities to improve a prison's organizational effectiveness and communication.

Reducing 'top-heavy' management may impact the need for infrastructure to accommodate them (i.e. area offices or space at HQ).

Health care services

Some prison systems manage and resource their own health care services. This may result in prisoners not receiving comparable treatment to what they might receive in the community, contrary to international standards and norms. Improvements in a prisoner's treatment and continuity of care once they return to the community may be realized by enabling the national health authorities to manage prison health care. In doing so, continuity in a prisoner's health care support may be achieved as they transition into society upon release.

Educational and vocational programmes

Similarly, some prisons may run their own education and vocational skills programme. This may risk misalignment with education and industry standards in society and may not help prisoners to obtain work upon release.

Enabling national education services to manage prison education and vocational skills programmes may avoid potential disparities and, where courses are not completed during a sentence, provide an opportunity for prisoners to complete their education or training when they are released back into the community.

Other considerations

As previously mentioned, the prison system might not be properly aligned with other organizational components of the criminal justice system and may need to be reconfigured to improve the functionality of the prison system and outcomes for prisoners.

C.2.2 Addressing challenges to the principle of separation

A fundamental requirement for prison design is the separation of different categories of prisoners (see Sections A.1 and B.1.2).[165] While the separation of categories is determined by static factors such as age, gender and legal reason for detention, which only changes if a child becomes an adult or a pre-trial prisoner is convicted, the classification process requires an objective and evidence-based assessment to determine the appropriate security level classification and treatment needs of an individual, to ensure respect for the human rights and dignity of prisoners, and to facilitate transparency and accountability (see Section B.1.3).[166]

Wherever possible, only one category of prisoner should be housed within a single prison. This will avoid increased infrastructure and resource requirements needed to manage contact between different categories and classifications of prisoners and the sharing of facilities and services between these prisoners. However, this is frequently not possible and may be due to the geographic distribution or relative sizes of prisons within the system.

A master planning review of the prison system may reveal that there are too many different categories and classifications of prisoners within each individual prison within a system.

The inclusion of too many categories and classifications of prisoner within a single prison can often lead to the following problems:

- A reduction in the amount of time each prisoner category (and classifications) will have access to purposeful activity infrastructure (e.g., education facilities);
- Prisoners may have to spend more time in their cells;

▶ Additional prison officers and activities staff may be needed to manage each separate category and/or classification;

▶ More infrastructure may be required to support the regimes for different categories (e.g., two education areas, two exercise yards, etc.);

▶ Smaller categories and classifications of prisoner may be disadvantaged regarding access to activities because larger categories and classifications may be prioritized; and

▶ It will be very difficult to keep each category properly separated visually, audibly and physically.

For example, if both women and men are accommodated in the same prison, they must have equal access to health care facilities and services in the prison, such as an inpatient health care facility. Whereas proper visual, audible and physical separation might be possible in the general residential areas of the prison, providing a single inpatient health care facility would make proper separation impossible. Furthermore, the creation of multiple inpatient facilities in the same prison would be expensive and impractical.

Figure 15 Challenges to the separation of different categories of prisoner
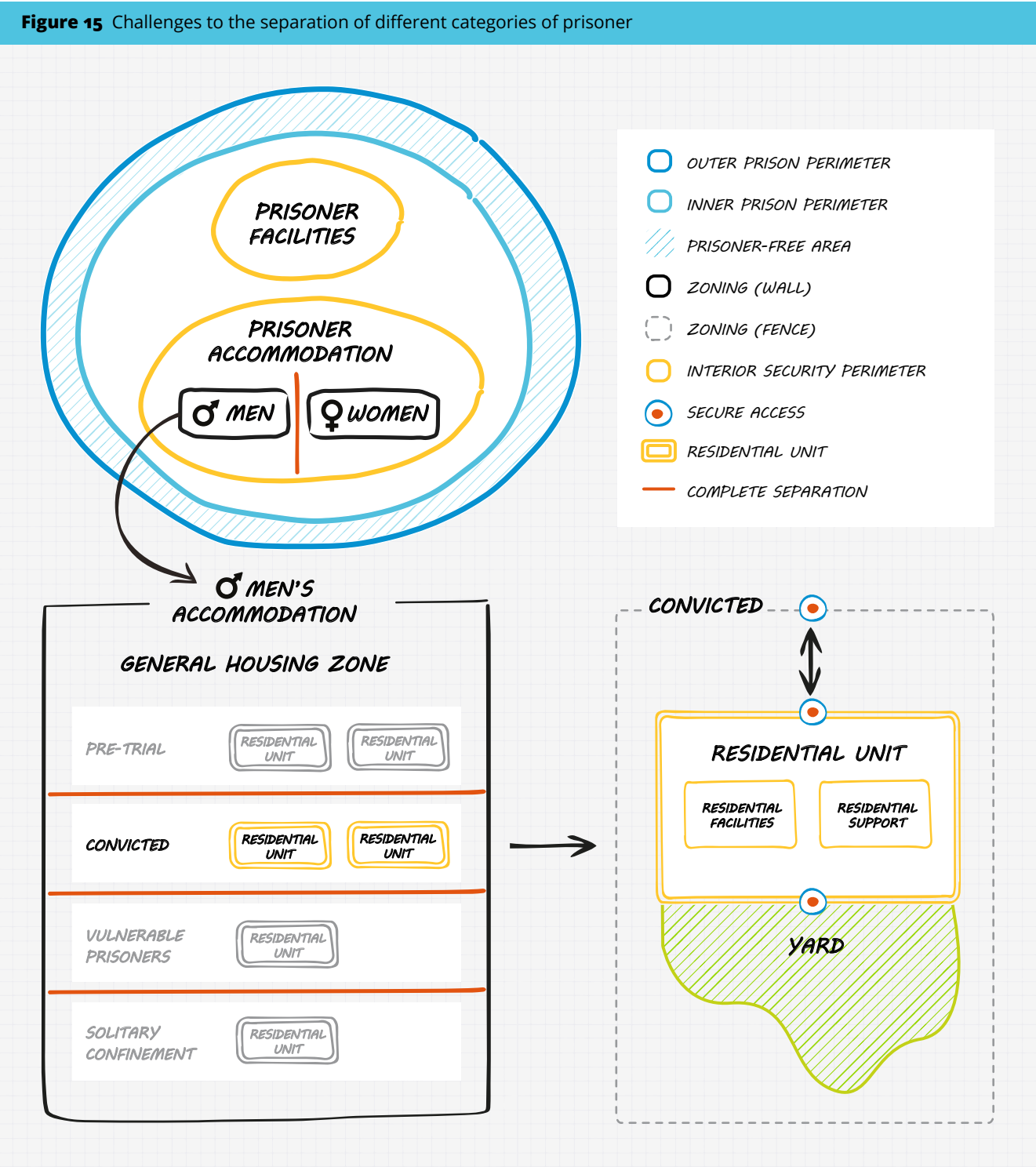
Figure 15 illustrates the complexities of maintaining the separation of different categories and classifications of prisoners within a single prison. When fewer categories and classifications of prisoners are included within a single prison it is easier to achieve proper separation and provide equal access to prison resources – such as education, work opportunities and recreation – without the risk of spreading these resources too thin (see Figure 19).

It may be possible to run an integrated regime with only one category of prisoner (e.g., convicted men). All classifications of prisoners within that category (e.g., mainstream prisoners and vulnerable prisoners) would be expected to sign a compact and integrate peacefully in the general prison population. Failure to comply may result in consequences for individuals under the particular prison rules or the local prisoner privilege system.

The decision to have an integrated regime, two or more separate regimes or to develop separate prisons (e.g., a cluster or campus system) should be made as early as possible in the planning process. This will have a significant impact on the development of the design brief and subsequent prison designs, as well as implications for the prison system master planning.

C.2.3 Changing the role of prisons

The use of master planning at the meso level – prison system – should reveal whether the prisoner demographics within the system are too complicated to manage effectively and ensure compliance with international standards and norms on the care and management of prisoners. The solution may be to change the role of all or some of the existing prison infrastructure to make it more rational and operationally effective. Consideration of the following areas will assist with this determination.

Strategic view

A high-level strategic view of the current prisoner demographic within the prison system is useful to understand the numbers of prisoners in each category, their security risk levels, their locations and their treatment needs.

Long-term trends

It is important to understand the long-term trends and their potential impact upon prisoner demographics and subsequently, infrastructure needs. For example, increased sentence lengths, resulting in more older people in prison that need health care support and increases in the number of women sentenced to imprisonment that need designated facilities to properly meet their needs.

Physical security

A review of the physical security level of the infrastructure of each prison will establish what security risk level of prisoners can be safely and securely accommodated within a particular prison, regardless of category.

Sufficient processes for accurate prisoner classification

It is crucial to establish whether the prison system has adequate processes to be able to assess the security risk of a prisoner to help decide what type of prison they should be assigned to, commensurate with the level of risk they present. This assessment of risk should not be based solely on the length of their prison sentence.

Prisoners should have opportunities to reduce their risk during their sentence through rehabilitation activities and their compliance to the prison regime. It is also critical to establish whether a prison system has adequate processes to assess the treatment needs of individual prisoners (see Section B.1.3.2).

Prisoner categorization

Using available information from the prison profile, a change of role of the existing prisons should be conducted, where possible, to create simpler prisoner demographics to manage within the prison (see Section B.1.2). Where it is not possible to create single category prisons, serious consideration must be given to what categories of prisoners will be located within the same prison, whether it is possible to properly separate them and whether it would be better to create a clustered prison arrangement to achieve that.

It should be noted that the complete change of role of any prison infrastructure within a prison system may take years to complete as part of a broader strategic plan. Once this is done, it can make the organization more coherent, rational and efficient in its important obligations of protecting the public, helping prisoners to rehabilitate and reintegrate into society, creating humane conditions for prisoners and creating a positive working environment for prison staff.

The change of role of existing prison infrastructure will highlight any gaps in prison infrastructure that are needed to deliver on the requirements of the prison, such as lower cost, open prison facilities to accommodate low-risk offenders. This will avoid adding more expensive higher security prisons to the system to try to absorb overcrowding and include all categories of prisoners, regardless of the security level they actually present.

<div style="background:cyan">🔍 **FOCUS** A new prison may not solve overcrowding</div>

'Bolt on' prisons added into an existing prison infrastructure portfolio that are not aligned to the needs of the criminal justice system may reduce overcrowding pressures in the short-term but may quickly become overcrowded in the long-term, especially if the drivers of overcrowding are not addressed within the wider criminal justice system. In addition, these prisons may not contribute towards making the wider prison system work more effectively, particularly if they are regarded by the authorities as a compartmentalized standalone project that is primarily focused on addressing the immediate overcrowding issue.

These types of projects do not contribute to long-term sustainability and may only serve to delay the reemergence of the overcrowding problem. The solution to overcrowding is not building more prisons, but by taking a master planning approach at both the macro and meso levels to address the drivers of over-incarceration and to plan, design and create prisons that provide the right level of security infrastructure to meet the actual needs of society. This will also help with the rehabilitation of prisoners in humane and secure settings, for their reintegration in society upon release.

C.2.4 Comprehensive, high-level assessment of the infrastructure portfolio within a prison system

To be able to ascertain whether the existing prison infrastructure is supporting the prison system to meet the requirements of the United Nations Standard Minimum Rules for the Treatment of Prisoners (the Nelson Mandela Rules), it may be necessary to complete a comprehensive, high-level assessment of the system and its many components, functions and processes.

This assessment will require government authorization and support and is likely to take a multi-entity approach for completion, drawing on expertise as needed. The involvement of prison authorities is essential to ensure that the assessment is done in a way that builds their trust and creates a feeling of ownership over the process. The completed assessment can be utilized by the government to develop a programme of organizational restructuring, the change of role of prisons and the development of purposeful infrastructure to meet actual identified needs of the prison system.

Depending on the situation, and the existence of any assessments on other individual parts of the prison system, the areas addressed in the comprehensive, high-level assessment of the existing prison infrastructure may include some of the following focus areas.

Demographics

What is the demographic of the current prisoner population? What longer term trends need to be considered? Would a change of role of the current prison infrastructure allow for the proper separation of different categories of prisoners? What needs to be built to meet capacity? Is specialist infrastructure needed, for example, high-security?

Vulnerable prisoners

How are the needs of vulnerable prisoners met within the prison system? What changes to systems and infrastructure could be made to support these prisoners? Are they physically separated from the general prisoner populations or accommodated with a category of prisoners that will minimize their vulnerability?

Gender considerations

How does the prison system work towards meeting the Bangkok Rules and other standards and norms on the care, support and management of women in prisons? How are the needs of LGBTI prisoners met to ensure respect for their human rights and dignity? What changes to systems and infrastructure could be made to support a gender-sensitive approach?

Staffing

What infrastructure is in place to support staff to deliver a professional, operationally functional, stimulating and humane prison environment? Does the infrastructure support specialist functions in prisons? What infrastructure is in place to support the personal needs of prison staff, such as staff housing, locker rooms and dining areas? Have gender and social inclusion been considered in staffing?

Rehabilitation and reintegration

Are there structured programmes for prisoners to reduce their risk of reoffending? Do these programmes include offending behaviour programmes to help prisoners address the root cause of their offending? Is the infrastructure that is in place sufficient to support these programmes?

Purposeful activity

In addition to rehabilitation and reintegration programmes, what vocational skills training and education activities, as well as other purposeful activities, are provided to support the mental health and general wellbeing of prisoners? Is the existing infrastructure sufficient to support these activities?

Wider criminal justice system

Does the prison system interface and communicate properly with other components of the wider criminal justice system, such as the courts and probation services?

What opportunities are there to make the prisoner's journey through the system more coherent? For example, good handovers during the transfer of prisoners between courts and prison and highlighting any identified risks, such as self-harm or suicide? Are the prison's reception areas fit for purpose to receive, process and discharge prisoners?

Maintenance and sustainability

Are the prisons within the system properly maintained? Do they have budgets to ensure that maintenance and repair work are carried out in a timely manner to preserve prison conditions and prevent deterioration?

Security

Are prisoners properly assessed for their security risk and then assigned to prisons with security infrastructure commensurate with that risk? Do systems, processes and budgets within the organization support physical, procedural and dynamic security?

Working practices

Are the prison system's orders, policies and standard operating procedures (SOPs) fit for purpose and do they support prison staff to deliver conditions for prisoners that are conducive to the requirements of the Nelson Mandela Rules? Does the infrastructure support the implementation of those orders, policies and procedures?

Technology

How does technology support the prison system? Is there scope to introduce improvements that are sustainable and useful for staff in their professional roles?

Food

Does the prison system maintain farms to grow food to supplement the food that must be purchased? Do prisons have smallholdings where prisoners can grow food within the prison?

Health care

How is health care for prisoners provided? Does the current infrastructure meet the needs of prisoners? Have particular health care considerations regarding gender, age, and physical and mental disabilities been addressed?

Humane environments

Is the prison infrastructure within the system humane? Does it provide enough light, ventilation and a sense of space? Are they austere in appearance or do they include nature and calming colour schemes?

Hygiene

Are prisons able to maintain cleanliness and hygiene? Does the infrastructure support this? For example, the inclusion of cleaning stations with hygiene points in residential areas to fill and empty mop buckets and particular considerations to address the hygiene needs of women prisoners?

Solitary confinement and segregation of prisoners

Are the areas designated for this purpose inside the prison's humane spaces that are well maintained? Is there any evidence of dark or continuously lit cells or any other cruel, inhuman or degrading treatment or punishment?

Locations

Are the prisons within the system in the right location? Are they in isolated areas where they struggle to properly connect with the wider criminal justice system, services, and legal support for prisoners? Do prisoners have access to their families and health care? Is there enough locally-available staff to manage the prisons? Should new prisons be located closer to urban areas?

Infrastructure

In general, is the current prison infrastructure within the system meeting the needs of the prison system and the prisoner population? Can it be reconfigured or its role changed to ensure the Nelson Mandela Rules and other important international standards and norms are met? If prisons are reconfigured or their role is changed, are there specific gaps in prison infrastructure that need to be addressed? For example, there are not enough prisons to accommodate low-risk offenders. Is there any infrastructure that needs to be demolished and replaced because it cannot be sufficiently improved through refurbishment?

This list of areas for consideration in the high-level assessment is not exhaustive, but it illustrates that an assessment for Level 2 master planning will need to be comprehensive to properly understand the prison system's needs so that it can plan for the future and create a prison system that is operationally functional, coherent and is humane and purposeful for prisoners. Once the assessment is complete, the findings can help to inform the designs of prisons at Level 3, micro level master planning.

C.3 LEVEL 3: MICRO LEVEL MASTER PLANNING

Prison master planning at the micro level focuses on a single prison, a prison cluster or a prison campus that is to be built or refurbished. It highlights the importance of site selection and the sequencing of construction activities.

Micro level master planning involves understanding the layout of the prison facility and planning for its development. While a preliminary understanding of the prison profile is necessary to begin the micro level master planning process, the master planning exercise at this level will often bring additional considerations to the surface, informing the infrastructure requirements and further shaping and refining the prison profile.

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

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

To every extent possible, the design of all new prisons and refurbishments should be master planned from the beginning, including all phases of construction. The layout, the security level, the availability of services infrastructure, any site or plot constraints, the probability of expansion and the technology level of the prison, along with other elements of the prison profile, must be thoroughly understood in order for master planning to be successful.

This section is primarily focused on the master planning of permanent facilities but the same considerations apply to the planning of emergency or short-term facilities (see Annex 1).

Understand the operational functions, the associated infrastructure and any interconnections

By approaching a prison in an organic way, it can be appreciated that, within its whole, there are many infrastructure components that work together to achieve the best functionality possible. In doing so, the infrastructure can support prison staff in ensuring the Nelson Mandela Rules are met. Therefore, it is important to understand these functions and what they deliver so that, through master planning, they can be laid out within the internal space to complement each other.

For instance, a prisoner reception area might be best placed near a first night or induction unit, where prisoners are orientated and inducted into the prison. The kitchen needs to be located where it can easily receive fresh supplies, as well as distribute meals around the prison or to communal dining areas. Failing to understand a prison's functions, the associated infrastructure and the interconnectivity between the two, risks creating a prison that does not operate at an optimal level or worse, works against prison staff in their daily duties.

Prisoner movement

Moving prisoners safely and quickly around a prison to various activities (e.g., work, education and visits) is a significant component of the daily operations of a prison. Therefore, it is important to consider where prisoner accommodation areas are in relation to these activities and how prisoners will get to them.

For instance, if there is more than one category of prisoner in a prison, it is not possible to ensure proper separation if one category has to pass near or through the accommodation of another category to access activities. This may lead to incidents of violence and/or harassment of vulnerable prisoners. It is impractical to move large groups of prisoners to a large dining area if it is located a significant distance away from the accommodation areas.

Large scale prisoner movements in prison usually occur at set points in the day (e.g., to go to work or meals). In higher security prisons, staff will either escort the prisoners or line the route that prisoners will follow to ensure they are properly supervised. In lower security prisons, prisoners may be allowed to 'free-flow' to their activities with minimum staff supervision.

It is important to thoroughly consider how prisoners can be safely moved around the prison within the daily regime during the micro master planning exercise.

Integrated vs. cluster or campus systems

Overcrowding remains a significant issue globally, with ever increasing pressure upon governments to create more prisons, rather than address the drivers of over-incarceration. Authorities may request that planners and designers create as many prisoner spaces as possible within a design to absorb high numbers of prisoners or to create extra capacity for anticipated growth.

Unless the master planning of a country's criminal justice system or prison service has gone on beforehand, there is a likelihood that the prison being designed will include multiple categories of prisoners, which can lead to unequal access to services and result in violations of the human rights and dignity of these individuals (see Section C.2.2).

All prisons house communities, which are complex environments that must be properly understood to achieve a good design solution. Prisons that hold high numbers of prisoners are sometimes much more impersonal and institutional than smaller ones. This may be like comparing a city environment to a small town or village – the two are different in many ways, but the latter frequently offers a greater sense of community, social cohesion and control.

In consultation with authorities, planners and designers have to decide whether to design a 'city' or 'small towns and villages'. Placing multiple categories of prisoners together in a 'city', where they must be kept entirely separated, will be very challenging to achieve. In contrast, separating different categories, where possible, into 'small towns and villages' may achieve better outcomes.

The development of an accurate brief, where the complexities of the anticipated prisoner population, staff needs and other factors and restrictions are understood, will greatly assist in the design process and deciding whether to build one large integrated prison to house the prisoner population or opt for a campus or cluster system (see Section C.5).

This guidance advocates that, where possible, smaller prisons are preferred over larger ones and in all cases, a prison should not accommodate more than 500 prisoners.[167]

🔍 **FOCUS** The difficulty of accommodating multiple categories and classifications in the same prison

Including multiple categories and classifications of prisoners within a single prison makes it very difficult, if not impossible, for prison management to deliver effectively on the requirements of the Nelson Mandela Rules and other international standards and norms (see Section C.2.2). To avoid these situations, planners and designers should always aim to design prisons to accommodate a single category of prisoner (e.g., women, men or children) with as few classifications as possible within the physical boundary of a single prison.

The problems associated with accommodating multiple categories of prisoners in a single integrated prison will likely exist for the entire lifespan of the prison infrastructure. This is to the detriment of both prisoners and staff. Where multiple categories of prisoners must be located in the same prison, a cluster or campus typology is likely to be more suitable in ensuring the proper separation of different categories and equal access to services and support.

Emergency response

Different types of emergencies can be a regular occurrence within prisons, whether they result from prisoner indiscipline, violence, medical emergency, attempted escape or other factors. It is important then to properly consider how a prison will respond to quickly address the emergency and mitigate any effects.

For example, how are prisoners evacuated to safe areas in the case of fire in a residential unit? How do staff gain access to a building if prisoners are rioting within? How does the prison's command structure operate in an emergency and what infrastructure is needed to provide support? Considering how a prison responds to emergencies, and including infrastructure solutions in the design to support those responses, will help to make it a safer and more operationally effective environment.

Temporary prisons

Temporary prison infrastructure, such as RDPs, serve a short-term purpose to address a critical need until a planned permanent solution is established (see Annex 1). The nature of their fabric and construction can make them unsuitable for medium- and long-term solutions and therefore, should not be used for these solutions.

Temporary prison infrastructure starts to become more permanent when it is built as a standalone project, outside of any wider master planning, such as at the meso level (prison service) or macro level (wider criminal justice system). Although immediate issues may be addressed through the introduction of temporary prison infrastructure (e.g., to address overcrowding), if this prison infrastructure is not decommissioned to make way for permanent infrastructure, it is likely to deteriorate, creating unsatisfactory conditions for both staff and prisoners.

Prison planners and designers should confirm that any project involving temporary prison infrastructure is sufficiently embedded within a wider master planning process that fully recognizes the transient nature of the infrastructure and the need for it to form a part of a phased approach to a permanent solution.

C.4 SITE CONSIDERATIONS

The site of a detention facility has far reaching consequences for the design and planning of its infrastructure. In particular, there are significant implications regarding the availability of infrastructure services, such as water, power, and sanitation services, access to medical care, firefighting and other essential services. Likewise, the possibility of natural hazards such as earthquakes, floods, or heavy storms or snowfall will need to be considered to ensure the resilience of the infrastructure.

Other significant site considerations include access to rehabilitative opportunities, the facility's connectivity to other parts of the criminal justice system, accessibility for visitors, availability of transport infrastructure for staff and visitors and the logistics for the procurement of supplies.

Site considerations should reflect a gender-sensitive approach for women's facilities. These facilities "should be located in close proximity to community service providers so that positive linkages with family and formal support systems can be initiated or maintained during incarceration, with continuity upon release."[168] The Bangkok Rules provide that women prisoners should be located in prisons "close to their home or place of social rehabilitation, taking account of their caretaking responsibilities, as well as the individual woman's preference and the availability of appropriate programmes and services."[169]

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

For example, instead of providing infrastructure services to multiple prisons, an extensive, well-planned campus system that is often afforded by the vast space of a rural location, can reduce costs by co-locating operations at a single location (see Section C.5). This also makes it easier to manage the separation of prisoner categories.

The choice of cluster and campus approaches may present certain operational advantages, and even offer economic opportunities to an underdeveloped region, but remote locations can also imply additional costs and complications in the design of prisons. Without access to essential services, the absence or lack of operational staff, medical staff, work and rehabilitative opportunities and more difficult and costly transfer of prisoners and procurement of supplies, a remote location may be an unsuitable site for a prison or prohibitively expensive.

Worst of all, an insistence on the construction of facilities that ignore the above implications will often result in prison environments that do not meet the international standards and norms for the treatment of prisoners.

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

C.5 SITE PLANNING

The general layout of the prison should be considered as early as possible during the master planning exercise because the level of integration of the facilities will dictate whether certain spaces can be shared between prisoner categories, or whether multiple spaces for the same function can be provided. The three typical types of prison layouts are illustrated in Figure 16.

Campus system

A campus system has the lowest degree of integrated facilities and functions as a series of discrete operations, generally over a large site. There are less shared facilities than in a cluster system, and the physical separation between prisons is more pronounced. This system is preferable for housing multiple prisoner categories that must be kept strictly separate (see Sections B.1.2 and C.2.2). Figure 17 illustrates an example of the campus system layout.
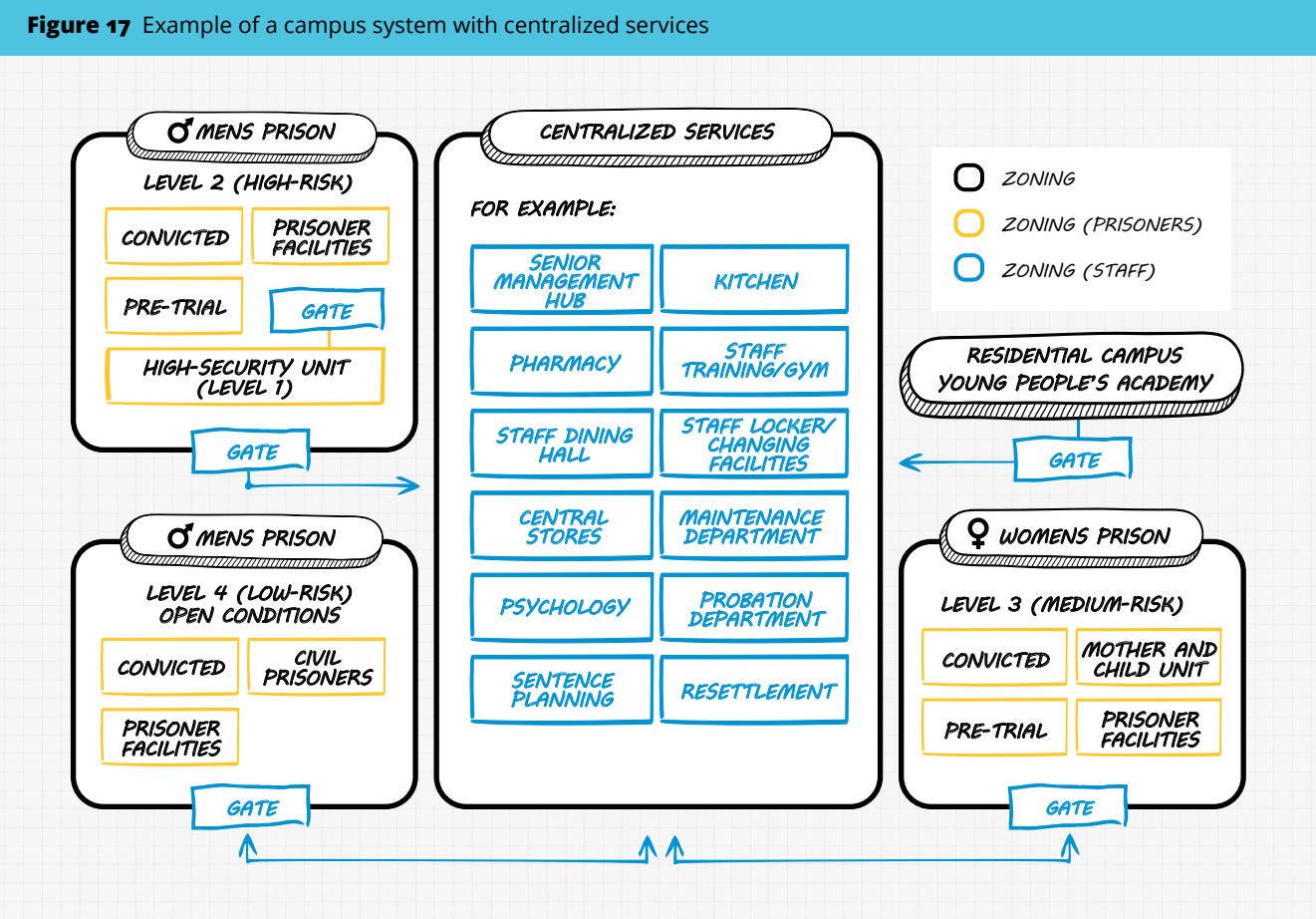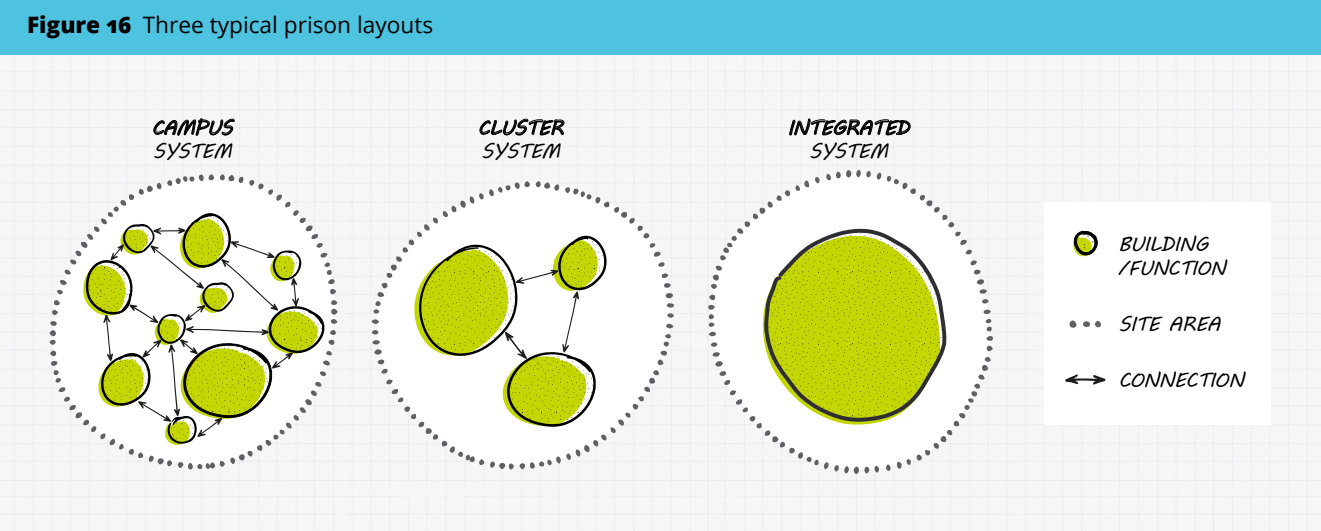
Figure 16 Three typical prison layouts

Figure 17 Example of a campus system with centralized services

Cluster system

A cluster system has a moderate degree of closely coupled facilities in multiple buildings. In this system, different prisoner categories may be housed separately but share access – at different times – to common facilities, such as a central kitchen, workshops and religious and cultural spaces.

Given the size of its component parts, a cluster system may be easier to manage than a fully integrated prison where it is necessary to accommodate multiple categories of prisoner. For example, it may be appropriate for a prison that accommodates only men who fall into different categories (e.g., pre-trial and/or civil prisoners).

The complete separation of different categories of prisoner must be ensured, with respect for the principle of nondiscrimination (see Section B.1.2). Figure 18 illustrates an example of the cluster system layout.

Figure 18 Example of a cluster system with centralized services
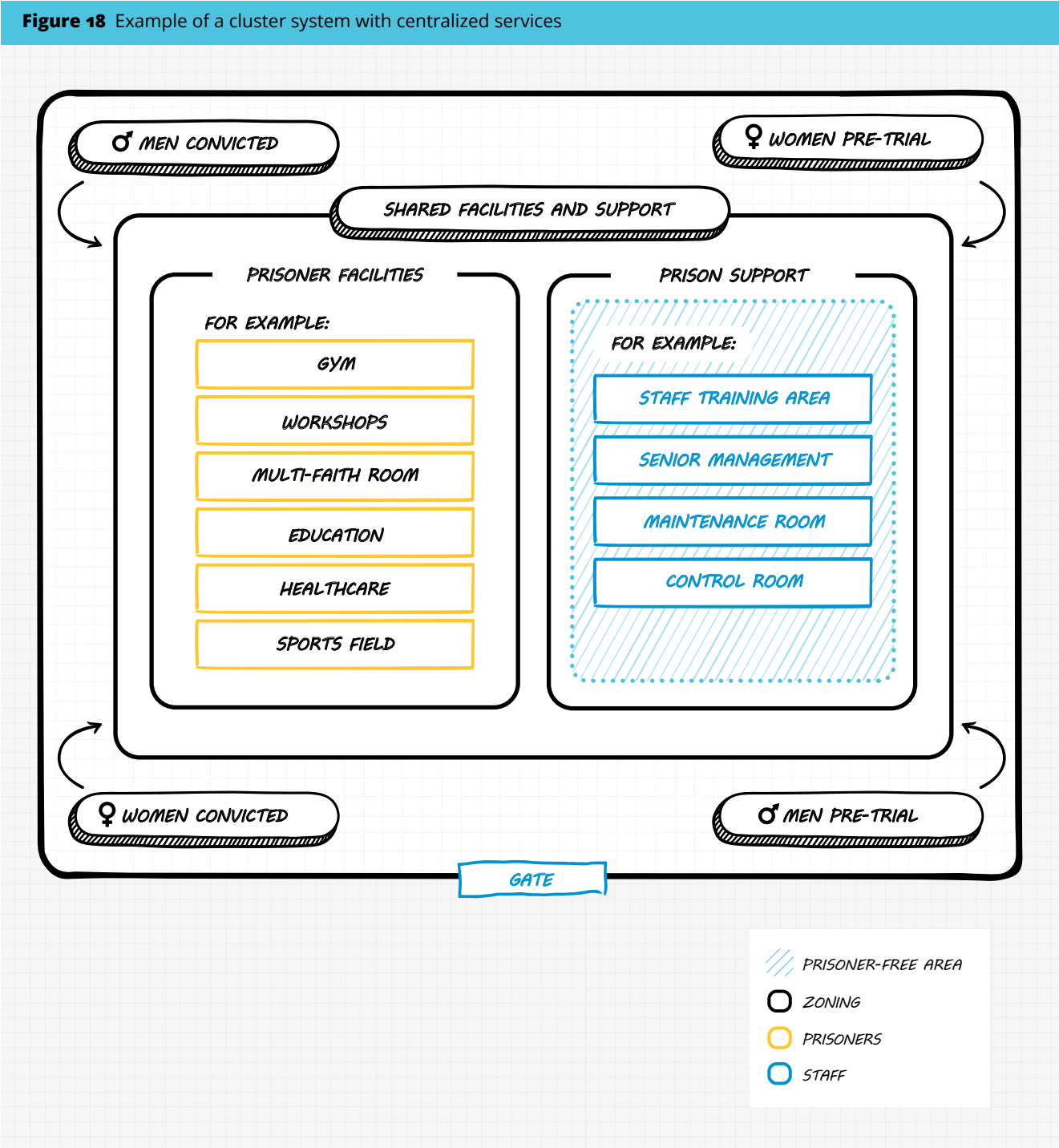
Integrated system

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

Some classifications of prisoners may have to be kept entirely separate from each other (see Section B.1.3). For example, if the nature of the offence of a certain prisoner could make them a target of violence from other prisoners. Figure 19 illustrates an example of an integrated prison layout.

Figure 19 Example of an integrated prison with a single category of prisoner and multiple classifications
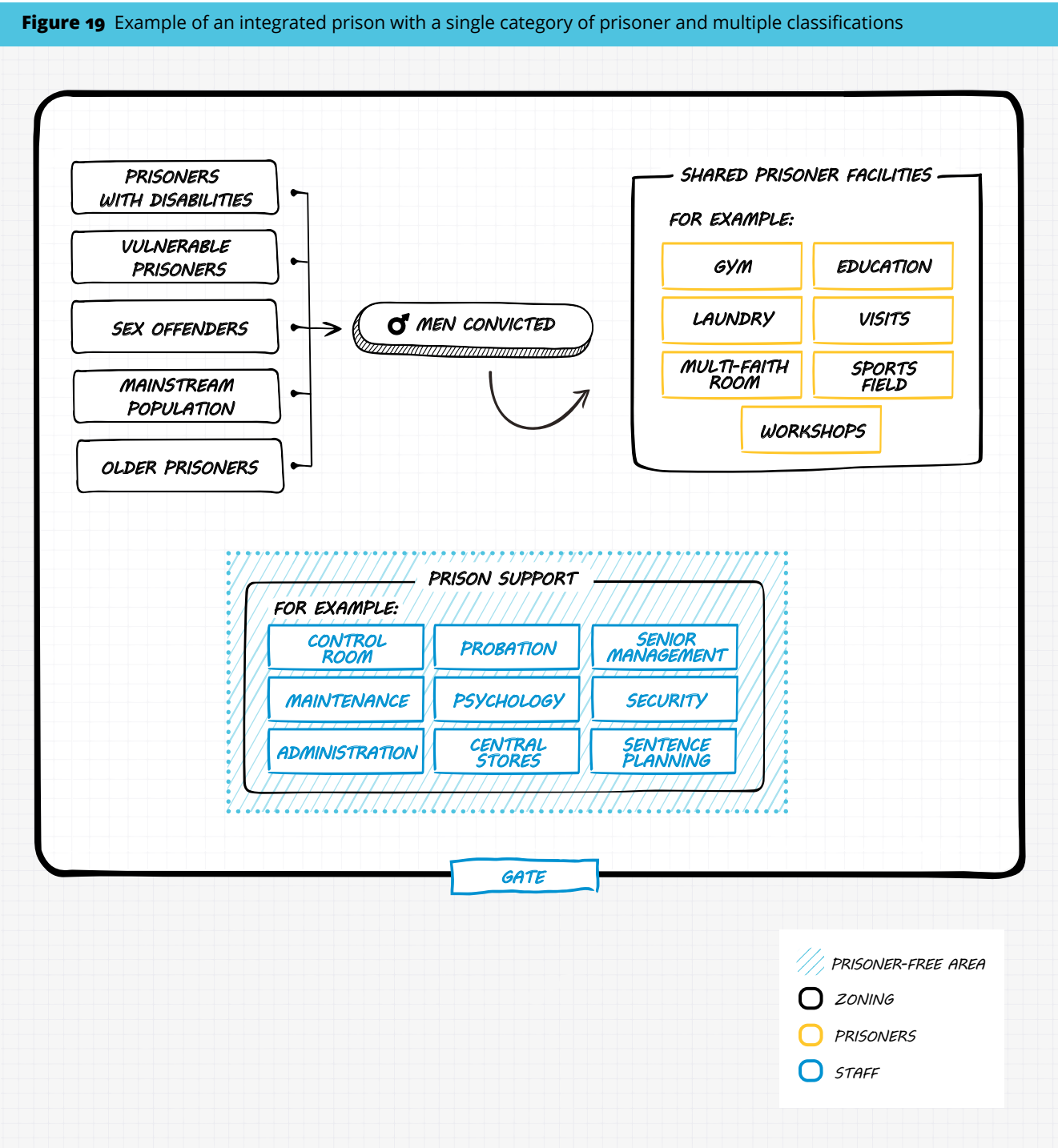
Figure 20 and Figure 21 provide a useful comparison of the three typical prison layouts. The appropriateness of a layout for a given set of circumstances will be highly influenced by the security level of the prison. Figure 20 shows the specific differences between the three different layouts in relation to the building location, height, circulation and perimeter, among other considerations.[170]

Figure 21 displays a matrix of typical layouts for different prison security levels, indicating which layouts can accommodate a given security level. For instance, a prison with a level 1 security level can only be accommodated by an integrated system layout.

Figure 20 Comparison of the typical prison layouts

		EXTENDED CAMPUS	CAMPUS		INTEGRATED	INTEGRATED LINEAR	INTEGRATED STACKED
BUILDINGS	PRISONER ACCOMMODATION	SEPARATE	SEPARATE	SEPARATE	CONNECTED	COMBINED (1 BUILDING)	
	PRISONER FACILITIES		COMBINED (1 OR MORE BUILDINGS)		COMBINED (1 BUILDING)		
	PRISON SUPPORT						
BUILDING HEIGHT	PRISONER ACCOMMODATION	1 STOREY	1 OR 2 STOREYS	1 OR 2 STOREYS		1 OR MULTISTOREY	2 OR MORE STOREYS (NO MORE THAN 5)
	PRISONER FACILITIES			1 OR MORE STOREYS (NO MORE THAN 5)			
	PRISON SUPPORT						
CIRCULATION & ACCESS	PRISONER ACCOMMODATION	EXTERIOR	EXTERIOR	INTERIOR CIRCULATION AND EXTERIOR ACCESS	INTERIOR (MAINLY HORIZONTAL)		INTERIOR (MAINLY VERTICAL)
	PRISONER FACILITIES		EXTERIOR/ SEMI-EXTERIOR/ INTERIOR				
	PRISON SUPPORT						
PERIMETER	PRISON PERIMETER	FENCE OR WALL			FENCE/WALL/BUILDINGS FORM THE PERIMETER		
SITE DESIGN CONSIDERATION		LARGER FOOTPRINT (SUBSTANTIAL SITES IN NON-URBAN LOCATIONS)	INTERMEDIATE FOOTPRINT		COMPACT FOOTPRINT (LIMITED SITE AREA CONDITIONS AND URBAN LOCATIONS)		
OPERATIONAL IMPLICATIONS		LOWER SECURITY WITH MORE OPEN PRISONER MOVEMENT	INTERMEDIATE IMPLICATIONS		HIGHER SECURITY WITH LIMITED PRISONER MOVEMENT (MAXIMIZES STAFF OBSERVATION, SUPERVISION & CONTROL)		

Figure 21 Matrix of typical layouts for prison security levels
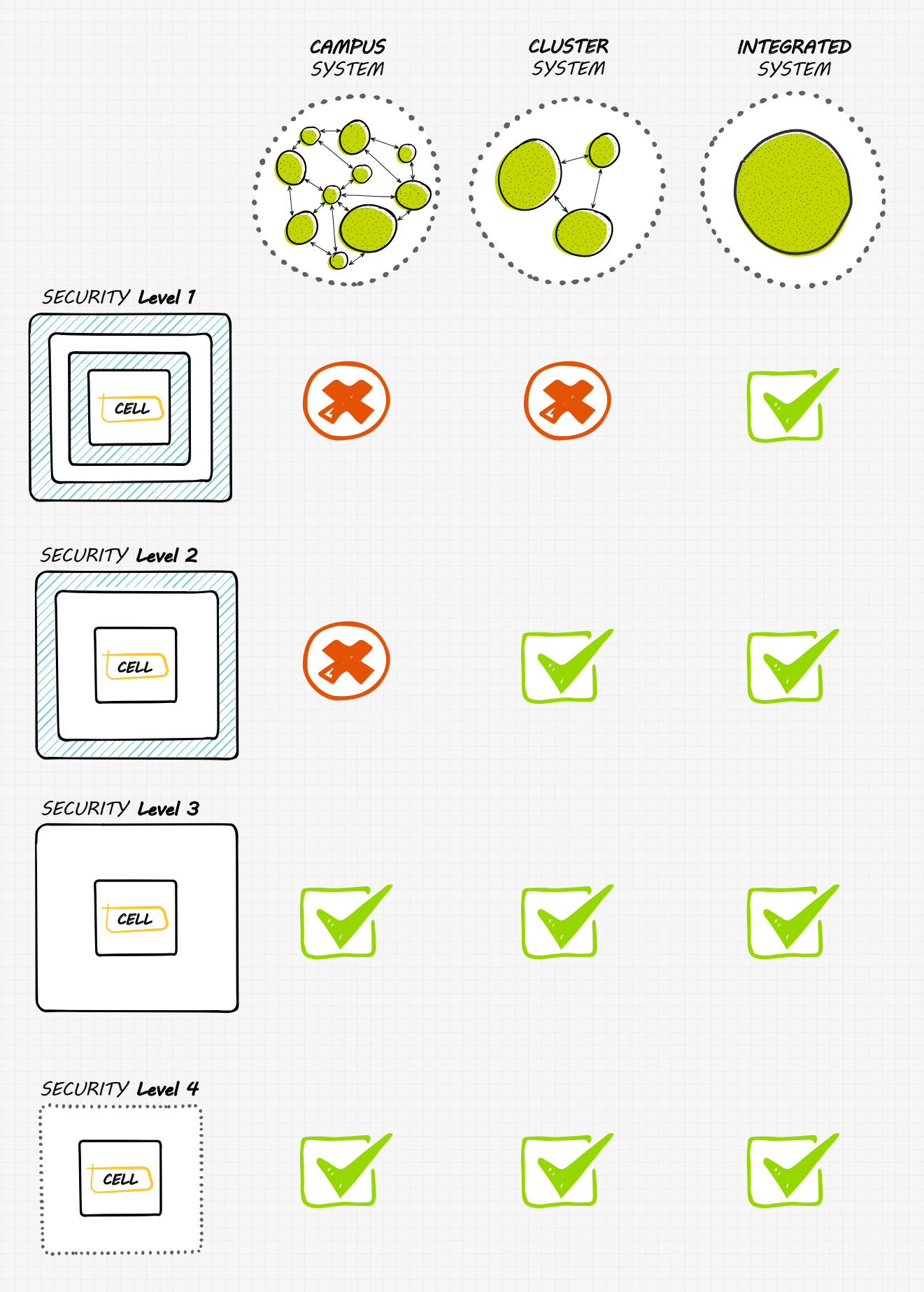
C.6 DESIGN AND CONSTRUCTION PHASING

There are some environments in which short-term facilities may be needed quickly, without the ability to immediately ensure the provision of complete facilities, for example, in active-conflict, post-conflict or post-disaster situations.

If, for any reason, all the necessary facilities cannot be completed immediately, the challenge of master planning is to structure the development of the infrastructure in a way that the prison functions effectively at each phase of construction and also when transitioning between phases.

Any short-term facilities will, at minimum, require water, sanitation, shelter, food preparation, a security barrier and perimeter controls, showers, laundry, power and heating or ventilation, depending on the climate. Short-term facilities must also provide for the separation of different categories of prisoners, as applicable (see Section B.1.2).

If long-term buildings will be added over time, careful consideration should be given to the suitability of the site for a transformation from a short-term to a permanent facility.

Phased use of infrastructure

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

In other instances, the relative merits of an approach will have to be weighed against possible alternatives. Consider a prison that accommodates prisoners in overcrowded dormitories and only has a small administrative area. The first phase of improvement may add more dormitory space, before adding administrative space, training and work programmes.

On the other hand, the negative effects of overcrowding may be mitigated by moving prisoners out of the dormitories, so priority may be given to the development of workshops and farms to allow prisoners to work while the second phase of improvements is under development. The overall improvement of the well-being of prisoners should drive decision-making.

Prioritization of expansion

When transitioning from a short-term to a permanent facility, Table 7 provides an example of how this expansion may be planned and prioritized.

Table 7 Planning and prioritizing the transition from a short-term to a long-term prison		
Phase 1	**Phase 2**	**Phase 3**
▶ Basic administration	▶ More administration	▶ Facilities for prison staff
▶ Toilets	▶ Security administration and control room	▶ More comprehensive health care facilities
▶ Shower	▶ Prisoner reception and processing area	▶ Education blocks
▶ Residential units	▶ Visit area	▶ Workshops
▶ Kitchen and food preparation area	▶ More residential units	▶ Other accommodation to support rehabilitation activities (e.g., counselling and group work rooms)
▶ Permanent security barrier	▶ Internal zoning	
▶ Proper separation of prisoner categories	▶ Gatehouse	▶ Completion of more comprehensive security features, as needed
▶ Basic health care	▶ Expansion of security features, as needed	
▶ Security features commensurate with the level of risk identified in the prisoner population		

Figure 22 Planning access for later construction phases
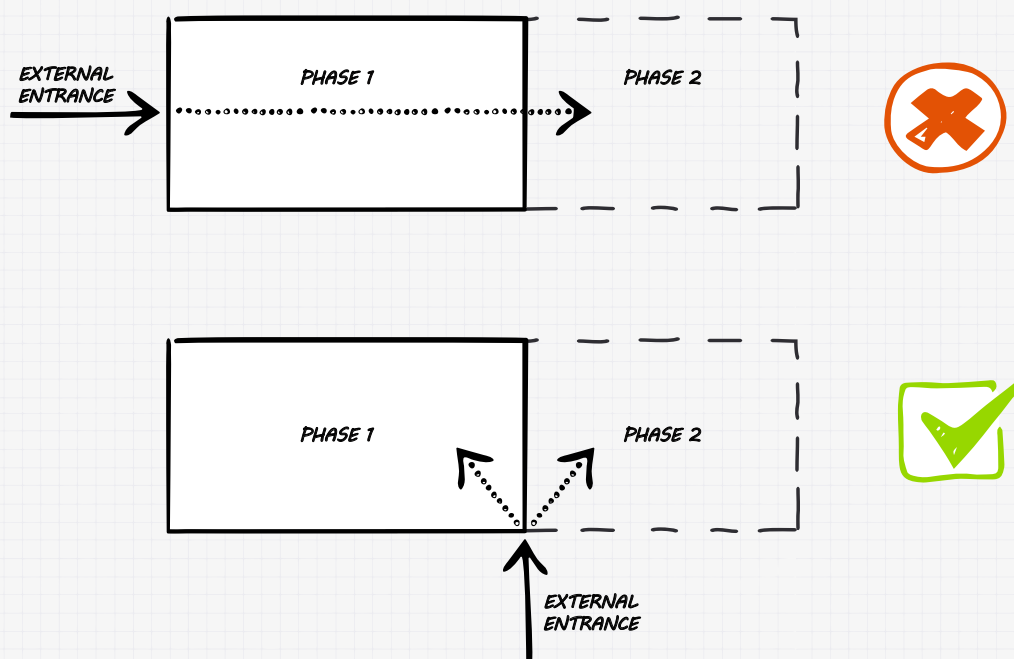
Expansion space

If prison facilities will be expanded in the future, there must be sufficient consideration for the required works and the space needed for such works. This should include site facilities and potentially, accommodation for contractor personnel, logistical areas for materials and vehicle parking. These aspects of the site and its constraints, constructability, the transfer of groups of prisoners and other considerations (see Section C.7) will need to be incorporated in master planning activities.

Figure 22 illustrates the basic thought process for planning access for later construction phases. Wherever possible, it is better to avoid the need to access the second phase of construction via the first phase of a prison. There may be many construction-related deliveries and construction personnel, which will need to be processed at the gate. Ensuring the safe transit of these personnel through the prison can present significant security issues and impacts on the daily operations in the prison.

Constructability

Close attention must be paid to ensure that initial phases do not block construction access during later phases. This goes well beyond physical access and considers the impact on prison security, services infrastructure (e.g., water and sanitation), and the work areas for contractors.

Particular care is required when creating the layout for water, sanitation, central cool and hot water plant connections, information technology and communications systems and electrical lines, to avoid temporary service outages.

C.7 REFURBISHMENT, DEVELOPMENT OR EXPANSION OF PRISONS

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

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

Large transfer of prisoners

Prison refurbishment and development programmes are likely to involve the transfer, or decanting, of existing groups of prisoners to another part of the same prison, or elsewhere within the wider prison system, so that building work can proceed uninterrupted.

In prisons and prison systems where overcrowding is particularly problematic, large transfers may exacerbate the situation and necessitate the introduction of alternative measures by national authorities. Alternative measures may include temporary prisons, such as retired military bases for low risk offenders, an expansion of conditional or early release of low-risk offenders who are approaching the end of their sentence.

Gate movement

The main gate is one of the weakest points in prison security. Construction work will cause a significant increase in traffic through this area, which creates security issues and impacts on the regular daily operations of the prison, such as food and supply delivery. For the duration of building renovations, a secondary breach in the wall line may create a works gate to allow the entry of building materials and the removal of building waste. However, if not properly designed and managed, this measure will present clear security risks.

Management of the site, materials and tools

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

The control and management of building materials and tools is another important aspect of maintaining security within the prison. Consideration should be given to establishing a secure 'lay-down yard' just outside of the prison perimeter to allow for the delivery and storage of building materials until needed. A smaller, secure area inside the prison may also be required for drop-off and collection of materials on site.

Systems must be in place to ensure that tools are accounted for on a daily basis and that any losses are immediately reported to prison authorities. Where possible, tools should be removed from the prison overnight and stored in secure conditions until the following day.

Management of vehicles

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

Staffing

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

Health, safety and security

Construction personnel should be made aware of their responsibility to maintain health and safety throughout the prison site and they should be equipped with personal protective equipment (PPE) to enable them to safely complete their work. The prevention of sexual exploitation and abuse (PSEA) policies must be in place and strictly enforced on site.

It is likely that construction personnel will require their own offices, changing rooms, toilets, showers and lunch rooms, to avoid disruptions to the functioning of the existing prison facilities. The implications for space, services and security requirements, with focus on the needs and security of women construction personnel, are major factors that must be considered during the master planning exercise.

D
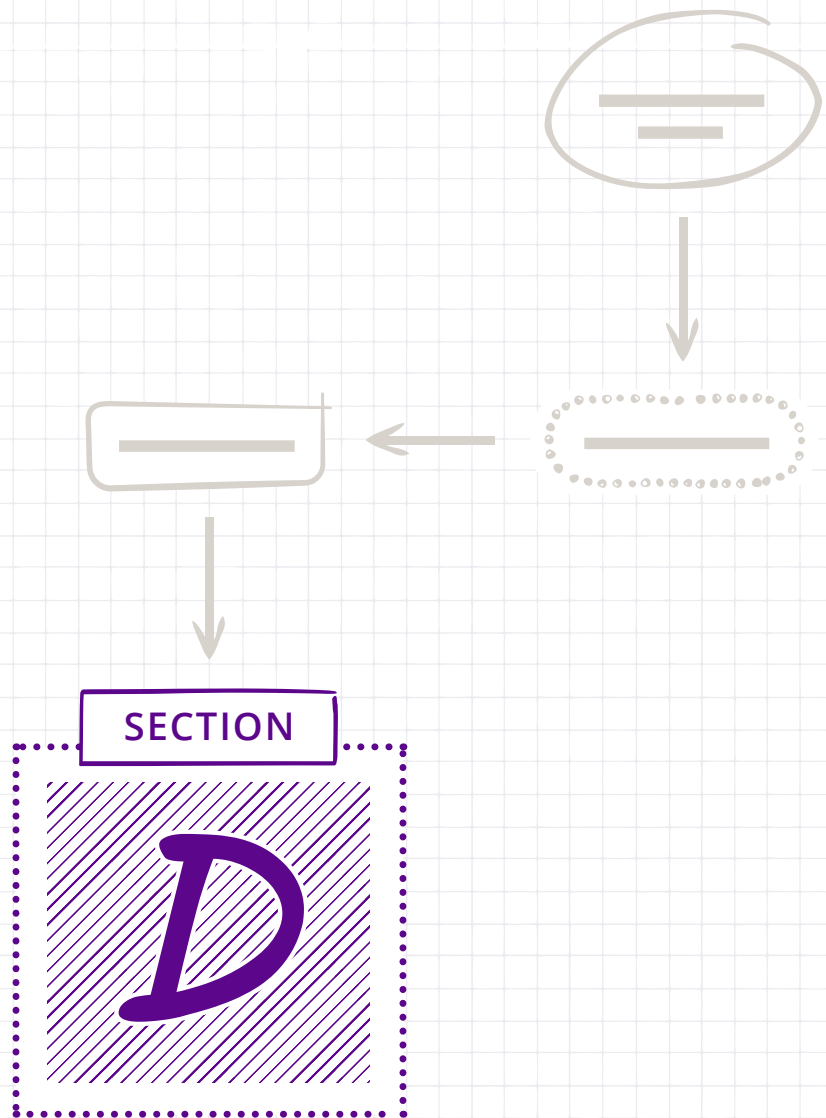
SPATIAL AND SERVICE REQUIREMENTS

INTRODUCTION

Information gathered in the development of the prison profile and the master planning exercise helps to identify the physical and service requirements that are identified in this section, which are essential to the formulation of a sound and informed Prison Brief and the subsequent development of detailed design documentation.

This section provides guidance to inform the decision-making of development teams, and includes specific considerations with regard to individual infrastructure components. The spacial and service requirements are divided into three primary areas as follows:

- 🔖 **Section D.1:** Prisoner accommodation
- 🔖 **Section D.2:** Prisoner facilities
- 🔖 **Section D.3:** Prison support

Each section is divided into a number of focus areas within the broader topic, which reflect the relevant international standards and norms. Operational and security considerations are explored, as well as any specific design considerations, followed by relevant infrastructure components. For many focus areas, a functional diagram illustrates the linkages between various spaces.

Figure 23 demonstrates the positioning of each of the three primary areas of spatial and service requirements – prisoner accommodation, prisoner facilities and prison support – within the zones of a prison perimeter for a prison with level 2 security. Level 2 prisons lack the central prisoner-free zone but still have perimeter fence lines to prevent prisoners from reaching the perimeter wall (see Section A.7.1).

Figure 23 Positioning of the three areas of spatial and service requirement in a level 2 prison
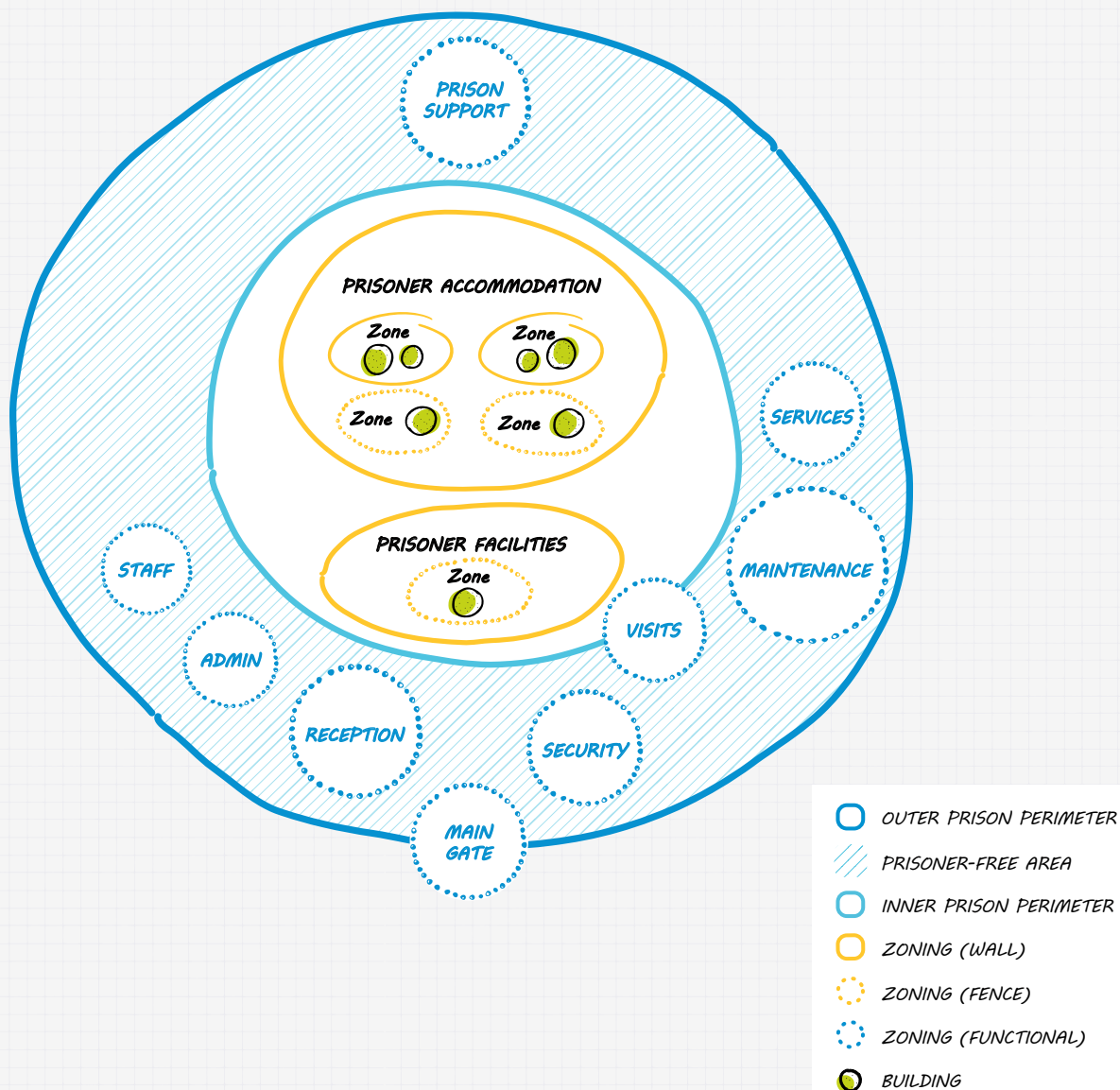
COMPONENTS INDEX

Table 8 provides a list of components that are included within each spatial and service requirement focus area for easy reference.

Table 8 Components for spatial and service requirements		
D.1 PRISONER ACCOMMODATION	**D.2 PRISONER FACILITIES**	**D.3 PRISON SUPPORT**
D.1.1 Residential units	**D.2.1** Visits	**D.3.1** Security
D.1.2 Residential unit facilities	**D.2.2** Education	**D.3.2** Staff
D.1.3 Residential unit support	**D.2.3** Work	**D.3.3** Services infrastructure
D.1.4 Solitary confinement	**D.2.4** Health care and hygiene	**D.3.4** Operations and maintenance
D.1.5 Mother and child units	**D.2.5** Food and water	**D.3.5** Administration
D.1.6 Facilities for children	**D.2.6** Physical recreation	
D.1.7 Prisoners with disabilities	**D.2.7** Religious or spiritual facilities	

INTERNATIONAL AND REGIONAL STANDARDS AND NORMS

Table 9 includes a detailed list of international and regional instruments that form the foundation of the spatial and service requirements. In addition, it is important for the development team to be aware of any national standards and norms that may be applicable in the local context.

Table 9 Key international and regional standards and norms for spatial and service requirements	
United Nations instruments	
UDHR	Universal Declaration of Human Rights (1948)
ICESCR	International Covenant on Economic, Social and Cultural Rights (1966)
ICCPR	International Covenant on Civil and Political Rights (1966)
UNCAT	Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (1984)
CRC	Convention on the Rights of the Child (1989)
CRPD	Convention on the Rights of Persons with Disabilities (2006)
Water and sanitation	General Assembly Resolution, The human rights to safe drinking water and sanitation (2016)
Body of Principles	Body of Principles for the Protection of All Persons under Any Form of Detention or Imprisonment (1988)
Basic Principles	Basic Principles for the Treatment of Prisoners (1990)
Nelson Mandela Rules	United Nations Standard Minimum Rules for the Treatment of Prisoners (2015)
Beijing Rules	United Nations Standard Minimum Rules for the Administration of Juvenile Justice (1985)
Havana Rules	United Nations Rules for the Protection of Juveniles Deprived of their Liberty (1990)
Tokyo Rules	United Nations Standard Minimum Rules for Non-custodial Measures (1990)
Bangkok Rules	United Nations Rules for the Treatment of Women Prisoners and Non-custodial Measures for Women Offenders (2010)
Common Position on Incarceration	United Nations System Common Position on Incarceration (2021)
Regional instruments	
Kampala Declaration	The Kampala Declaration on Prison Conditions in Africa (adopted by the delegates of the International Seminar on Prison Conditions in Africa, 1996)
IACHR Principles	Principles and Best Practices on the Protection of Persons Deprived of Liberty in the Americas (Inter-American Commission on Human Rights (IACHR), 2008)
European Prison Rules	European Prison Rules (Council of Europe, 2020)
Guiding principles and other instruments	
The Yogyakarta Principles	Principles on the application of international human rights law in relation to sexual orientation and gender identity (Adopted at the Experts' Meeting held in Yogyakarta, Indonesia, 2007)
Towards Humane Prisons	*Towards Humane Prisons: A Principled and Participatory Approach to Prison Planning and Design* (ICRC, 2018)
Water, Sanitation, Hygiene and Habitat	*Water, Sanitation, Hygiene and Habitat in Prisons* (ICRC, 2013) and 'Water, Sanitation, Hygiene and Habitat in Prisons: Supplementary Guidance' (ICRC, 2012)
IBC	International Building Code (2021)

D.1 PRISONER ACCOMMODATION

- 🔖 **D.1.1** Residential units
- 🔖 **D.1.2** Residential unit facilities
- 🔖 **D.1.3** Residential unit support
- 🔖 **D.1.4** Solitary confinement
- 🔖 **D.1.5** Mother and child units
- 🔖 **D.1.6** Facilities for children
- 🔖 **D.1.7** Prisoners with disabilities

The objective of the prisoner accommodation focus area is to identify the space and housing requirements for the number and category of prisoners identified in the prison profile, in accordance with international standards and norms.

The guidance on **residential units** includes information on single and shared cells, dormitories and accommodation for vulnerable prisoners.

The guidance on **residential facilities** provides information on basic necessities such as toilets, showers, day rooms, and yards, while the guidance on **residential support** includes information on staff offices, security measures, the maintenance of electrical and mechanical infrastructure, and sanitary conditions in the residential unit.

Specific guidance on **solitary confinement**, **mother and child units**, **facilities for children** and **prisoners with disabilities** is also provided. These topics are highlighted to address the particular considerations – in addition to those covered in the general guidance on prisoner accommodation – for each of these areas when identifying the infrastructure requirements for prisons.

D.1.1 Residential units

Introduction

The Kampala Declaration on Prison Conditions in Africa prescribes that prisoners "should have living conditions which are compatible with human dignity" and which do not "aggravate the suffering already caused by the loss of liberty."[171] The Nelson Mandela Rules, along with regional standards and norms, require that accommodation in prisons must meet the health needs of detained individuals, in particular with regard to climate, air, space, lighting, heating and ventilation.[172] Furthermore, the United Nations General Assembly has recognized the human right to safe and clean drinking water and sanitation.[173] The right to safe and clean drinking water is also reflected in the Nelson Mandela Rules, which provide that prisoners must have access to drinking water whenever needed.[174]

Residential units – often referred to as cell blocks – are the primary accommodation areas where prisoners frequently spend most of their time, when not engaged in rehabilitation or recreation activities. Careful attention must be given to operational and security considerations to ensure that residential units are functional and secure, proportional to the security risk level of the relevant prisoner population.

> 🔍 **FOCUS** Accommodation standards for prison cells
>
> Some prison systems set accommodation standards for prison cells to define factors such as the correct number of prisoners a specific type of cell can accommodate, the maximum number of prisoners a cell can accommodate without breaching minimum standards, environmental standards and standards on ergonomics, furniture and privacy. Prison authorities can then work to maintain these accommodation standards and take necessary actions when conditions deteriorate and are no longer in compliance with these standards.
>
> Planners and designers may consider defining specific standards to provide to prison authorities for the cell accommodation they are creating. This is particularly relevant where no existing standards exist within the prison system.

Appropriate sleeping accommodation, particularly with regard to the number of prisoners per cell, will vary in different cultural and geographic contexts. While the provision of individual sleeping accommodation may be considered appropriate in one context, in another location, shared sleeping accommodation may be preferred and may contribute to a more peaceful atmosphere.

In some instances, it may be desirable for two prisoners to share a cell; for example, where a trusted prisoner can provide mentoring to a vulnerable prisoner or support and assistance to a prisoner with physical disabilities. These situations require careful management but may provide significant benefits to prisoners.

As noted previously, different categories of prisoners must be accommodated in separate and secure areas of a facility or in separate facilities (see Section B.1.2).

In accordance with the requirements of the Nelson Mandela Rules, facilities for women prisoners must be entirely separate from those for men and, where possible, in separate institutions.[175] A gender-sensitive approach must be incorporated in the design of women's facilities.

The unique needs and requirements of women are derived from their specific physical and mental characteristics and informed by the primary factors that lead to their imprisonment, including discrimination, poverty, drug-related offenses, gender-based violence against women, trafficking in persons, criminalizing sexuality and reproduction and mental health.[176] One example of how to meet the particular needs of women in the design of accommodation is by developing residential units that reflect more intimacy, creating smaller clusters of residential units within a larger facility or a campus setting with smaller residential unit structures.[177]

The Nelson Mandela Rules require that facilities for children must be entirely separate from those for adults.[178] According to the Havana Rules, detained children should be accommodated in small group dormitories or individual bedrooms, in consideration of local standards.[179] Furthermore, any accommodation should be unobtrusively supervised to ensure the protection of individuals (see Section D.1.6).[180]

In all cases, facilities must be designed in a manner that protects the safety and security of each individual category and classification (see Section B.1). Different categories and classifications of prisoners will have different needs and requirements that should be incorporated during the planning and design of residential units. To protect the safety and security of each category of prisoners, separation must be ensured with physical, visual and auditory barriers to mitigate the risk of incidents of violence and harassment.

The effective separation of different categories of prisoners and equal access to services is an important consideration, particularly in the design of small or medium prisons (see Sections B.1.2 and C.2.2). Larger prisons may be able to provide more separate areas than shared spaces, and provide additional benefits due to economies of scale. However, the viability of the facility must be considered in the context of the logistical, staffing and management expertise required for larger facilities.

As different prisoner categories have various needs, prison accommodation and support facilities will need to address these needs to meet international standards and norms. While access to services is largely shaped by the management and administration of facilities, the incorporation of these considerations into the design of a facility will better enable management to ensure equal access to services, such as water and sanitation, outdoor spaces, training and education facilities and health care (see Section C.2.2).

The Convention on the Rights of Persons with Disabilities requires that when persons with disabilities are deprived of their liberty, they are entitled to the promotion and protection of their human rights, with respect for their inherent dignity, on an equal basis with other prisoners and that they should be provided with reasonable accommodation.[181] Therefore, there are specific requirements with regard to accessibility for individuals with physical disabilities that must be incorporated into all design, construction and rehabilitation activities (see Section D.1.7).

Persons with disabilities should be provided with accommodation that meets their particular needs.[182] Development teams should note that meeting the requirement for accessibility will affect the space requirements for toilets, showers and baths, sleeping and support facilities, and have other implications for the design of horizontal and vertical circulation, including door openings and clearance spaces, signage and wayfinding initiatives. The same measures apply to the refurbishment of prisons, except when technically or financially infeasible.

Operational considerations

In most prisons, cells and dormitories are grouped together with nearby support and outdoor areas into residential units commonly called cell blocks and sometimes called wings, accommodation units, house blocks or other terms. These residential units enable the separation of different categories of prisoners, as required by the Nelson Mandela Rules. Separating the different categories of prisoners provides prisoners with a measure of protection from violence and harassment and respect for their legal status, as well as tailored infrastructure to meet their needs.

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

The number of prisoners living within a residential unit should be carefully managed but the exact figure will depend on the nature of the accommodation and the risk profile of the prisoners, along with other factors. In a residential unit with cells, higher numbers of prisoners may still be properly managed. Conversely, in a residential unit with dormitories, higher numbers of prisoners increase the risk of not being able to properly manage safety and security. Lower security or open prisons may be more suited to smaller accommodation units. However, in all cases the recommended specifications for the minimum floor area per prisoner should be applied and exceeded, wherever possible.

Within a residential unit, one tightly controlled access point allows prison staff to keep count of the prisoners coming in and out of the building, while other evacuation or entry points can be used in the event of an emergency.

Common areas are monitored and patrolled by prison staff but a degree of social interaction and relative freedom is provided, improving the circumstances of prisoners and reducing the likelihood of serious disorder. If residential units are designed properly, with sufficient oversight and control of prisoners, cell doors can be unlocked, allowing prisoners free access to the yard or day room until it is time for them to return to their cells (e.g., to be counted).

Allowing relative freedom for prisoners is extremely important for their physical and mental health and wellbeing, particularly in overcrowded prisons and cells. Without this sense of assurance in established procedures, prison staff may simply keep prisoners locked in their cells.

In general, prisoners should be allowed outside of their dormitories and cells for at least ten hours per day to take part in a range of activities (e.g., exercise, work, training, religious activities, gardening, cleaning, education, associating with other prisoners and social activities). Engaging in purposeful activities provides a meaningful routine that benefits prisoners.

In addition, allowing prisoners outside has a number of associated benefits. For example, prisoners can move freely, bathe, clean their clothes and gain access to fresh air and sunlight. This also allows for the cleaning and airing out of cells and dormitories, laundering bedding and the emptying of containers used for excrement if flushing toilets are not present within the cells and dormitories, which reduces the risk of the spread of disease and improves the health of prisoners.

Depending on the security level and nature of the facility, residential units may vary in design – from buildings similar to residential housing in free form site layouts, to regimented cellular structures laid out in rows. The optimum design solution can only be determined with the use of a detailed design brief, accurate budget expectations and an understanding of the operational management processes to be applied to the residential units.

Finally, it is important to note that including different cell sizes within the same building (e.g., singles, doubles and small dorms) will provide prison staff with the flexibility to move prisoners around to meet operational needs. For example, there may be instances where it is necessary to place a prisoner with high-risk behaviours in a single cell to protect the safety of other prisoners.

The provision of different options for prison staff allows a well-managed prison to reduce the number of incidents between prisoners and increase the protection of vulnerable prisoners, creating a greater degree of safety and security for both staff and prisoners.

Security considerations

Residential units may hold prisoners for large periods of time. Therefore, consideration is required to ensure the inclusion of adequate security features and procedures to prevent escape, enable the observation of prisoners by staff and control the movement of prisoners.

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

The dignity of prisoners must be preserved and, where in-cell toilets and showers are provided, a modesty partition should be at least at shoulder height. Closed fronted cells may also offer privacy to prisoners from opposite cells and foot traffic in the corridor, as well as help to reduce noise in the cell.

Robust gates and doors, coupled with locking systems, are essential elements in preventing the escape of prisoners. In higher security prisons or residential units with prisoners who are at higher risk of escape, careful consideration is needed when selecting the material for walls, floors and ceilings to prevent prisoners from tunnelling or breaking through into other areas of the prison. Similarly, windows will need to be made of materials that are difficult to saw through. Specially designed windows with security features may be more expensive but they offer better security and reduce the probability of escape.

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

If compatible with the technology level of the prison, closed-circuit television (CCTV) offers an additional layer of monitoring. However, the over-reliance on CCTV may discourage staff from patrolling a residential unit and interacting with prisoners in the promotion of good dynamic security. Instead of locating CCTV systems in the staff office of a residential unit, consideration should be given to locating the system in a central control room to provide the comprehensive monitoring of a prison.

A CCTV system that is recordable can be useful during investigations into breaches of security, allegations of abuse and for use as evidence in disciplinary or court cases. Prisoners, and even prison staff, may not welcome the presence of a CCTV system and may try to sabotage the system. Therefore, the CCTV system should be robust and designed for use in a prison environment and should not be accessible to prisoners or unauthorized staff.

Although well-managed security procedures contribute significantly to the security and good order of a prison, dynamic security is often the factor that prevents escapes and incidents. Dynamic security is achieved through the development of positive working relationships between prison staff and prisoners. With proper interaction between the two, problems can be addressed before they have escalated into major issues. A good professional rapport between prison staff and prisoners may encourage the disclosure of information about potential threats to security, such as indiscipline or an escape.

When designing the prison layout consideration must be given to supporting dynamic security. For example, staff offices that isolate staff from prisoners may inhibit dynamic security, while staff offices that allow convenient access to prisoner areas promote dynamic security, especially when the general security risk level of the prisoner population is not high.

In residential units of more than one floor, staff offices may be provided on each floor to promote contact and communication between staff and prisoners. These measures may reduce the likelihood that prison staff congregate at a ground floor office, do not patrol effectively, and potentially create 'no-go' areas within a prison.

Figures 24, 25 and 26 provide functional diagrams of residential units for high, medium and low security risk prisoners, respectively.

Figure 24 Residential unit for high security risk prisoners

GROUND FLOOR

- SERVICES ROOM
- STORES
- TOILETS
- MANAGER OFFICE
- CONTROL ROOM
- FOYER IDENTIFICATION
- STAFF OFFICE
- FOYER HUB
- SEARCH ROOM
- WORKSHOPS DINING AREA OTHER AREAS
- SECURE YARD
- TOILETS & CELLS
- TOILETS CELLS
- TOILETS CELLS
- TOILETS CELLS
- TOILETS CELLS
- SHOWERS
- TOILETS
- STAIRS
- DAY ROOM
- STAIRS
- INTERVIEW ROOM(S)
- MULTIPURPOSE ROOM
- TV ROOM
- MINI-GYM
- SERVERY
- CLEANING STATION
- ACCESS STAIRS
- EMERGENCY GATE

UPPER FLOORS

- STAFF OFFICE
- TOILETS CELLS
- TOILETS CELLS
- TOILETS CELLS
- TOILETS CELLS
- TOILETS CELLS
- SHOWERS
- TOILETS
- STAIRS
- MEZZANINE
- STAIRS
- ACCESS STAIRS
- CELLS TOILETS
- CELLS TOILETS
- CELLS TOILETS
- CELLS TOILETS
- CELLS TOILETS
- CLEANING STATION

Legend:
- OUTDOOR AREA
- PRISONER-FREE AREA
- BUILDING LIMIT
- PRISONERS
- PRISON STAFF
- ZONING
- OPTIONAL AREA
- SECURE ACCESS
- SIGHT LINES

Figure 25 Residential unit for medium security risk prisoners

GROUND FLOOR

SERVICES ROOM
STORAGE
YARD
TOILETS
MANAGER OFFICE
FOYER
SEARCH ROOM
WORKSHOPS DINING AREA OTHER AREAS
STAFF OFFICE
INTERVIEW ROOM(S)
SERVERY
CELLS TOILETS
TOILETS CELLS
STAIRS
CELLS TOILETS
TOILETS CELLS
CELLS TOILETS
TOILETS CELLS
DAY ROOM
CELLS TOILETS
TOILETS CELLS
MULTIPURPOSE ROOM
TOILETS CELLS
STAIRS
TV ROOM
TOILETS DORMS
KITCHENETTE
SHOWERS
ACCESS STAIRS
CLEANING STATION
TOILETS
EMERGENCY GATE

UPPER FLOORS

STAFF OFFICE
CLEANING STATION
TOILETS CELLS
CELLS TOILETS
TOILETS CELLS
STAIRS
CELLS TOILETS
TOILETS CELLS
CELLS TOILETS
TOILETS CELLS
CELLS TOILETS
TOILETS CELLS
STAIRS
CELLS TOILETS
SHOWERS
MEZZANINE
TOILETS
ACCESS STAIRS

Legend:
- PRISONERS
- PRISON STAFF
- ZONING
- SECURE ACCESS
- SIGHT LINES

Figure 26 Residential unit for low security risk prisoners
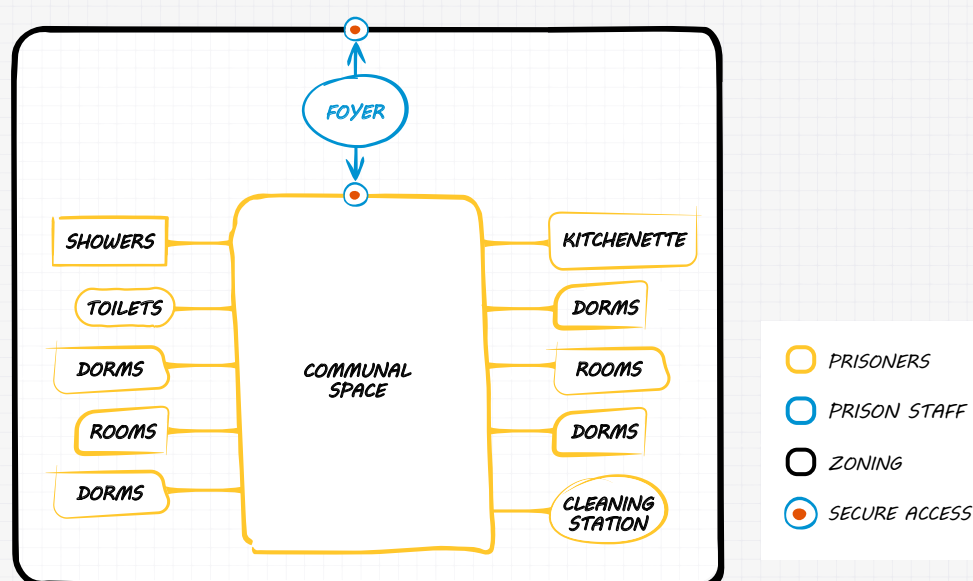
Design considerations

Ventilation and climate control

To protect the health and well-being of detained individuals, the Nelson Mandela Rules require that facilities maintain sufficient ventilation and temperature control.[183]

To address ventilation requirements, all new constructions that utilize cell or dormitory windows or ventilation grilles must ensure that the ventilation area is equal to one-tenth of the net floor area of the room in question.[184] These areas are effective areas, not including the areas of bars, grilles or other obstructions. For example, a perforated grille with a 50 per cent free opening area will need to be larger than one-tenth of the net floor area to achieve the required ventilation area. The actual area requires calculation based on airflows expected through the grille.

Ventilation calculations are dependent on the climate and ambient air temperature. For example, locations with natural high winds would need smaller openings to achieve the same ventilation performance compared to locations with still air. In warmer climates, it is particularly encouraged to exceed the minimum ventilation requirements.

There are different approaches to calculating ventilation rates which can be highly complex so consultation with relevant subject matter experts is highly recommended. The International Committee of the Red Cross (ICRC) recommends between 0.1 and 1.4 m³/minute/person or between 0.1 and 0.2 m³/minute/m².[185] In locations with a large number of tuberculosis patients, an increased airflow rate is necessary.[186] Similarly, increasing airflow can help reduce the incidence of other communicable diseases with airborne transmission, such as the coronavirus disease (COVID-19).[187]

In the case of renovations to existing cells or dormitories, the ventilation area should be expanded to one-tenth of the net floor area, wherever possible. Where this is not feasible, the ventilation area must be an absolute minimum of 0.1 m² per person.

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

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

In hot climates, the use of high ceilings will make residential units much more comfortable. Low ceilings should only be used in rooms that are only occupied for short periods (e.g., storage rooms, toilets and showers). When a prison does not have reliable access to electricity, natural ventilation systems such as roof-mounted ventilators should be installed, in addition to increased ventilation areas and cross-ventilation.

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

The mitigation of radiant heat gain can be accomplished through installations of radiant heat barriers inside the roof void space. Additional ventilation in the roof void will assist in removing any static hot air build-up in the void.

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

Due to the fact that heating equipment may be misused or made into weapons, it may be preferable to use centralized delivery through ventilation systems and/or floor or ceiling radiant heating systems. When the use of electrical systems is not feasible, wood fired stoves or other combustion systems may be necessary. The design of the distribution system, as well as heating and fire-protection measures, are significant issues to address during the design process.

The definition of an acceptable temperature range for the comfort of prisoners depends on local expectations, variables such as humidity, temperature and air movement, as well as the design of the facility and management procedures. While each situation must be examined on an individual basis, a typical temperature range expectation may be:

▶ 15 - 25°C for temperate climates; and

▶ 20 - 30°C for warm climates.

Particular attention should be given to the design of facilities that will house children with a parent or primary caregiver. This is critical in the case of infants or small children, who may be more susceptible to extreme temperatures. In addition, children are more affected by poor air quality because they breathe in proportionally more oxygen than adults (see Sections D.1.5 and D.1.6).[188]

The ability for individual control of ventilation has a significant influence on comfort levels. While permitting this liberty for prisoners may lead to further management control issues, it also reduces the need for prison staff to manage these functions two or more times per day, depending on the climactic and weather considerations. When prisoners are permitted to control ventilation, the design and robustness of the adjusting mechanism is an important design element.

Lighting

The Nelson Mandela Rules require that prisoners are provided with adequate light where they live or work.[189] For all new constructions, the net clear glazed window area – excluding bars, grilles, or other obstructions – in a cell, dormitory or daytime activity space must be at least 8 per cent of the net floor area of the room.[190] The use of textured, wired or obscure glazing panels will affect the transmission of light and requires a greater glazed window area.

In the case of renovation to existing cells or dormitories, the window area should be expanded to meet the 8 per cent requirement, wherever possible. Where this is not feasible, the window area must be an absolute minimum of 0.1 m² per person.

Good day lighting from windows is generally expected to extend into a room to a depth of approximately twice the distance from the floor to the top of the window. The height of prison windows should allow views outside of the room, particularly in dormitories, cells and solitary confinement cells. Tall windows provide light and ventilation, while views outside their room provide some relief to prisoners. Windows must be sufficient in size to allow the entrance of fresh air whether or not there is artificial ventilation.[191]

Artificial lighting must be provided in all areas where prisoners live or work and must be strong enough for prisoners to read or work without injury to their eyesight.[192] The minimum level of lighting depends on the nature of the space with regard to reflectivity and absorption of light, the required tasks and the period of occupancy. A typical lighting level of 100 lux at 800 mm above the finished floor for at least 75 per cent of each occupied space is considered adequate. However, this may be reduced or increased, depending on the reflection value and texturing of surfaces and colours, external shading and climate considerations.

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

The security and well-being of both staff and prisoners is improved with effective light levels and controls. Proper lighting can help to prevent incidents of violence in common areas, highlight trip hazards and improve the general living and working conditions after nightfall.

However, lighting can also be misused as a form of torture or other cruel, inhuman or degrading treatment or punishment, in violation of international standards and norms. To prevent such measures, dark cells or cells designed for use of 'white torture', where prisoners are held in white, windowless, featureless cells and exposed to very bright artificial light 24 hours a day to deprive them of their senses, must never be incorporated into the design of a prison.

Gender-sensitive approach

When designing prison facilities for the accommodation of women prisoners, a gender-sensitive approach should be incorporated that reflects the generally lower security risk posed by women prisoners and incorporates the distinct needs and requirements of women prisoners (see Section B.1.2.1). Women prisoners are more likely to have histories of trauma that may be exacerbated by their imprisonment and design considerations should respond to this reality in a manner that decreases the likelihood of recidivism and supports their reintegration into society upon release.[193]

Components

D1.01 **Single and shared cells**

Cells are rooms that are typically designed to sleep one or two prisoners. For the protection of prisoners, the Nelson Mandela Rules provide that it is not desirable to have two prisoners in one cell.[194] However, in many countries, double cells are considered acceptable if the two prisoners have been properly risk assessed for shared accommodation.

The recommended number of prisoners per cell for a prison will vary depending on the social, cultural and operational context. It is essential to establish whether a country has legislation and/or guidance in place to dictate the number of prisoners each cell or dormitory can hold and the minimum space required for each prisoner. Country-specific legislation and/or guidance will often exceed the minimum recommendations provided by the ICRC.

Another consideration when determining the sharing of cells is the nature and severity of crimes committed and the physical security of a prisoner (e.g., child offenders or members of particular ideologies). However, in overcrowded prisons, cells will often house more prisoners than they are designed to accommodate. In all cases, it is important that potential cellmates are assessed for compatibility to ensure the safety and security of individual prisoners is not put at risk. When allocating prisoners to shared cells, particular consideration should be given to the sexual orientation and gender identity of prisoners, as well as other vulnerable prisoners, to reduce the risk of violence against these individuals.

The minimum floor space requirement for a single cell (one person) is 5.4 m² and the space between walls must not be less than 2.15 m.[195] For a double cell (two people) with two single beds, there must be at least 6.8 m² of floor space. No prisoner accommodation room may be less than 5.4 m².[196] All prisoners must be provided with individual beds with the minimum dimension of 2.0 m x 0.8 m.[197]

Wherever possible, toilets should be provided within a cell to prevent the need for sanitary buckets. The Nelson Mandela Rules require that "sanitary installations shall be adequate to enable every prisoner to comply with the needs of nature when necessary and in a clean and decent manner."[198] If no toilets are provided, sanitary buckets must be provided with nearby facilities that allow the safe and hygienic disposal of waste.

≣ SPECIFICATIONS*

Floor area (net)	At least 5.4 m² for single cell accommodation (ICRC). At least 3.4 m² per person for shared accommodation (ICRC).
Distance between walls	At least 2.15 m (ICRC).
Height of the room	At least 2.45 m but more may be needed in warmer climates (ICRC).
Ventilation area	At least one-tenth of the net floor area (ICRC).
Day lighting area	Total clear glazed window area of at least 8 per cent of the net floor area (IBC). If 8 per cent is not feasible, the area must be greater than 0.1 m² per person.

Minimum recommendations should be exceeded, wherever possible.

D1.02 **Dormitories**

Dormitories are spaces that accommodate groups of prisoners. Bunk beds are often used to maximize the floor space available for prisoner use. At a minimum, a four person dormitory with single beds may measure 13.6 m² (3.4 m² x 4), allowing 1.6 m² per bed, while a four person dormitory with double bunk beds will provide an equal amount of open space at 10.4 m² [(3.4 m² x 4) - (1.6 m² x 2)].[199] All prisoners must be provided with individual beds with the minimum dimension of 2.0 m x 0.8 m.[200]

The size of dormitories will largely depend upon the number of prisoners to be accommodated and the security risk level of the prisoners to be accommodated within. Dormitories that accommodate between 4 and 12 prisoners are easier to manage and control than larger dormitories. A dormitory for a larger number of prisoners may lead to tensions and incidents and may make it difficult to maintain proper hygiene.[201] Similarly, in the case of a contagious disease outbreak, larger dormitories can make it difficult to prevent the spread of disease among the prisoner population.

Recognizing that large dormitories are often severely overcrowded and may contribute to the spread of disease, it may be desirable to design a dormitory for a maximum capacity of 12 prisoners. While one toilet can serve 25 people,[202] it is good practice to provide more than one toilet in any dormitory that accommodates more than a few prisoners, with consideration for the maintenance of installations and respect for the dignity of prisoners. Additional toilet facilities outside a dormitory can augment the capacity for daytime use, as long as prisoners are allowed to move freely through the residential unit.

A room with 6 bunk beds in 2 rows of 3 bunks, for a total of 12 beds, will have sufficient natural ventilation if two sets of windows are provided. Ceiling or extractor fans can be used to provide additional ventilation.

As with shared cells, when allocating a prisoner to a dormitory, they should be assessed for their suitability for sharing with others, particularly if there is evidence that they may hold racist, religious extremist, homophobic, transphobic or other negative views against others. This assessment process will help to protect other prisoners in a dormitory from the risk of violence, particularly vulnerable individuals that may be targeted because of these views.

☰ SPECIFICATIONS*

Floor area (net)	At least 3.4 m² per person for dormitories containing single beds (ICRC). At least 2.6 m² per person for dormitories containing double bunk beds (ICRC).
Distance between walls	At least 2.15 m (ICRC).
Height of the room	At least 2.45 m but more may be needed in warmer climates (ICRC).
Ventilation area	At least one-tenth of the net floor area (ICRC).
Day lighting area	Total clear glazed window area of at least 8 per cent of the net floor area (IBC). Where 8 per cent is not feasible, the area must be greater than 0.1 m² per person.
Minimum vertical space between beds	At least 1.2 m (ICRC).

Minimum recommendations should be exceeded, wherever possible.

The emphasis within this document is to create prison designs that promote a humane, stimulating and operationally effective prison environment (see Section A.4.1). The minimum space requirements were developed as an absolute minimum to ensure the provision of safe and humane prison conditions.

The minimum recommendations depicted in Table 10 are not intended to serve as a target for prison planners and designers, who should always strive to exceed these minimum recommendations, to provide decent and functional living conditions that will support the rehabilitation of prisoners and to protect the safety, security and well-being of both staff and prisoners.

The accommodation space for prisoners must not be reduced to the minimum recommendations with the sole purpose of saving on construction costs, at the expense of the human rights and well-being of prisoners. Prisoners may spend significant time locked up in their accommodation and this space should be made as spacious and comfortable as is reasonably possible.

D1.03 **Separate accommodation for vulnerable prisoners**

The Nelson Mandela Rules require that "prison administrations shall take account of the individual needs of prisoners, in particular the most vulnerable categories in prison settings."[203]

The classification assessment may identify particular individuals or groups of individuals that should be accommodated separately to "facilitate their treatment with a view to their social rehabilitation"[204] (see Section B.1.3). These individuals may be particularly vulnerable to incidents of violence or harassment in the general prison population or they may have accommodation needs that cannot be met in the general accommodation cells or dormitories.

Table 10 Minimum floor area calculations by bed type and number of prisoners				
Number of prisoners	**Single beds (m²)**	**Single beds (m²/person)**	**Double bunks (m²)**	**Double bunks (m²/person)**
1	5.4	5.4	-	-
2	6.8	3.4	5.4	2.6
3	10.2	3.4	-	-
4	13.6	3.4	10.4	2.6
6	20.4	3.4	15.6	2.6
12	40.8	3.4	31.2	2.6

The vulnerabilities of particular prisoners may be derived from the nature of their offence, their former position (e.g., law enforcement) or their relationship with other prisoners. It may result from their identity – or perceived identity – as LGBTI or as a member of a national, racial, ethnic, religious or linguistic minority. Persons with physical or mental disabilities or mental illness may also be particularly vulnerable and may require accommodation that is tailored to their particular needs and requirements.

With respect for the principle of non-discrimination enshrined in the Nelson Mandela Rules and other international standards and norms, accommodation provided for vulnerable prisoners must not differ from the accommodation provided for the general prisoner population, except with regard to necessary modifications protect and promote the rights of prisoners with special needs (e.g., to enable accessibility for persons with disabilities or the inclusion of sanitary installations to address the needs of women prisoners).

In the case that tailored facilities or installations are needed to address the needs and requirements of particular prisoners, specific sanitary and bathing facilities may need to be attached to their cells and within the residential unit (see Section D.1.2 and Components D1.04 and D1.05).

Special design considerations may be required for prisoners with severe mental illness or prisoners at high risk of severe self-harm or suicide. For such prisoners, separate accommodation with the necessary support, apart from the general prisoner population, may be necessary (see Section D.1.7).

Accommodation for vulnerable prisoners may be grouped into mixed or separate residential units to facilitate necessary levels of support and management, while ensuring access to facilities, services and activities on an equal basis with the general prison population. The Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment recognized that the use of solitary confinement or administrative segregation as a means of protection for vulnerable prisoners may constitute a violation of the prohibition of torture and ill-treatment.[205]

Q FOCUS Time out cells

'Time out' cells might be an appropriate consideration for inclusion within regular accommodation units when solitary confinement or segregation units are not deemed necessary within the overall prison design (e.g., because the prisoner population is low-risk and expected to be largely compliant and not aggressive).

These types of cells may then be considered for inclusion within regular accommodation units and can provide prisoners with the opportunity for temporary removal from the environment for a short period of time to calm down when feeling agitated or aggressive. These cells may be useful to staff to de-escalate a situation.

D.1.2 Residential unit facilities

Introduction

In addition to appropriate sleeping accommodation, prisoners require proper residential facilities that ensure their health and well-being. Residential unit facilities include sanitary and bathing installations, outdoor space or yards, day rooms, telephone booths and multi-purpose areas.

Sanitary and bathing installations

Providing adequate facilities and materials to ensure that prisoners are able to maintain their personal hygiene is critical to the fulfilment of international standards and norms, including the Nelson Mandela Rules, the Principles and Best Practices on the Protection of Persons Deprived of Liberty in the Americas, and the Bangkok Rules.[206] The provision of adequate facilities and supplies necessitates the inclusion of both climatic and cultural considerations.[207] Ensuring that prisoners are able to maintain personal hygiene is essential to respect the human dignity of detained individuals and to prevent the spread of disease.

In facilities that accommodate women, the Bangkok Rules require that women prisoners are provided with culturally appropriate facilities and materials, provided free of charge, to meet their menstrual hygiene management needs.[208]

In accordance with the Convention on the Rights of Persons with Disabilities, prisoners with disabilities should have equal access to sanitary and bathing installations that meet their particular needs.[209]

Yards

The Nelson Mandela Rules require a minimum of one hour of daily access to an open space, if weather permits.[210] Prisoners should have access to a controlled outdoor space, separate from other categories of prisoners. This space should provide a minimum area of at least 4 m² per person, based on a reasonable expectation of necessary space for movement and recreation activities. The layout of facilities should ensure that, regardless of category or classification, all prisoners should have access to an outdoor space – or a covered or indoor space in the event of inclement weather – for at least one hour per day.

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

Operational and security considerations

Sanitary and bathing installations

A minimum of one toilet per 25 prisoners must be provided to enable prisoners to meet their sanitary needs, assuming that prisoners have unrestricted access to these installations.[211] When toilets are not provided within cells or dormitories, they must be situated close by and readily available for use by prisoners.

The location and design of sanitary installations should consider the safety and security of prisoners, with particular consideration for vulnerable prisoners, and should reflect the needs of prisoners with disabilities. Where sanitary installations are not included within cells or dormitories, temporary installations, such as covered sanitary buckets, must be available for use by prisoners when confined to the cell or dormitory. If permanent or temporary installations are not included within cells or dormitories, there will be implications for management to ensure prisoners are able to access sanitary installations at night as required.

When the layout of facilities or staffing issues inhibit the continuous access to toilet installations, the minimum number of installations needed will be greater to cater to peak periods of use. More installations should also be provided in facilities that accommodate women prisoners to meet their specific health and hygiene needs.

It is essential that sanitary installations reflect both the cultural and technological considerations of the local context to facilitate clean, safe and well-functioning facilities.[212] Maintenance response times, the availability of spare parts and the quality of fixtures must all be considered in the design of toilet installations. Additional toilets may be necessary if maintenance services are not readily available.

At a minimum, there must be one bathing or shower installation per 50 prisoners.[213] Management considerations such as staffing, maintenance and the scheduling of showers may impact the number of installations needed to permit prisoners to shower at least once per week or more frequently, depending on the local climate. A greater number of installations may also be needed to address scheduling considerations to enable the safe and secure access to these installations for vulnerable prisoners on an equal basis with other prisoners.

The use of mirrors in cells or dormitories to assist with personal care will depend on the level of security risks identified by the prison authorities. When mirrors are provided for use by prisoners, they should be made of materials that cannot be fashioned into weapons. For example, polished stainless steel or a chrome plated steel sheet solidly fixed to the wall may be preferred over silvered glass mirrors.

It is common in some countries to place tiles around sinks to improve hygiene. However, this practice should consider the security context, the robustness of the tile and the likelihood of fashioning tiles for use as weapons. The use of composite coverings, such as vinyl or linoleum, in place of tiles can provide safer and more hygienic solutions.

The trimming of hair may also present a safety and hygiene issue, depending on the methods for the disposal of hair and the security arrangements for the storage of scissors and razors. A controlled common facility may be more effective to limit safety risks and reduce hygiene issues resulting from blocked drains.

Yards

Outdoor exercise yards can be large outdoor spaces for use by many prisoners at the same time. Therefore, careful consideration must be given to ensure that the appropriate levels of security are in place to protect the safety of both prisoners and staff. This means that yards should be designed to allow staff good visibility of prisoners to maintain order and control.

External spaces that are to be shared by different categories of prisoners must be designed to avoid any mixing between these categories. Dual solid barriers with a prisoner-free zone between them may be required to prevent physical, visual and audible contact between different categories, as well as to prevent the transfer of illicit items if different categories of prisoners are outdoors at the same time.

Other physical security considerations may include the following:

- ▶ CCTV coverage;
- ▶ Easy access for staff in case of an incident;
- ▶ Gates that open outward to prevent attempts to barricade entry;
- ▶ Entry and exit points that allow staff to count prisoners;
- ▶ Observation towers to maintain oversight of the yard;
- ▶ Lighting to ensure that the yard can be seen at night, especially if it is used as an emergency evacuation point;
- ▶ Helicopter wires to prevent escape; and
- ▶ Considerations relating to the yard surface in higher security settings (e.g., a soft ground surface may allow the concealment of weapons and contraband).

Components

D1.04 **Toilets**

Prisoners must be allowed continuous access to sanitary installations, or toilets, day or night. This is easiest to manage, and most convenient for prisoners, if there are toilets installed in each cell or dormitory, which flush reliably into well-maintained public sewers. However, the unfortunate reality for many prisons throughout the world is that such provisions are not possible.

Designers must determine the sanitary systems in place in the local context and design the most appropriate solution to ensure a reliable, durable system that is robust against sabotage and can be maintained with locally available resources. In this respect, squat pan toilets may be preferable over seated installations. Specialized sanitation products for prison environments are available and, while these products may be more expensive than conventional products, they require little maintenance and are resistant to sabotage by prisoners. Therefore, these specialized sanitation products often prove to be a good investment in the long-term.

If separate flushing toilets are not a feasible solution within cells and dormitories, then toilets must be located outside these areas. These installations may be either indoor, grouped, flushing toilets or outdoor, ganged or individual, flushing or dry toilets. Designers should assume that the prison will be managed so that prisoners are not allowed out of their cells or dormitories at night to use the toilet. If prisoners do not have unrestricted access to these sanitary installations, covered sanitary buckets must be provided within cells and dormitories together with hygienic facilities to dispose of human waste.[214] An area inside cells and dormitories must be screened to provide prisoners a certain amount of privacy while using sanitary installations or buckets.

In accordance with the Bangkok Rules, sanitary installations for women prisoners should include culturally appropriate, private facilities for menstrual hygiene management, including appropriate menstrual materials provided free of charge, running water, soap, disposal bins for used menstrual materials and a private space to clean or dispose of used menstrual materials.[215]

🔖 **MORE INFORMATION**

For detailed guidance on different solutions for sanitary facilities, see the International Committee of the Red Cross publication, *Water, Sanitation, Hygiene and Habitat in Prisons*.[216]

☰ SPECIFICATIONS*	
Number of toilets	At least 1 toilet per 25 prisoners (ICRC). To preserve the dignity of prisoners, privacy walls should enclose a toilet and not be lower than shoulder height when a prisoner is standing.
Number of accessible toilets	10 per cent of toilets must be accessible for prisoners with disabilities.
Dimensions of accessible toilet	At least 2.2 m x 1.83 m (toilet and hand washing facility). Wider doors will be needed to allow wheelchair access. To preserve the dignity of prisoners with disabilities, privacy walls should enclose each accessible toilet. The clearance distance from the toilet to the wall must be sufficient to allow a prisoner to get close enough in a wheelchair to safely transfer to and from the toilet.

Minimum recommendations should be exceeded, wherever possible.

In accordance with the Convention on the Rights of Persons with Disabilities, the needs of prisoners with disabilities must be considered in the design of sanitary installations to ensure accessibility.[217] Toilets should be connected to the cells of prisoners with disabilities to allow immediate access to these installations and they should be adapted to enable use by persons with restricted mobility.

Adaptation measures may include handrails, the lower height of toilets and washing installations and sufficient space to maneuver in a wheelchair. Figure 27 depicts the minimum space requirements for accessible toilets. Figure 28 illustrates possible configurations for accessible toilets based on the identified minimum space requirements in Figure 27.

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

Hygiene in prisons, particularly overcrowded prisons, is a major concern because poor hygiene can endanger the health of prisoners and contribute to the spread of disease. Therefore, all sanitary installations must include hand-washing facilities.

Figure 27 Minimum space requirements for accessible toilets

A INDIVIDUAL TOILET ROOM

1830mm min
2200mm min
460mm

B STANDARD COMPARTMENT

1500mm min
1500mm min
460mm
1200mm min

C END ROW COMPARTMENT

1500mm min
1500mm min
460mm
915mm min

D MINIMUM CLEARANCE SPACE FOR WASH BASIN

790mm
435mm min
760mm
1220mm
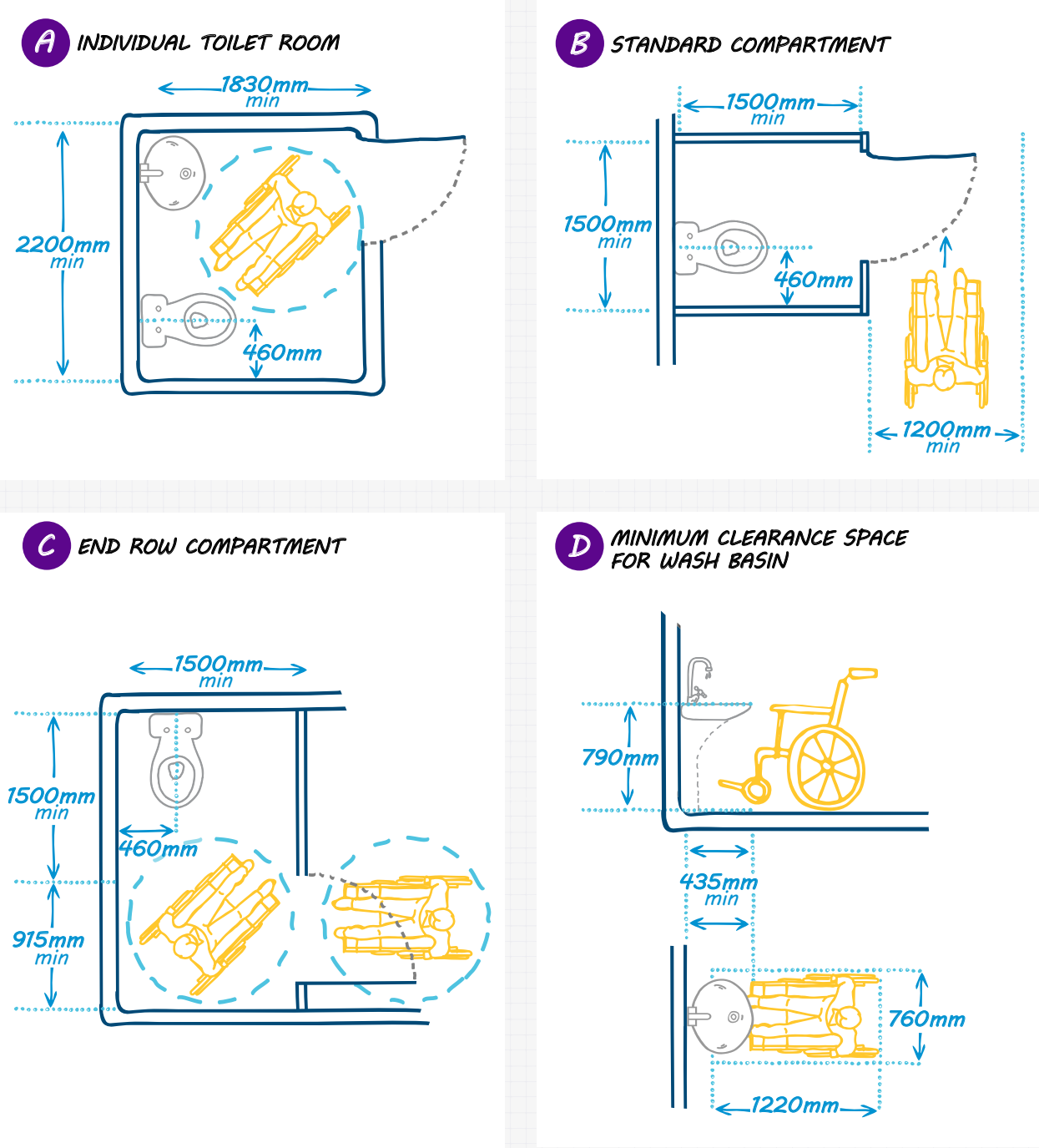
Figure 28 Examples of configurations for accessible toilets
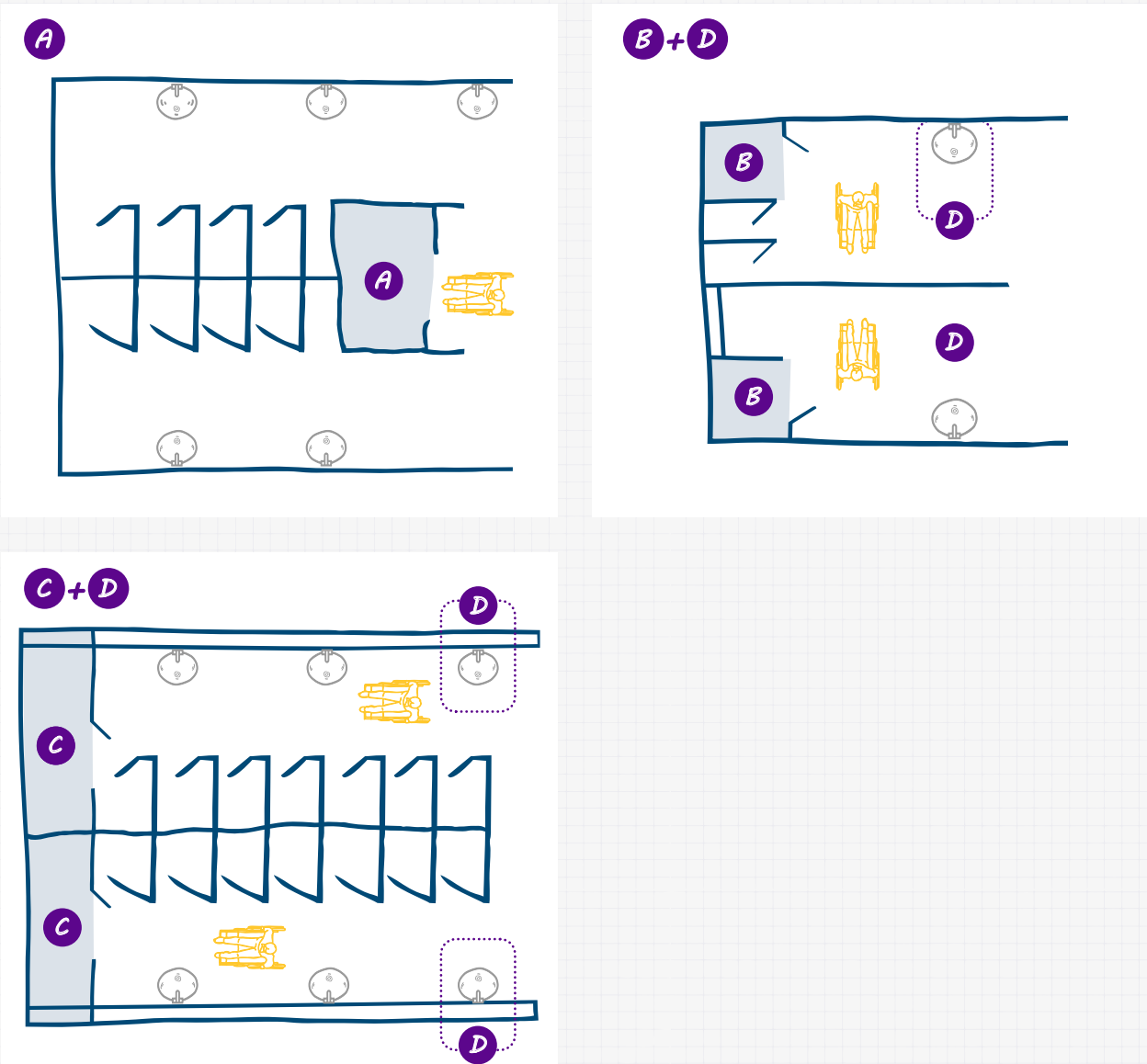
D1.05 **Showers and bathing facilities**

In general, showers and bathing facilities are not located within individual and double cells due to cost and maintenance considerations. Showers may be located within dormitories or in a central location within the residential unit. In prisons with limited infrastructure, showers and bathing facilities may be located outside the residential units but prisoners must be escorted to these facilities at least once a week in a temperate climate and more frequently in hot climates. This creates a greater demand on prison staff to manage this process.

Showers and bathing facilities may be ganged, in which multiple facilities are included in a single room with or without privacy screens, or individual. These facilities must be observable by prison staff of the same sex to reduce the risk of incidents of violence and harassment, while maximizing the dignity of prisoners and addressing the safety and security of vulnerable prisoners.

These facilities may have a piped water supply or water may be transported to the facilities in buckets or other containers. Both hot and cold water should be available for use in the facilities. Choosing suitable wall and floor finishes, tapware and shower heads is critical due to maintenance and security implications. Specialized shower and bathing products are available for prison environments and, while these products may be more expensive than conventional products, they require little maintenance and are resistant to sabotage by prisoners. Therefore, these specialized products are frequently a good investment in the long-term.

Accessible bathing facilities must be provided for prisoners with disabilities. These prisoners may also require assistance when using facilities. These facilities should be adapted to enable use by persons with restricted mobility. Adaptation measures may include the installation of handrails, the lower height of shower and washing installations, non-slip surfaces and sufficient space to maneuver in a wheelchair. Bathing installations should be provided within the cells for prisoners with disabilities, wherever possible. In addition, because the average age of prisoners is increasing rapidly in many countries, it may be necessary to increase the amount of facilities included for persons with disabilities.

☰ SPECIFICATIONS*	
Number of showers	At least one bathing/shower installation per 50 prisoners (ICRC).
Frequency of showers	At least one shower per week (Nelson Mandela Rules, rule 16). To preserve the dignity of prisoners, privacy walls should enclose a shower cubicle and not be lower than shoulder height when a prisoner is standing up.
Combined accessible facilities (bathing and toilet)	2.2 m x 2.8 m minimum. Wider doors will be needed to allow wheelchair access and the installation of adaptive measures to assist prisoners with limited mobility.

Minimum recommendations should be exceeded, wherever possible.

D1.06 **Yards**

According to the Nelson Mandela Rules, prisoners should be given access to at least one hour of exercise in the open air, if weather conditions permit.[218] Yards should not be confused with recreation areas, such as large sports pitches or courts. Yards are a good way to meet the requirement for access to the outdoors, while also providing prisoners with recreational activities. A yard allows prisoners to be outdoors, while remaining within the security control of the residential unit.

In warm climates, the function of a day room may largely be fulfilled with access to the yard. Prisons should be planned to allow prisoners to spend most of their waking hours (e.g., at least 10 hours per day) outside of their cells and dormitories. This is particularly important for crowded dormitories and prisons, where the risk of disease and unrest is high.

Yards must be planned with consideration for the available space and operational considerations. One large area may be used, so long as sufficient provisions are made to ensure equal access for prisoners and the separation of different categories of prisoners (see Section B.1.2). Alternatively, open areas may be provided as part of individual residential units. In complex prison environments that hold different categories of prisoners, it is essential that these categories of prisoners are always separated visually, physically and audibly.

Yards should be designed so that they are stimulating for prisoners and may include areas for sitting, playing games or to engage in sports activities. They may also have areas that are planted to create a softer environment and provide prisoners with access to nature, views and the changing of seasons. Such features are important considerations that can contribute to the long-term well-being of prisoners.

Prisoners with disabilities must be given equal access to yards, with necessary modifications to support accessibility (e.g., ramps and handrails).

When considering fire safety and evacuation for the prison, outdoor yards can provide a contained space that is close to accommodation areas, where prisoners can be evacuated until an emergency is resolved.

Outdoor yards may be inexpensive to build and, if properly designed, easy to control. The bare minimum area of the yard should be at least 4 m² per prisoner in the residential unit that it serves but, as with other minimum sizes, this should be exceeded at every opportunity.

☰ SPECIFICATIONS*	
Yard area	At least 4 m² per prisoner. The total combined area for the yard and the day room is at least 8 m² per prisoner.

Minimum recommendations should be exceeded, wherever possible.

D1.07 Day rooms

In combination with the yard, the day room is where prisoners pass time when they are within the residential unit but not in their dormitory or cell.

The day room should be as spacious as possible, allowing ample access for ventilation and natural light. The minimum area for the day room is 2 m² per prisoner for the residential unit that it serves. Equal access to this space must be provided for vulnerable prisoners that are accommodated within a residential unit in a manner that ensures their safety and security and reduces the risk of incidents of violence or harassment against these prisoners.

A gender-sensitive approach to the design of day rooms should be used in facilities that accommodate women prisoners. It is suggested that women interact better in smaller groups and it is advisable to divide up larger day rooms into smaller areas to support these interactions between prisoners.[219]

Enough space must be provided for prisoners to spend most of the day outside their cells or dormitories. In a hot climate, the day room may be a simple covered area in the yard (e.g., a roof with no walls) to protect prisoners from exposure to sun or inclement weather. For day rooms in temperate or cold climates, it is recommended to provide 4 m² of space or more per prisoner due to the likelihood that prisoners will spend more time indoors.

The total combined area for a yard and day room is 8 m² per prisoner. For example, in a hot, humid climate, a residential unit may have a covered area of 2 m² per prisoner and an open yard area of 6 m² per prisoner, for a total of 8 m² per prisoner. Alternatively, in a cold climate, there may be 4 m² per prisoner of enclosed, heated indoor space and 4 m² per prisoner of open yard space.

☰ SPECIFICATIONS*	
Day room area	At least 2 m² per prisoner. The total combined area for the yard and the day room is at least 8 m² per prisoner.

Minimum recommendations should be exceeded, wherever possible.

D1.08 Telephone booths

To help prisoners maintain connections with family members, prison telephone systems generally allow prisoners to submit a list of telephone contacts, up to a determined limit, for inclusion in the system. To ensure that they do not include the contact details of victims or known criminal associates, prison authorities should screen these numbers.

The system should be monitored, except in the case of conversations with legal representatives, which must be confidential. Prisoners may receive calls as payment for work or as part of a call allowance scheme. Call booths are usually located within residential units, making it easier for prisoners to contact their families in the evenings and weekends.

Prisoners with disabilities must have equal access to telephone booths, with necessary modifications to the height of telephones or the inclusion of specialist equipment to ensure accessibility.

Detained children must be permitted to communicate by writing or telephone a minimum of twice weekly, and non-national prisoners must be provided with facilities for the communication with diplomatic and consular representatives.[220]

D1.09 Multi-purpose rooms

The inclusion of a multi-purpose room within residential units will allow small groups of prisoners to meet for activities, such as educational or religious study. These rooms may also be useful as a space for a mini-fitness area (e.g., that does not include free weights or other equipment). Multi-purpose rooms are particularly useful if a prison does not have a designated gym or fitness area or other common facilities.

D.1.3 Residential unit support

Introduction

To operate efficiently and effectively, each residential unit requires certain support functions. These include spaces for the service and maintenance of electrical and mechanical infrastructure, the maintenance of sanitary conditions in the residential unit and space for prison staff working in the residential unit, along with other security and support aspects.

Operational and security considerations

The location of residential units within the overall prison design is crucial to support the operational functionality of the prison. The location of residential units should facilitate the transfer of prisoners between the residential unit and other areas in the prison (e.g., health care, education, work, rehabilitation and recreation activities). The location of these units in relation to communal dining areas or food service areas and outdoor space should promote accessibility for prisoners to these spaces.

In prisons that accommodate high-risk prisoners, enclosed walkways may provide secure passage between the residential unit and other areas of the prison. Where different categories of prisoner are accommodated within the same prison, these categories must be kept entirely separate – visually, physically and audibly – when moving between activities and services throughout the prison. The movement of vulnerable prisoners between residential units and other areas in the prison should receive particular focus to minimize the risk of violence and harassment against these prisoners.

During the Level 3 micro level master planning process, particular attention should be given when determining the location of residential units that accommodate prisoners with disabilities (see Section C.3). This is important to ensure that these prisoners are able to access services and activities outside the residential unit on an equal basis with the general prison population.

Well-run prisons prescribe a structured regime of activities that prisoners and staff follow. The inclusion of infrastructure that facilitates the control of prisoner movement between the residential unit and other activities is an essential part of maintaining prison security. For instance, within the residential unit, secure access points may be needed to prevent the movement of prisoners between floors or from accessing restricted areas. Internal gates may also be required near an external gate to restrict access or further control the flow of prisoner movement.

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

> **🔖 MORE INFORMATION**
>
> Refer to Figures 24, 25 and 26 for functional diagrams of residential units for high-, medium- and low-security prisons, respectively.

Components

D1.10 Staff offices

Depending on the risk profile of prisoners within a residential unit, each floor may require a staff office. In units that accommodate prisoners with a high-security risk level, staff offices must be secure and unable to be accessed by prisoners. In units where the security risk level of prisoners is low, it may be sufficient to place a desk in the open area for use by staff.

Wherever possible, offices should be located where there is good visibility over the area of responsibility and close to the access point for that area. This enables staff to monitor prisoner movement in and out of the area and keep track of the number of prisoners within the area at any given time.

Staff offices must be large enough to allow staff to conduct administrative duties. It should have enough space to accommodate one or more desks, a filing cabinet and, depending on the technological level of the prison, a landline and access to a secure intranet and/or internet system. A storage room may also be incorporated within the staff office space.

D1.11 Staff toilets

Secure and lockable toilet installations that are only accessible to staff should be placed throughout the residential unit, depending on the size of the unit, to ensure that staff are able to meet their sanitary needs without leaving their areas of work.

Toilet facilities for staff should be appropriate to the gender composition of staff and should include culturally appropriate facilities and materials for the menstrual hygiene management needs of women staff.

D1.12 **Manager offices and meeting rooms**

Additional offices should be provided for managers to provide a discreet space in which to perform their professional responsibilities, such as line managing staff, preparing reports and holding meetings. The manager's office should be large enough to accommodate the relevant number of managers in a particular area of the prison. These offices should be inaccessible to unauthorized staff and prisoners to protect any sensitive information.

D1.13 **Gates and locking systems**

Gates and locking systems allow staff to control and separate zones or areas within the prison, enabling staff to control prisoner movement and maintain good order and security. Residential units should have secure gates at access points to prevent the unauthorized movement of prisoners.

The hinges on gates or doors should be constructed in a way to prevent prisoners from lifting a gate or door off the hinges when in an open position. Double gates and doors that have floor bolts must be constructed in a way to prevent prisoners from simultaneously lifting both bolts out of the floor stays to allow the opening of the gates or doors. In higher security prisons, doors and gates that are left open to allow for the free-flow of prisoners should be secured by a hasp on the wall.

Gates or doors that lead to outdoor spaces should be particularly robust to prevent escape. In addition, these gates or doors may require an additional thick wooden storm door to protect against inclement weather conditions, depending upon the local climate. Storm doors can be used as an additional security layer, making it harder for prisoners to gain access and tamper with locks.

Any locks should be specific to the prison to make sabotage and key duplication as difficult as possible. Consideration may be given to installing a double-locking system, where a single-locking system is used during the day and a secondary locking system is applied during the night. If the single-locking system is breached, the secondary system will prevent prisoners from escaping. Double-locking systems may add additional costs but provide an additional layer of security, especially in prisons that accommodate prisoners with higher security risk levels (see Section A.7.4).

☰ SPECIFICATIONS

Gate details	Gates should be made of steel and the thickness should fit the security risk profile of prisoners to prevent prisoners from cutting through bars with a makeshift blade.

D1.14 **Cleaning stations**

Because detergents and mop handles can be misused, each residential unit should contain a lockable cleaning closet or room for the storage of cleaning supplies. This room should be large enough to accommodate all materials required to maintain the hygiene standard in residential units (e.g., brooms, mops and cleaning detergents).

In prisons with an adequate piped water supply in residential units, designers should include a cleaners sink in this space. In addition, a floor drain or grate should be provided for the discharge of water.

Depending on the social and cultural context, it may be necessary to provide sufficient space for cleaning staff to take breaks and change clothing before and after work.

An area for the storage of trash receptacles should be provided in the residential unit, where trash is stored until removed from the unit for disposal. This area must be designed to prevent the ingress of rodents and insects.

In prisons where prisoners do not eat in a centralized dining hall, consideration must be given to where prisoners clean their plates, trays and eating utensils in the residential area. If sinks are to be provided for this purpose in a cleaning station, they must be entirely separate from sinks or areas that are used for general cleaning purposes to maintain hygiene.

D1.15 **Laundry facilities**

Where a central laundry facility is not included with a prison, consideration must be given to the method for prisoners to wash clothes and bedding within a residential unit. For example, through the inclusion of a separate laundry room within the residential unit or the cleaning station – if kept separate from other domestic cleaning activities – or the inclusion of sinks and water access points within the yard area. Similarly, consideration must be given to how and where prisoners will dry clothes and bedding (see Component D2.67).

D1.16 **Electrical rooms**

If a prison has electricity, the electrical sub-panel for the residential unit should be placed in a locked closet or other secure space that is inaccessible to prisoners to prevent tampering or damage. To restrict prisoner access and enable external control, the electrical room may be placed outside the residential unit.

D1.17 **Mechanical rooms**

If the prison has a cooling and/or heating system and hot water, the mechanical room for these systems will form part of the residential unit support, unless there is a central plant that services the entire prison. This room must be secure and inaccessible to prisoners to prevent tampering and damage.

D1.18 **Bedding and store rooms**

New prisoners are usually provided with bedding in the prison reception area or in the residential unit. Bedding should include the provision of mosquito nets in locations where this is a relevant concern. Spare bedding should be stored in a secure, vermin-free storage area. If there is a central laundry facility, the store room should provide convenient transfer of bedding between the laundry facility and the store room. If there is no central laundry, this space may also accommodate a laundry room.

The store room may be located within or nearby the staff office. This space may also include a small, secure space where items such as toiletries and other supplies that prisoners may require on a daily basis may be kept. In facilities for women prisoners, the Bangkok Rules require that these items should include culturally appropriate materials for menstrual hygiene management, which must be provided to prisoners free of charge.[221]

D1.19 **Interview or counselling rooms**

The interview or counselling room can be of the same size and dimensions as other similar areas in a prison (see Component D3.15). It should be a comfortable space with neutral colours and soft furnishings. Where possible, this room should be located away from the main accommodation area to ensure privacy.

D1.20 **Food service areas**

If a communal dining hall or mess hall is not provided, a central service area for the collection of meals may be required. Lockable cabinets with shadow boards, or devices for showing where particular utensils and serving tools should be placed when not in use, may be needed to make certain that utensils and serving tools are accounted for.

D1.21 **Dirty utility or sluice rooms**

In residential units that do not include sanitary installations within cells and dormitories, sanitary buckets must be provided for use by prisoners while locked in cells or dormitories (see Section D.1.2). Dirty utility, or sluice, rooms to allow prisoners to safely dispose of waste when cells or dormitories are unlocked, must be incorporated in the design of residential units. These installations must be located in separate rooms away from food service areas and must be designed in a way that is easy to clean and to ventilate. The drain to empty the dirty water from mop buckets could also be located in this room, rather than in a cleaning station.

🔍 **FOCUS** Residential units used as induction units

Prisoners entering a prison for the first time should participate in an induction programme. This will help these individuals to adjust quickly into the prison routine, to understand prison rules and find out what activities, services and supports are available. During this induction period, prisoners may also go through the classification assessment process (see Section B.1.3) and a more comprehensive medical assessment to ascertain their treatment needs. The needs of vulnerable individuals should be identified and assessed to mitigate any particular risks faced by reason of their vulnerabilities (see Section B.1 and Component D1.03).

Entering prison, especially for the first time, can be very stressful for a prisoner. It is a high-risk period for some prisoners in regard to self-harm and suicide. Planners and designers should be mindful of this and make efforts to ensure that induction units are bright, welcoming spaces and are as deinstitutionalized in appearance as possible.

Staff offices should be well connected to communal spaces in the unit to encourage positive interactions between staff and prisoners. A classroom should be provided where prison staff and/or peer support prisoners can conduct information and orientation sessions. These units should be designed with the same considerations as other accommodation areas for prisoners (see Section D.1).

Residential units designated for use as induction units should have single cells to accommodate prisoners until they have been properly assessed for their suitability to share a cell or dormitory safely with other prisoners. Some cells should be designed to ensure the absence of ligature points where prisoners at risk of self-harm or suicide can be accommodated while receiving support.

D.1.4 Solitary confinement

Introduction

Solitary confinement or segregation cells (used interchangeably in this guidance) are used to separate specific individuals from the general prison population to prevent them from causing harm to others or disrupting the general good order and discipline of the prison. These cells may also be used on a very limited basis for the protection of individual prisoners or as punishment for a disciplinary offense, so long as it does not contravene the prohibition against torture or other cruel, inhuman or degrading treatment or punishment.[222]

The Nelson Mandela Rules, along with numerous international standards and norms, provide that the use of solitary confinement may amount to torture or other cruel, inhuman or degrading treatment or punishment.[223] For example, the United Nations Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment reports that the use of solitary confinement or administrative segregation as a means of protection for vulnerable prisoners may constitute a violation of the prohibition of torture and ill-treatment and further recommends its absolute prohibition as a measure of 'protection'.[224]

The Nelson Mandela Rules define solitary confinement as "the confinement of prisoners for 22 hours or more a day without meaningful human contact" and prolonged solitary confinement is defined as "solitary confinement for a time period in excess of 15 consecutive days."[225] While the Nelson Mandela Rules do not explicitly prohibit the use of solitary confinement, they provide that it "shall be used only in exceptional cases as a last resort, for as short a time as possible and subject to independent review, and only pursuant to the authorization by a competent authority."[226]

Prohibited uses of solitary confinement

The Nelson Mandela Rules include an absolute prohibition on the following uses of solitary confinement:

> (a) Indefinite solitary confinement;
>
> (b) Prolonged solitary confinement; [and]
>
> (c) Placement of a prisoner in a dark or constantly lit cell."[227]

In addition, the Nelson Mandela Rules provide that "solitary confinement should be prohibited in the case of prisoners with mental or physical disabilities when their conditions would be exacerbated by such measures."[228]

The Bangkok Rules prohibit the punishment of pregnant women, women with infants and breastfeeding mothers by close confinement or disciplinary segregation.[229]

In regards to children, the Havana Rules prohibit the placement of juveniles in a dark cell or in closed or solitary confinement.[230]

It is important for planners and designers to note that not all prisons require solitary confinement cells. The inclusion of solitary cells in the design of the prison should be justified by the risk profile of the prisoners and not assumed as a matter of course. In particular, these cells may not be necessary in low security prisons. In prisons that accommodate different categories of prisoners, respective solitary confinement areas must be entirely separate.

Solitary confinement cells are not considered part of the overall prison capacity. A prison with regular housing units for 490 prisoners and 10 solitary confinement cells can accommodate 490 prisoners, not 500 prisoners. This means that, when a prisoner is separated from the general population of the prison and placed in solitary confinement, the prisoner's cell will remain available for their return as soon as possible.

Operational and security considerations

A limited number of solitary confinement cells should be sufficient for the exceptional circumstances that necessitate their use. In addition to the absolute prohibition on dark cells or other sensory deprivation cells, the number of solitary confinement cells should be limited to approximately 2-3 per cent of the number of beds contained in the prison.[231]

All minimum requirements for cell accommodation apply to solitary confinement cells, including specifications for space, lighting, ventilation and temperature control (see Section D.1.1). The provision of a dedicated external yard to enable exercise for prisoners in solitary confinement is also required. In addition, separate sanitation, eating, cooking and medical facilities may also be needed.

The location of solitary confinement cells within residential units requires careful consideration because prisoners in these cells may be able to threaten or incite other prisoners. Adequate measures must be in place to prevent other prisoners from passing items into the solitary confinement cell (e.g., weapons, drugs or personal items that are being withheld as part of the prescribed punishment). Similarly, cells should be designed so that items cannot be passed down or swung across from prisoner to prisoner on a line outside a cell window.

A small, designated segregation unit may present a better option for managing disruptive prisoners for short periods of time, especially in those circumstances where the prison authorities have a structured approach to managing prisoners in solitary confinement. Such units may include an office for prison staff, a large meeting room and holding cell for adjudications and other communal activities, a search room, a small storage area, showers and sanitary installations for prisoners, a comfortable interview room, a service area for food, exercise yards, and facilities for staff such as a toilet, shower and a small kitchen.

Because segregation can be detrimental to the mental health of prisoners, staff should be able to maintain good visibility of prisoners to monitor any effects on their well-being, including deteriorations in mood or behaviour. To support the mental health of these prisoners, the design of solitary confinement cells should provide bright, positive spaces. The Nelson Mandela Rules provide that a medical room should be included to allow medical staff to examine the well-being of prisoners being held in solitary confinement.[232]

Accommodation units that hold prisoners in segregated conditions must incorporate special features, such as anti-ligature points and safety glass, which are resistant to tampering by prisoners or for use to self-harm. The construction of the unit should be made from materials that will resist attempts at sabotage.

The water and electrical supply for each cell must be able to be controlled externally by staff and firefighting equipment should be installed. Consideration should also be given to installing an alarm system to alert staff to the need for assistance in the case of an emergency.

Because the name given to a particular unit or building may influence its use and function, solitary confinement or segregation units should be given a name that emphasizes the purpose of the unit to achieve the successful reintegration of prisoners back into the general prison population (e.g., 'Separation and reintegration unit' or 'Support and reintegration unit').

Figure 29 provides a functional diagram of a solitary confinement or segregation unit.

🔍 FOCUS Humane solitary confinement areas

Solitary confinement areas are one of the most sensitive areas within a prison environment. They require good management support, sound operating procedures, transparent monitoring and dedicated, trained staff of good character and temperament to ensure that these areas are operated with respect for the human rights and dignity of prisoners.

Traditionally, solitary confinement areas were designed as austere spaces, with the purpose of creating another layer of punishment within a prison. However, evidence shows that harsh prison environments do not motivate prisoners to change their behaviour.[233] This being the case, every effort should be made to make solitary confinement areas as humane as possible, while mitigating any risks presented by prisoners (see Section A.4.1).

Components

D1.22 **Solitary confinement cells**

A solitary confinement cell must not contain, or be fitted with, chains, irons or other instruments of restraint which are inherently degrading or painful or be completely dark or constantly lit, as prohibited by the Nelson Mandela Rules and other international standards and norms.

Solitary confinement cells must not be used for prisoners with physical or mental disabilities, if the use would exacerbate their condition. Where these cells are used for persons with disabilities, the cell must be adapted to meet the needs and requirements of persons with disabilities (see Section D.1.7).

Some prisoners may attempt to damage the cell in continuance of disruptive behaviour. Therefore, solitary confinement cells should also be more robust than ordinary cells and include fixtures and fittings that are designed for use in such cells, if available and with consideration for the security risk profile of the prisoners. While specialized materials may be more expensive, they provide long-term savings by avoiding repeated maintenance and replacement costs and prevent prisoners from obtaining materials that can be fashioned into weapons (e.g., metal piping).

Certain cell features may assist prison staff in managing the disruptive behaviour of prisoners in solitary confinement. Some of these features include the following:

▶ Closed fronted cells lessen noise in a unit, protect staff from thrown objects and reduce opportunities for prisoners to incite disruptive behaviour from other prisoners. However, it should be noted that closed fronted cells can reduce sensory input for prisoners in solitary confinement and should not be used for prolonged periods of time. Providing some open fronted cells into the design may provide staff the opportunity to manage prisoners according to their behaviour as part of their eventual return into the wider prison community.

▶ Solid cell doors with an observation pane allow staff to observe prisoners in solitary confinement. The cell door should be placed central to the cell so that prisoners cannot hide in a corner. Cell doors with reversible hinges are available so that the hinges can be reversed should a prisoner try to barricade entry into the cell.

▶ Fixed and tamper proof furniture prevent a prisoner from barricading access to the cell and from tampering with furniture to cause harm to themselves or others.

▶ High ceilings prevent a prisoner from attempting self-harm by using a ligature point and prevent tampering with lighting fixtures.

▶ A toilet and bathing installation with a privacy screen will reduce the need for a prisoner to come out of their cell, and should be installed, along with a sink, in prisons where the water supply is not an issue (see Section D.1.2 and Components D1.04 and D1.05).

Other features that may be included are:

- ▶ Light switches to allow prisoners to control their own lighting.
- ▶ Some prison systems may allow prisoners in solitary confinement to have access to a television, radio or other electrical items so power points in the cell may need to be considered.

Because human rights violations frequently take place in solitary confinement units, the installation of a recordable CCTV system and body cameras may be considered in prisons that have a reliable electricity supply. These systems may have a positive impact on both staff and prisoner behaviour.

Furthermore, cell bells and call systems that allow prisoners to alert staff in the case of a problem should always be included in solitary confinement cells.

SPECIFICATIONS*	
Floor area (net)	At least 5.4 m² for single cell accommodation (ICRC). At least 3.4 m² per person, for shared accommodation.
Distance between walls	At least 2.15 m (ICRC).
Height of the room	At least 2.45 m but more may be needed in warmer climates (ICRC).
Ventilation area	At least one-tenth of the net floor area (ICRC).
Day lighting area	Total clear glazed window area of at least 8 per cent of the net floor area (IBC). Where 8 per cent is not feasible, the area must be greater than 0.1 m² per person.

Minimum recommendations should be exceeded, wherever possible.

Depending on the nature of the segregation, solitary confinement cells may include various security features. A solitary confinement unit may include one or more of the following types of cells.

Single cell

These are standard size single cells that have good light and ventilation, drinking water, a toilet, wash basin and shower and meet all of the requirements for solitary confinement cells.

Double cell

A double cell may be required within a solitary confinement unit. This will allow staff the option to place two prisoners together who, after being risk-assessed, are deemed suitable to share a cell. This may be helpful if prisoners are not coping well in single cell conditions.

Calming down cell

Calming down cells may be used as temporary spaces for prison staff to work with prisoners who are being violent and aggressive. A prisoner should be kept in a calming down cell for the shortest possible period. Once a prisoner has calmed down, they may be escorted to another cell within the unit.

Fresh drinking water must be provided, as well as clean water for hygienic purposes. The walls of a calming down cell should include calming colours.

The cell door should be wider than the standard size to allow prison staff to easily escort a prisoner into the cell and safely withdraw themselves. The inclusion of two doors to allow staff simultaneous access may be considered.

This cell must be designed to prevent a prisoner from self-harm and include an observation point on the door to allow regular communication and permit behavioural assessments. Some calming down cells also provide an observation viewpoint in the ceiling that is out of reach of the prisoner, in the case that the prisoner tries to block the observation point in the door. This viewpoint is accessed via a staircase to the side of the cell. A cell bell in good working order must be present to allow the prisoner to seek the attention of the prison staff.

Dry cell

Dry cells are the same size as a standard cell but do not have internal sanitation facilities such as a sink or toilet. Prisoners suspected of concealing illicit items within their person (e.g., weapons, mobile phones or drugs) may be temporarily situated here.

A prisoner must be provided with fresh drinking water, disposable items to defecate and urinate into, and clean water for hygienic purposes. A cell bell should also be present to allow the prisoner to seek the attention of the prison staff. Some prisons may include a specialist toilet in this cell that will allow for the retrieval of contraband, such as drugs or weapons, for evidentiary purposes.

Dirty protest cells

Some prisoners may choose to conduct a 'dirty protest', which is a demonstration that involves the prisoner smearing their excrement and urine on their own bodies or the cell. The inclusion of cells that are designed for easy cleaning within a segregation unit may assist staff in the management of these types of protests and mitigate associated health hazards.

These cells are the size and layout of a standard single cell but have additional features, such as epoxy resin paintwork, a drainage channel outside the cell door and an additional observation point in the ceiling to make cleaning easier and enable staff to observe a prisoner. Two dirty protest cells may be located adjacent to one another, allowing a prisoner to be moved from one cell to the other when cleaning is necessary.

A toilet and privacy screen should be provided inside a dirty protest cell, as well as a shower to reduce contamination and health hazards in common showers. Including a cleaning station close to the dirty cells will help staff to easily clean the space. As with other cells, a cell bell should be present to allow the prisoner to seek the attention of prison staff.

D1.23   Staff office

The staff office can be of the same size and dimensions as staff offices in other areas of the prison. A manager's office and storage unit may also be necessary (see Components D1.10 and D1.12). The location of the staff office should provide good visibility from the office into the segregation unit. Access to staff toilets and showers should be provided (see Component D1.11).

D1.24   Search room

The search room can be of a standard layout, which allows two staff to search one prisoner at a time. The requirements for a search room in a solitary confinement unit are the same as for other prisoner search rooms located elsewhere in a prison (see Section A.7.3 and Component D3.09).

⊟ SPECIFICATIONS*

Search room dimensions	At least 2.5 m x 3 m.

Minimum recommendations should be exceeded, wherever possible.

D1.25   Holding cells

Prisoners arriving at the segregation unit may need to be temporarily held in a holding cell while waiting for their adjudication (see Component D3.10). The holding cell in a solitary confinement unit should have fixed bench seating to accommodate up to eight prisoners and must be provided with a cell bell to allow prisoners to seek the attention of the prison staff. Prisoners not awarded solitary confinement under the prison rules will be returned back to their residential unit as soon as possible, once the adjudication is completed.

D1.26   Meeting rooms

Meeting rooms, such as interview or adjudication rooms, may be required in the segregation unit. A push button alarm should be installed in all meeting rooms where such systems are to be included in the prison design.

Interview rooms: Interview rooms allow staff to sit with prisoners to listen to their issues and discuss ways they can improve their behaviour, working towards returning to the regular residential accommodation areas in the prison. An interview room may be the same size and layout as others within accommodation areas (see Component D3.15). Good visibility into the room is important to ensure the safety of both the prisoner and staff.

Adjudication rooms: When a prisoner is charged with breaking prison rules, an adjudication process may be initiated to establish the facts of a case and the prisoner's responsibility. This process must be conducted in compliance with the Nelson Mandela Rules on disciplinary offences.[234] If included in the design, a separate adjudication room should be large enough to accommodate the prisoner and two escorting staff, witnesses and the adjudicator. A desk and chairs should be provided for the prisoner and the adjudicator. A room may also require two doors so that the prisoner and the reporting officer can enter the room separately and simultaneously, in order to preserve the integrity of the investigative process. The room may be used for other activities when not being used to process adjudication.

D1.27   Adjudication records room

Prisoners that are placed on a charge under the prison's discipline rules will have an adjudication conducted by a qualified person, following a defined process, to ascertain whether they committed the offence or not. A record of the adjudication should be made during the hearing and kept for as long as the prisoner is in custody. A secure room with lockable filing cabinets will be needed to hold these records.

D1.28   Toilets and bathing installations

A toilet, sink and shower with a privacy screen should be included within all solitary confinement cells, unless otherwise specified. (see Section D.1.2 and Components D1.04 and D1.05).

A bathing installation may be located in an area outside the cell when the water supply is an issue. These installations need to be designed as single, lockable spaces with space for a prisoner to dry and get dressed. In the interest of privacy, consideration should be given to the location of these bathing installations.

D1.29   Yards

Prisoners that are accommodated in segregated conditions will need separate access to outdoor space (see Section D.1.2 and Component D1.06). For example, a segregation unit that accommodates ten prisoners may need two or three open yards to allow single prisoners daily access to the open air at staggered intervals. A larger yard may also be required so that small groups of segregated prisoners can associate with one another, depending on an assessment of risk.

Consideration should also be given to making exercise yards as stimulating as possible, for example, the inclusion of murals and plants. Yards should be provided with exercise equipment to allow prisoners the opportunity to exert themselves.

Staff should have good visibility over the yard, with no blind spots outside their vision.

D1.30 Laundry facilities

Because prisoners should not spend long periods in a segregation unit, there may be a high turnover of prisoners that may require more frequent washing of bedding in these units. Laundry facilities and a lockable store room will be needed to ensure the sufficient provision of clean bedding and prison clothing (see Component D2.67).

D1.31 Food service area

A food service or servery area should be provided near the main accommodation area in the unit so that prisoners can collect their meals and interact with staff. Lockable cabinets with shadow boards may be required for the storage and control of utensils and service tools. Some prisons may require a hotplate to keep food at the correct temperature until it is collected.

D1.32 Staff toilets

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11). A shower or washing facility will also be required.

D1.33 Medical rooms

A designated and appropriately equipped room where prisoners can receive medical treatment and be examined by medical staff should be included (see Section D.2.4.1).

D1.34 Cleaning stations

A solitary confinement unit should contain a lockable cleaning closet or room for the storage of cleaning supplies (see Component D1.14).

> **Q FOCUS** Solitary confinement areas may carry a high-risk of suicide and self-harm
>
> Research has shown that some prisoners in solitary confinement may be at a high-risk of self-harm and suicide.[235] Prison staff need to be able to regularly monitor, interact and communicate with prisoners identified as being at risk and put in place strategies to support them, ensuring that they return to regular prisoner accommodation as soon as possible.
>
> Cells should be designed so that there are no blind spots where a prisoner may conceal themselves and include a cell bell so that prisoners can alert staff in an emergency. Particular care should be taken in the design of these cells to ensure that there are no ligature points where prisoners may try to hang themselves. Solitary confinement areas must be made as humane as is possible, reflecting the guidance in this publication.

Figure 29 Functional diagram: Accommodation for a solitary confinement or segregation unit
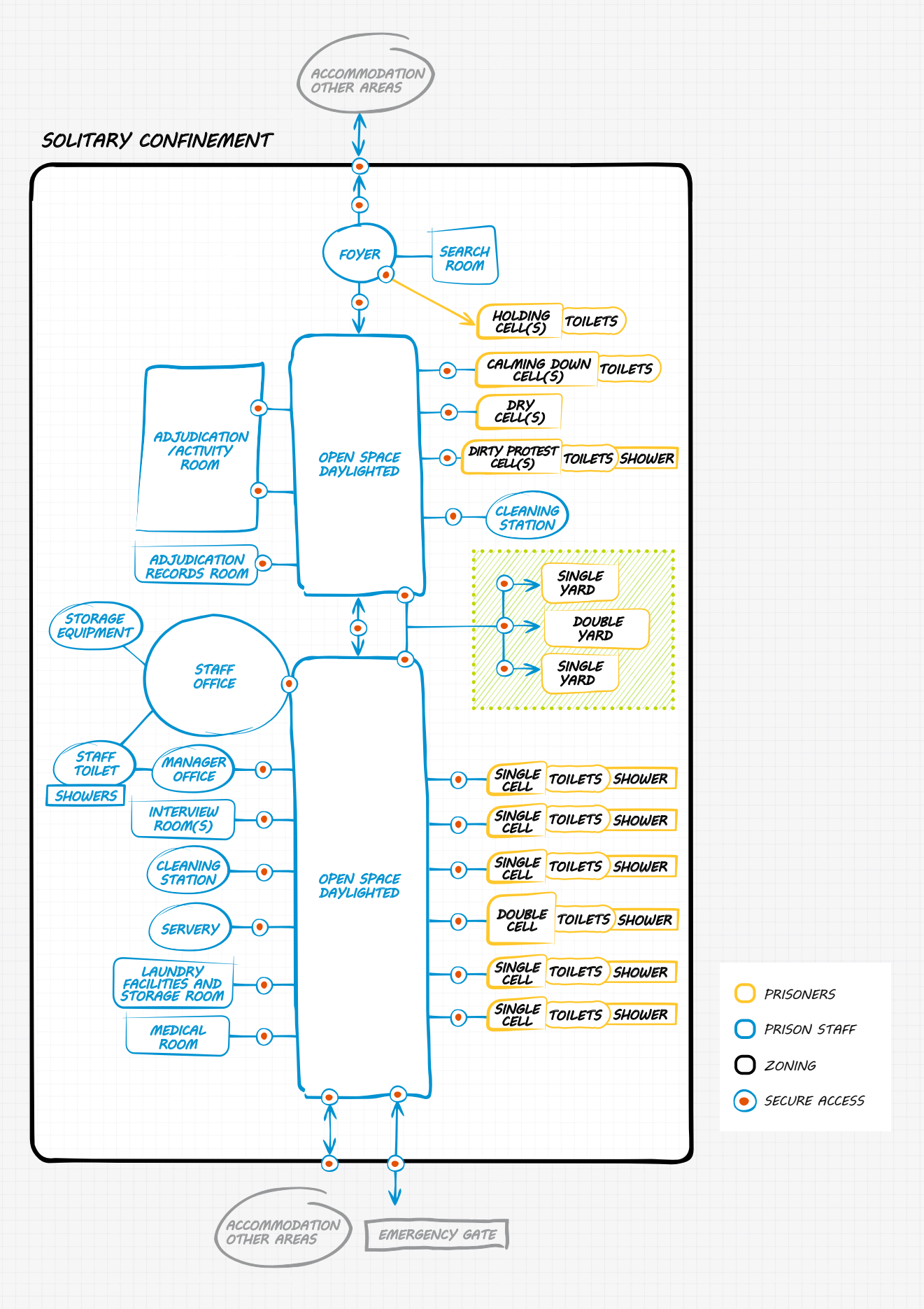
D.1.5 Mother and child units

Introduction

The report of the Independent Expert leading the United Nations global study on children deprived of liberty estimates that approximately 19,000 children are imprisoned with a parent or primary caregiver.[236] These children are deprived of their liberty, not because of their own actions, but those of a parent or primary caregiver and the laws and regulations in the local context. International standards and norms provide that these children shall never be treated as prisoners.[237]

Children may be imprisoned with their mother or they may be born to a woman while she is in prison. The preferred approach in these circumstances is the use of alternatives to imprisonment for these prisoners. The Bangkok Rules provide that "[n]on-custodial sentences for pregnant women and women with dependent children shall be preferred where possible and appropriate".[238]

Some jurisdictions prohibit children from accompanying their parents or primary caregivers in prison under any circumstances. However, this may be contrary to international principles and standards on the best interests of the child enshrined in the Convention on the Rights of the Child.[239]

The Nelson Mandela Rules require that the decision as to whether a child is allowed to stay with their parent in prison "shall be based on the best interests of the child concerned."[240] In jurisdictions that allow infants to accompany their mother in prison, and in cases where the safety of an infant can be assured, most information indicates that it is in the best interest of the infant to remain with its mother in prison.[241]

International principles and standards identify specific physical infrastructure requirements for prisons with facilities for pregnant women and women with dependent children. In prisons that accommodate women prisoners, the Nelson Mandela Rules require that "there shall be special accommodation for all necessary prenatal and postnatal care and treatment."[242] Furthermore, in accordance with the Bangkok Rules, "[a]dequate and timely food, a healthy environment and regular exercise opportunities shall be provided free of charge for pregnant women, babies, children and breastfeeding mothers."[243]

The Bangkok Rules also require that these facilities must also provide an environment for children accompanying their mother in prison that is "as close as possible to that of a child outside prison."[244] Women prisoners with accompanying children "shall be provided with the maximum possible opportunities to spend time with their children."[245] When the children are not in the care of their mother, "[i]nternal or external childcare facilities staffed by qualified persons" shall be provided for the care of children.[246]

Prisoners who are pregnant or accompanied by dependent children will require particular consideration during the design and planning of prison facilities. These considerations will inform the requirements of these facilities to meet the needs and requirements of both these prisoners and their children in accordance with international standards and norms. These facilities, specialized mother and child units, should be incorporated within the design of any prison that will accommodate pregnant women and women with accompanying dependent children.

Some of the benefits of allowing dependent children to reside with their mothers in prison may include increased bonding opportunities between mother and child with emotional and developmental benefits for both, targeted programming opportunities to provide information to mothers about good parenting practices and decreased likelihood of recidivism for these women.[247]

The rights of the child must take priority in the design and planning of prisons that will accommodate women with accompanying dependent children and the safety and security of these children must be ensured.

> **🔖 MORE INFORMATION**
>
> For more in depth information and guidance on children living in prison with a parent of primary caregiver, refer to the following resources:
>
> ▶ Anne E. Jbara, 'The Price They Pay: Protecting the Mother-Child Relationship Through the Use of Prison Nurseries and Residential Parenting Programs'[248]
>
> ▶ Laura Maiello and Stephen Carter, "'Minus the urinals and painted pink"? What should a women's prison look like?'[249]
>
> ▶ Manfred Nowak, 'The United Nations Global Study on Children Deprived of Liberty'[250]

Operational and security considerations

International principles and standards reference additional requirements with regard to the management and operation of these types of facilities. For example, according to the Bangkok Rules, "[p]regnant or breastfeeding women prisoners shall receive advice on their health and diet under a programme to be drawn up and monitored by a qualified health practitioner."[251] Programmes shall also be provided to address the "medical and nutritional needs of women prisoners who have recently given birth, but whose babies are not with them in prison".[252] With regard to accompanying children, it is required that they receive health care services, specific to their needs, and that their "development shall be monitored by specialists, in collaboration with community health services."[253]

Gender-specific health care shall be provided to women and girls in prison. The Bangkok Rules provide that a woman prisoner is entitled to be examined or treated by a woman physician or nurse, except in cases of emergency.[254] Where this is not possible, a woman staff member must be present during the examination.[255]

Additional requirements in the Bangkok Rules and the Nelson Mandela Rules relate to the birth of a child to a woman prisoner. In particular, in the case that a child is born to a woman in prison, the woman shall give birth in a hospital outside of the prison, where practicable.[256] Furthermore, shackles, handcuffs or other "[i]nstruments of restraint shall never be used on women during labour, during birth and immediately after birth."[257]

When planning and designing mother and child units within a prison, it is important to create a positive space that will support the parent/child relationship, the well-being of both, and the healthy development of the child. In so doing, there is a greater likelihood of ensuring protection for the rights and dignity of these prisoners and their children and facilitating the rehabilitation of these prisoners and their successful reintegration in society upon release.

These facilities should also incorporate specific design considerations for persons with disabilities (see Section D.1.7).

Mother and child units should be low-security units, where possible and as appropriate to meet the security risk level of the accommodated prisoners. As in the case with women's facilities, mother and child units should reflect more intimacy by developing smaller clusters of housing units or a campus setting with smaller housing unit structures, wherever possible.[258]

Because of the low number of women's prisons in most countries, women with children are often detained far from their families, communities and support networks. For this reason, and to support the maintenance of family bonds, visitation rights should be expanded and facilitated to every possible extent.

In accordance with the Bangkok Rules, personal searches of women prisoners and visitors to the mother and child unit shall only be conducted by properly trained women staff.[259] When searching children, staff shall make certain to preserve respect and dignity of the child.[260] The Nelson Mandela Rules state that the use of body cavity searches should be avoided and should not be applied to children.[261]

The inclusion of a mother and child unit within a facility must also respect the principle of the separation of different categories of prisoners (see Section B.1.2).

Figure 30 provides a functional diagram of a mother and child unit.

Components

D1.35 Rooms

Cells, or rooms, in mother and child units need to be more spacious than the standard single cell size to allow for the inclusion of a cot, bed and baby changing facilities to meet the needs of the child. Each room should be equipped with a toilet and hand basin, culturally appropriate materials and installations to support the menstrual hygiene management needs of the prisoner and, where water supplies allow, a shower (see Section D.1.2 and Components D1.04 and D1.05). More space may be required for additional beds if any other children of the prisoner are permitted to visit and stay overnight.

D1.36 Showers and bathing facilities

If showers cannot be installed in the cell, a communal shower area or individual shower facilities will be required. Specific facilities should be included to address the needs of children, such as a bathtub. In the case of communal showers, privacy screens should be in place to protect the privacy of both the mother and child (see Section D.1.2 and Component D1.05).

D1.37 Medical rooms

A secure medical room will be required to allow a designated space for internal and external health care providers to conduct medical examinations, development assessments, provide treatment and dispense medication for prisoners and their children (see Section D.2.4.1). Privacy and security for the prisoner and child must be ensured.

If it is not possible for a woman prisoner to give birth in an outside hospital, the medical facilities in the prison shall be properly equipped to deliver a baby in a safe and secure manner (see Component D2.58).

D1.38 Interview and counselling rooms

The interview and counselling room can be of the same size and dimensions as other similar areas in the prison (see Component D3.15). It should be a comfortable space with neutral colours and soft furnishings. Privacy and security for the prisoner and her child or children must be ensured.

D1.39 Community spaces

The community space is an open area with soft furnishings, natural light and neutral colours where a prisoner can associate with other prisoners and spend time bonding and playing with their children (see Component D1.07). Larger spaces can be partitioned into smaller spaces to promote communication and foster relationships.

D1.40 Visitor entrance foyer

The visitor entrance foyer can be designed as a hub, with adjoining gender-appropriate toilets (women, men, unisex), waiting room, lockers and a search room (see Components D2.03, D2.04, D2.05 and D2.06). The foyer should be bright and welcoming.

D1.41 **Prisoner entrance foyer**

The prisoner entrance foyer may be designed as a hub, with an adjoining search room and access to the prisoner accommodation area (see Component D2.01).

D1.42 **Visit area search rooms**

Prisoners and visitors to the mother and child unit can be searched in the same search room with two separate lockable entrances into the space, one for prisoners and one for visitors (see Section A.7.3 and Component D2.05). Lower security open prisons may not require search facilities for this unit.

The search room should be larger than the standard layout, allowing space for two staff, a visitor or prisoner and children to be in the room at the same time. A privacy screen may be required to protect the privacy of the person being searched. If possible, a hand basin for staff should be provided. Personal searches of women and girls may only be conducted by properly trained women staff.

D1.43 **Visit and family areas**

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

D1.44 **Yard**

An accessible outdoor yard area should be provided with family activities (see Section D.1.2 and Component D1.06). To provide stimuli and development for children, the outdoor area may include non-toxic trees, plants, and contain surfaces with various textures and gradients for babies and toddlers to explore. Play equipment such as climbing frames may also be installed to provide opportunities for the physical development of children in prison with their mother and visiting children.

D1.45 **Staff offices**

The staff office can be of the same size and dimensions as staff offices in other areas of the prison and a manager's office will also be necessary (see Components D1.10 and D1.12).

D1.46 **Staff toilets**

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11).

D1.47 **Storage areas**

Secure storage space will be required to store items such as toiletries, menstrual hygiene management products, bedding and diapers or nappies for babies. Depending on security considerations, these materials may be made directly accessible to women prisoners in these units.

D1.48 **Kitchenette**

A kitchen area will be required for prisoners to prepare milk and food for their children, as well as other snacks and light meals for themselves.

D1.49 **Laundry facilities**

In addition to the laundry facilities provided for the prison, a small laundry facility may be included within the unit to help maintain hygiene standards, which should be higher than those in other portions of the prison (see Component D2.67).

D1.50 **Cleaning stations**

A lockable cleaning closet or room should be included for the storage of cleaning supplies (see Component D1.14). This room and all cleaning materials should be secured from small children.

D1.51 **Short-stay apartments**

The inclusion of short-stay apartments will allow women prisoners to spend quality time with their families, including overnight stays where risk can be managed. These visiting facilities should be designed with consideration for the accessibility of persons with disabilities (see Section D.1.7).

D1.52 **Classrooms and workshops**

This area can be used for the continuing education of prisoners. A workshop for teaching relevant vocational skills for use upon release should be included. Women prisoners should also have access to the activities and services provided to the general prison population. Classroom spaces may also be useful for running group work and therapy sessions or for faith-based activities.

Consideration will be needed about what vocational skills training will be delivered, the tools that may be required, and the risks that they present. If workshop facilities are provided in the mother and child unit, these facilities may need to be entirely separate to the living space, with search facilities in between. The workshop may also need a tool management system (e.g., shadow boards for tools).

D1.53 **Childcare facilities**

If childcare is not provided external to the prison facility, childcare facilities appropriate to the care and development of children and the needs of qualified caregivers must be included. If the childcare facilities do not have direct access to other facilities within the unit, they should include facilities for the preparation and storage of food and access to toilets and water points to meet the hygiene needs of children and caregivers.

These facilities should include age-appropriate materials to support the mental and physical development and care of children (e.g., comfortable furniture, mattress/cots for children to nap, books, toys and materials for the development of motor-skills). It should also be possible to access suitable outdoor space for children from these facilities.

Figure 30 Functional diagram: Accommodation for a mother and child unit
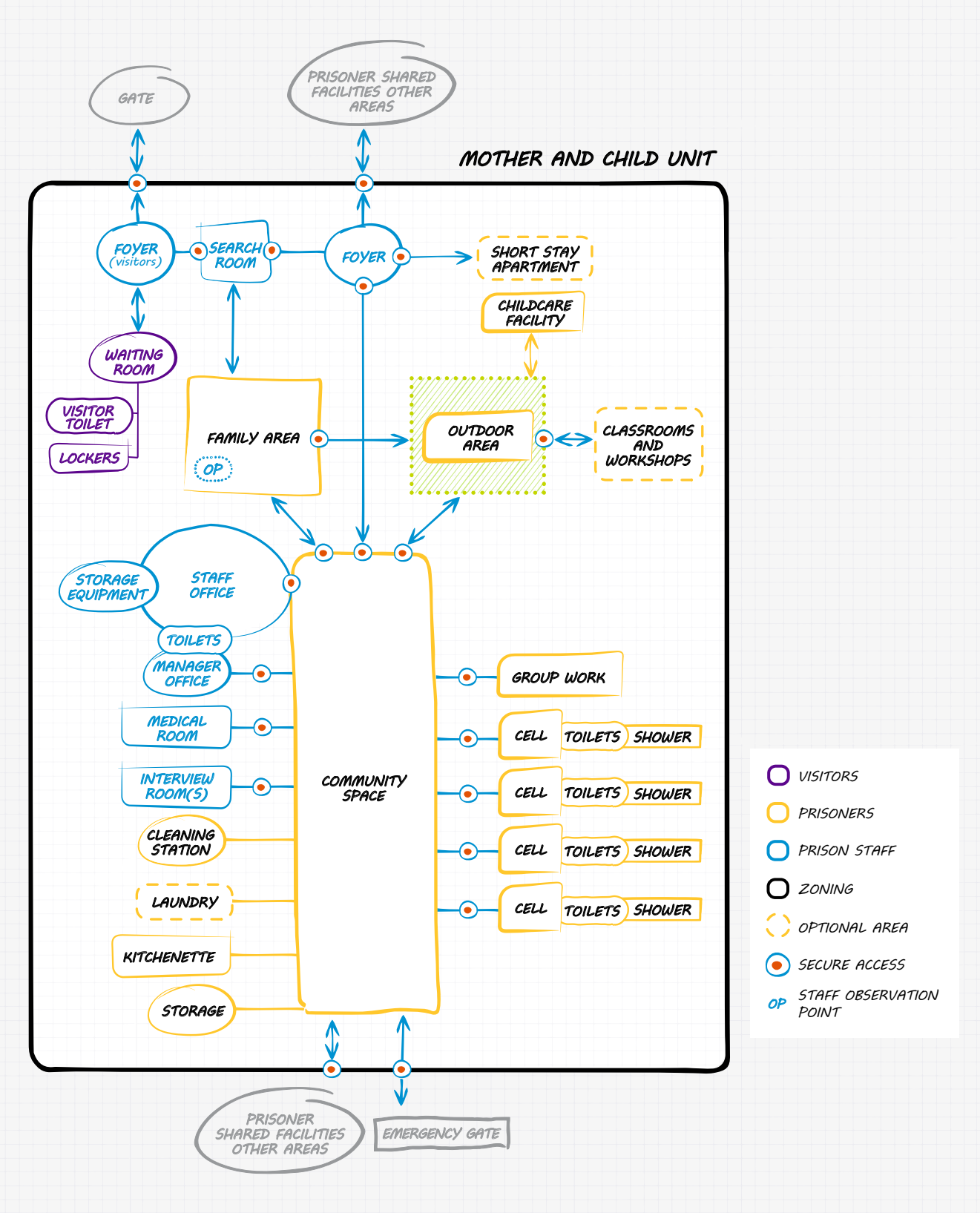
D.1.6 Facilities for children

Introduction

A child or juvenile is any person under the age of 18.[262] The Convention on the Rights of the Child provides the following:

> **Article 3:** " In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration."

> **Article 37:** "No child shall be deprived of his or her liberty unlawfully or arbitrarily. The arrest, detention or imprisonment of a child shall be in conformity with the law and shall be used only as a measure of last resort and for the shortest appropriate period of time."[263]

In 2014, the United Nations General Assembly commissioned a study on children deprived of their liberty.[264] The United Nations Secretary-General noted the following on the release of this study in 2019:

> Childhood, the time between birth and reaching the age of 18 years, is when children develop their personality, their emotional relationships with others, their social and educational skills and their talents. International law recognizes the family as the natural and fundamental group unit of society. Children should grow up in a family environment where they experience love, protection and security. If children, for whatever reason, cannot grow up in a family, States shall ensure that they are cared for in a family-type environment. Placing children in institutions and other facilities where they are, or may be, deprived of liberty is difficult to reconcile with the guiding principles of the Convention on the Rights of the Child."[265]

Despite the recognition in international standards and norms that children should not be imprisoned, wherever possible, one estimate indicates that there are between 160,000 - 250,000 children detained in remand centres and prisons globally.[266] In 2019, it was determined that approximately 410,000 children were detained in prisons globally.[267] This estimate does not include an estimated one million children detained in police custody and a greater number of children detained in de facto institutions.[268]

In 2021, the United Nations released the United Nations System Common Position on Incarceration. This document reinforces the principle that children should only be deprived of their liberty as a measure of last resort and for the shortest appropriate time period, in line with the Convention on the Rights of the Child, and that the United Nations system will continue to advocate for this principle.[269]

Recognizing, however, that children continue to be deprived of their liberty across the globe, it is critical to address the particular needs and requirements of these children to ensure respect for their rights and dignity when they are imprisoned. The Convention on the Rights of the Child provides that "[e]very child deprived of liberty shall be treated with humanity and respect for the inherent dignity of the human person, and in a manner which takes into account the needs of persons of his or her age."[270]

The Beijing Rules are clear that children in custody "shall receive care, protection and all necessary individual assistance – social, educational, vocational, psychological, medical and physical – that they may require in view of their age, sex and personality."[271] These requirements demand sufficient infrastructure, as well as facilities, to provide access to the families of children in prison and any necessary external professional support for the care, rehabilitation and reintegration of children back into their communities.

Designers and prison authorities face significant challenges in achieving compliance with the above requirements in the context of prison infrastructure. Facilities designed for the detention of children shall always incorporate the principle of the best interests of the child. In all cases involving the detention of children, design considerations must provide for the care, protection, and specific educational and social needs of detained children. These considerations should also encourage the development of their full capability as human beings and mitigate any negative psychological and developmental impacts on children deprived of their liberty.

While this section focuses on children deprived of their liberty on their own in accordance with the decision of a judicial or administrative authority, many of the principles and considerations may be applicable to children detained in prison with a parent or primary caregiver.

For more information on juvenile justice and particular considerations in relation to children deprived of liberty, refer to the following resources:

▶ Carolyn Hamilton, *Guidance for Legislative Reform on Juvenile Justice*[272]

▶ Manfred Nowak, *The United Nations Global Study on Children Deprived of Liberty*[273]

▶ Penal Reform International, *Protecting children's rights in criminal justice systems: a training manual and reference point for professionals and policymakers*[274]

▶ United Nations Children's Fund, 'Toolkit on Diversion and Alternatives to Detention'[275]

▶ United Nations Office on Drugs and Crime and the Interagency Panel on Juvenile Justice, *Criteria for the Design and Evaluation of Juvenile Justice Reform Programmes*[276]

▶ United Nations Office on Drugs and Crime, 'Protecting the Rights of Children in Conflict with the Law'[277]

▶ United Nations Office on Drugs and Crime/ United Nations Children's Fund, 'Manual for the Measurement of Juvenile Justice Indicators'[278]

Operational and security considerations

The detention of children should only take place in specialized facilities. Accommodation for children should be provided in the form of small group dormitories or individual bedrooms.[279] Small group dormitories may be considered in circumstances where there will be adequate staff supervision to mitigate the risk of violence and harassment.

Total separation

When children are deprived of their liberty via institutional detention, they must be accommodated in facilities that are entirely separate from adults.[280] Wherever possible, facilities for children should be separate institutions from those provided for adult prisoners. Where this is not possible, the design and management of the children's facility must ensure complete physical, visual and auditory separation between children and adults. This is absolutely necessary to protect the rights of children deprived of their liberty.

Furthermore, the principle of separation applies equally to facilities for girls and boys. This includes provisions to ensure complete physical, visual and auditory separation between facilities for girls and boys.

It is important to note that this principle does not apply to mother and child facilities for women prisoners with accompanying children. The children in these facilities do not need to be separated by sex. However, when older children are accommodated in these units, particular considerations will be necessary to mitigate any risk of violence or harassment between girls and boys in these facilities.

Naming of facilities for children

Care should be given to the naming of a facility for children. For instance, if children are to be housed in a facility that is called a 'prison' and they are referred to as 'criminals' or 'offenders', there is a risk that they will internalize this labelling and identify themselves as criminals or offenders, with serious implications for their rehabilitation and reintegration in society. It is recommended to consider names for the facility that avoid such labelling, such as a 'school' or 'centre', where children are referred to as 'students' or 'attendees'.

Designed for purpose

The objectives of a facility for children are to provide "care, protection, education and vocational skills, with a view to assisting them to assume socially constructive and productive roles in society."[281] Facilities that enable education and vocational skills training must be incorporated into the design, as well as other activities that support the emotional, psychological and physical well-being of detained children. Targeted services and activities for children to support their development and rehabilitation may include the following:

▶ Helping children to continue their education and gain meaningful qualifications;

▶ Providing opportunities to develop their physical and mental wellness through healthy lifestyles;

▶ Providing programmes that will support children to avoid recidivism;

▶ Connecting children to gender- and age-appropriate health care and treatment;

▶ Teaching age-appropriate vocational skills that can eventually assist in obtaining employment;

▶ Promoting connections with family when it is safe, healthy and appropriate to do so;

▶ Teaching personal responsibility and citizenship; and

▶ Helping children to prepare for release back into society.

It is important for development teams to fully understand the intended services and activities that will be provided in the facility so that the infrastructure can properly support these services and activities.

The Bangkok Rules and the Beijing Rules require that facilities for the accommodation of girls must incorporate a gender-sensitive approach to the design and management of these facilities.[282] According to the report of the Independent Expert leading the United Nations global study on children deprived of liberty, the needs and requirements of girls are derived from their specific physical and mental characteristics and informed by the most common reasons for their imprisonment, including:

▶ Status offences
(runaway, truancy, disorderly conduct);

▶ Trafficked as a migrant girl;

▶ Abortion;

▶ Behavioural problems brought on by abuse at home;

▶ Violations of loitering and public safety laws;

▶ Not carrying proper identification;

▶ Unlawful gatherings for purposes of intelligence;

▶ Sexual exploitation during armed conflict; and

▶ Disability (girls are easily abandoned and placed indefinitely in institutions. They often remain in institutions, while boys are more often part of deinstitutionalization processes).[283]

Education and vocational training must be equally accessible to all children, in accordance with the Bangkok Rules.[284] Girls frequently face barriers to accessing education and efforts should be made to eliminate these barriers in children's facilities.[285]

Furthermore, the rules require that girls must have "access to age- and gender-specific programmes and services, such as counselling for sexual abuse or violence."[286] This includes gender-specific health education and access to gynecologists.[287] In addition, girls who are pregnant must "receive support and medical care equivalent to that provided for adult female prisoners" (see Section D.2.4.1).[288] Facilities for girls should also provide culturally appropriate materials, free of charge, for the menstrual hygiene management needs of detained girls.[289]

The Convention on the Rights of the Child establishes an obligation for States Parties to:

> Respect and ensure the rights set forth in the present Convention to each child within their jurisdiction without discrimination of any kind, irrespective of the child's or his or her parent's or legal guardian's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status."[290]

With respect for the principle of non-discrimination, accommodation provided for vulnerable children must not differ from the accommodation provided for the general prison population, except with regard to necessary modifications to protect the rights and dignity of these children.

Similar to any imprisoned population, the needs of particularly vulnerable children must be incorporated into the design and management of any facility for children. Vulnerabilities of particular children may result from their identity – or perceived identity – as lesbian, gay, bisexual, transgender or intersex (LGBTI) or as a member of a national, racial, ethnic, religious or linguistic minority, any physical or mental disabilities or mental illness and other real or perceived identities, characteristics or behaviours.

Particular consideration should be given to the needs and requirements of LGBTI children when designing facilities for children. These children "are particularly vulnerable to discrimination, violence and sexual abuse" in detention facilities.[291]

Likewise, children with disabilities who are deprived of their liberty are "more likely to be subject to exploitation, violence, abuse, torture and other forms of ill-treatment."[292] The rights and dignity of these children must be promoted and protected on an equal basis with any child deprived of their liberty. Particular considerations must be incorporated within the design to ensure equal access to facilities and services for children with disabilities (see Section D.1.7).

The Havana Rules require that children "receive adequate medical care, both preventive and remedial, including dental, ophthalmological and mental health care, as well as pharmaceutical products and special diets as medically indicated."[293] The rules also require that children with mental illness "should be treated in a specialized institution under independent medical management."[294] Children should have "immediate access to adequate medical facilities and equipment appropriate to the number and requirements of its residents and staff trained in preventive health care and the handling of medical emergencies."[295] Facilities for children must either include facilities for the provision of age- and gender-appropriate medical care or access to this care within the community.

The parents or guardians of children detained in these facilities have right of access to their child and must be notified in the case that that child is admitted to such a facility, transferred or released or in the case of the death, injury or illness of the child, in accordance with the Havana Rules.[296] Children should also be allowed to communicate with their family and friends – in writing or by telephone at least twice a week and in person once a week or not less than once a month – and they should be provided opportunities to leave the facilities for home and family visits.[297] The design and management of children's facilities must reflect these rights and obligations.

Personal searches of children and visitors shall only be conducted by properly trained staff. Searches of women and girls shall only be conducted by properly trained women staff, in accordance with the Bangkok Rules.[298] When searching children, staff shall make certain to preserve respect and dignity of the child.[299] The Nelson Mandela Rules provide that the use of body cavity searches should not be applied to children.[300]

The Havana Rules state that every child "should have the right to a suitable amount of time for daily free exercise, in the open air whenever weather permits, during which time appropriate recreational and physical training should normally be provided."[301] This includes the provision of "[a]dequate space, installations and equipment" for these activities.[302]

As well as ensuring that adequate infrastructure is included in the designs to facilitate purposeful activities such as education, therapy and vocational skills training, consideration must be given to including facilities that support and encourage children to engage in positive recreational activities that are good for body and mind and promote social interaction. Such infrastructure might include an outdoor space for games, as well as quiet areas for creative activities and reading.

No facility for children should include any infrastructure that may violate the prohibition on torture, cruel, inhuman or degrading treatment or punishment contained in the Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment.[303] There is an absolute prohibition on any disciplinary measures that constitute "cruel, inhuman or degrading treatment, including corporal punishment, placement in a dark cell, closed or solitary confinement or any other punishment that may compromise the physical or mental health of the juvenile concerned."[304]

Components

D1.54 Rooms

According to the Havana Rules, detained children should be accommodated in small group dormitories or individual bedrooms, in consideration of local standards.[305] In the interest of reducing the risk of the spread of infection during an outbreak and reducing the risk of bullying, dormitory sizes should hold no more than four children unless local standards specify otherwise. All accommodation should be unobtrusively supervised to ensure the protection of all children.[306] The rooms should not appear institutionalized and should be fitted and furnished accordingly to reflect this.

Each room should exceed the minimum requirements for adult facilities, whenever possible. They should be equipped with an age- and gender-appropriate toilet and wash basin and, where water supplies allow, a shower (see Section D.1.2 and Components D1.04 and D1.05).

D1.55 Showers and bathing facilities

If showers cannot be installed in the cell, a communal shower area or individual shower facilities will be required (see Section D.1.2 and Component D1.05). Specific facilities should be included to address the needs of children and to ensure their safety and security. In the case of communal showers, privacy screens should be in place to protect the privacy of the child.

D1.56 Toilets

Sufficient age- and gender-appropriate toilet facilities should be provided within accommodation and in other facilities (see Section D.1.2 and Component D1.04). Toilets should be equipped with a toilet and hand basin and culturally appropriate materials and installations to support the menstrual hygiene management needs of girls in facilities for girls. The privacy and security of the child should be protected.

D1.57 Community spaces

The community space is an open area with soft furnishings, natural light and neutral colours where children can associate with their peers and spend time building friendships. Larger spaces can be partitioned into smaller spaces to promote communication and foster relationships, as well as to facilitate small group activities and create quiet spaces.

D1.58 Medical rooms

A secure medical room will be required to allow a designated space for internal and external health care providers to conduct medical examinations, development assessments, provide age- and gender-appropriate treatment and dispense medication (see Section D.2.4.1). Medical examinations of girls should be conducted, or observed where this is not possible, by women medical staff. The privacy and security of the child must be ensured.

D1.59 Interview and counselling rooms

The interview and counselling room can be of the same size and dimensions as other similar areas in adult facilities (see Component D3.15). The interview and counselling room should be a comfortable space with neutral colours and soft furnishings that provides a private, safe and secure environment for the child.

D1.60 Visit and family area

The family area should be a positive, bright, spacious and stimulating space for prisoner visits. It should include materials and activities for stimulation and play to encourage interaction and bonding between detained children and their families, including visiting children. The space can also be used as an extension of the community space area.

D1.61 Visitor entrance foyer

The visitors entrance foyer can be designed as a hub, with adjoining gender-appropriate toilets (women, men, unisex), waiting room, lockers and a search room (see Components D2.03, D2.04, D2.05 and D2.06). The foyer should be bright and welcoming.

D1.62 **Visit area search rooms**

Children's facilities may not require search facilities. If these facilities are needed, detained children and visitors may be searched in the same search room with two separate lockable entrances into the space, one for detained children, and one for visitors. A privacy screen may be required to protect the privacy of the person being searched (see Section A.7.3).

D1.63 **Yards**

Accessible outdoor yard areas should be provided for recreation and physical training, with appropriate space to meet the needs of detained children (see Section D.1.2 and Component D1.06). To provide stimulation and development for children, the outside areas should include recreational equipment and installations to encourage physical activity and positive interaction and play with others, as well as access to the natural environment (e.g., plants, bushes and trees). This space may be accessible from the visits and family area.

D1.64 **Staff office**

The staff office can be of the same size and dimensions as staff offices in other areas of the prison and a manager's office will also be necessary (see Components D1.10 and D1.12).

D1.65 **Staff toilets**

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11).

D1.66 **Storage areas**

Secure storage space will be required to store items such as toiletries, menstrual hygiene management products in facilities for girls, other hygiene materials and bedding.

D1.67 **Kitchenette**

A kitchen area should be included to allow children to prepare snacks and light meals.

D1.68 **Laundry facilities**

A small laundry facility may be included to help maintain a high level of hygiene standards (see Component D2.67).

D1.69 **Cleaning stations**

This room should be large enough to accommodate all necessary materials required to keep the facilities clean (see Component D1.14). This room and all cleaning materials should be secured from small children.

D1.70 **Classrooms and group work rooms**

One or more dedicated classroom spaces should be included that are sufficient to meet the educational needs of children and provide equal access to girls and boys when housed in the same facility. Access to classroom and group work spaces must respect the principles of the separation of categories and non-discrimination.

This room should be equipped with the necessary furniture, equipment and materials to meet the educational needs of children. These spaces can also be used for group work therapy sessions. They may also be used for faith-based activities.

D1.71 **Training workshops**

One or more dedicated spaces should be provided to conduct training workshops for the development of vocational skills for older children. These spaces should reflect a gender-sensitive approach and should be equally accessible to girls and boys when housed in the same facility.

These spaces should be designed with consideration for the development of skills relevant to the local context and should be equipped with the necessary furniture, equipment and materials.

D.1.7 Prisoners with disabilities

Introduction

The Convention on the Rights of Persons with Disabilities defines persons with disabilities as those individuals "who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others."[307] These individuals constitute a particularly vulnerable group of prisoners who require careful consideration in the design and management of prisons to ensure respect for their rights and human dignity.

The Convention provides:

> If persons with disabilities are deprived of their liberty through any process, they are, on an equal basis with others, entitled to guarantees in accordance with international human rights law and shall be treated in compliance with the objectives and principles of the present Convention, including by provision of reasonable accommodation."[308]

Furthermore, "the existence of a disability shall in no case justify a deprivation of liberty."[309]

The imprisonment of persons with disabilities is a "disproportionately harsh punishment" for these individuals and increases the burden on prison resources.[310] Therefore, the imprisonment of persons with disabilities should be avoided, wherever possible, with consideration for the nature of the offence and public safety.[311] The Nelson Mandela Rules require:

> Persons who are found to be not criminally responsible, or who are later diagnosed with severe mental disabilities and/or health conditions, for whom staying in prison would mean an exacerbation of their condition, shall not be detained in prisons, and arrangements shall be made to transfer them to mental health facilities as soon as possible."[312]

When persons with disabilities are imprisoned, "all reasonable accommodation and adjustments [should be made] to ensure that prisoners with physical, mental or other disabilities have full and effective access to prison life on an equitable basis."[313] It is critical that prisoners with disabilities are placed in a setting that can accommodate their needs and protect them from violence and harassment by other prisoners. Identifying the needs and requirements of persons with disabilities should take place during the classification assessment to determine the correct allocation of these individuals to facilities and determine their treatment needs (see Section B.1.3).

Prisons are often demanding, stressful and sometimes hostile environments that can have significant consequences on the mental and physical well-being of prisoners with disabilities.

Due to insufficient accommodation for persons with disabilities or as a measure of 'protection' from violence, persons with disabilities are sometimes placed in solitary confinement. However, the Special Rapporteur on torture and other cruel, inhuman or degrading treatment or punishment has concluded that solitary confinement can amount to torture or ill-treatment and must never be imposed on persons with mental or physical disabilities.[314] The Nelson Mandela Rules provide that solitary confinement should be prohibited for prisoners with mental or physical disabilities if it would exacerbate their condition.[315]

Most prison systems do not provide adequate support for prisoners with disabilities. As well as shortfalls in necessary services, such as medical care and therapy, the infrastructure required to meet the basic needs and requirements of these prisoners is often insufficient. Persons with disabilities may not be provided with equal access, if at all, to activities, programmes and resources available to other prisoners because of infrastructure limitations.

Prison planners and designers are responsible for ensuring that facilities are able to comply with international standards and norms with regard to the rights of persons with disabilities. They have the opportunity to reverse these trends by designing safe, humane and accessible infrastructure that supports prisoners with physical and mental disabilities.

The needs and requirements of prisoners with disabilities are identified throughout this guidance and the referenced international standards and norms apply equally to prisoners with disabilities as to all prisoners. The section highlights some of the particular operational and infrastructure considerations that should be applied consistently during the design and planning of prisons.

Operational and security considerations

Prisoners with disabilities are one of the most vulnerable groups of prisoners and may be targeted by some staff and other prisoners for harassment and violence.[316] There are several operational considerations that can help to reduce the likelihood of harassment and violence against prisoners with disabilities.

For example, the appropriate classification of persons with disabilities can ensure that they are allocated to facilities that are suited to their particular needs and that they are placed together with prisoners that are compatible. It may be advisable to pair prisoners with disabilities with a suitable mentor in the prison population to provide assistance and guidance.

In addition, the provision of appropriate infrastructure to ensure that facilities are accessible to prisoners with disabilities can reduce their dependence on staff and other prisoners for assistance, which may reduce opportunities for harassment and violence.

Appropriate design to ensure accessibility for persons with disabilities within facilities should also be paired with training for staff on the care and supervision of prisoners with disabilities to enable staff to support and protect the needs, rights and dignity of these prisoners.

When planning for and designing facilities for the accommodation of prisoners with disabilities, there are several topics that should be addressed to ensure that facilities are able to meet the requirements of international standards and norms.

Specialized residential units

Within a prison system's overall prisoner population, there may be high numbers of prisoners with severe physical disabilities. For these individuals, regular residential units, even with adaptations for accessibility to support prisoners with disabilities, may not offer sufficient support to meet their needs. In these circumstances, a specialized residential unit that is focused upon supporting prisoners with severe physical disabilities may be required. Such units will require specially trained prison staff to provide specialized care and support and to run a structured daily programme for these prisoners.

A range of features should be considered in the design of these specialized units to ensure that the needs of prisoners with severe physical disabilities are met and that staff are sufficiently supported in delivering their responsibilities. These features may include the following:

- ▶ Single level design to avoid the use of stairs;
- ▶ Cells should be equipped with accessible showers and toilets, grab bars, low-level beds, lower electric light switches and sockets and a call system to request for assistance from staff;
- ▶ Wall and door signage with information in braille;
- ▶ Ramps to enable prisoners with reduced mobility to negotiate changes in levels;
- ▶ The use of colour to help prisoners with visual impairments to easily identify features in the accommodation space, such as door openings, food service hatch openings and skirtings to show the edge where the floor meets the wall;
- ▶ Hearing loops to assist prisoners with hearing problems and/or other mechanisms to alert these prisoners in the case of emergency;
- ▶ Handrails along walls and hand grab rails or bars next to steps;
- ▶ Door openings and space wide enough to allow clearance for wheelchairs and mobility scooters;
- ▶ A bath with a hoist over it to assist prisoners with limited mobility;
- ▶ Regular cell accommodation for prisoners that are paired as mentors or 'buddies' to provide support for prisoners with disabilities;

- ▶ Vehicular access to the residential unit to enable easier transfer of prisoners with disabilities for court hearings, external health care appointments and transfer to other prisons;
- ▶ Raised gardening beds in outdoor areas to allow prisoners with reduced or limited mobility to participate in gardening activities;
- ▶ A sensory garden for prisoners with visual impairments;
- ▶ Kitchenettes with lower work surfaces and power points to provide access for prisoners in wheelchairs;
- ▶ Furniture in cells and common spaces that is lower in height than regular prison furniture to make access easier for wheelchair users (e.g., tables, beds and cabinets);
- ▶ Call phones that are placed lower on the wall to ensure accessibility; and
- ▶ Workshop and education spaces that incorporate accessibility considerations to provide opportunities to engage in education and vocational skills training activities.

Accessibility in the general prison environment

Prisoners with disabilities who do not require the level of support from a specialized residential unit may live in a residential unit with the general prisoner population. However, certain adaptations and features will be necessary to meet the needs and requirements of prisoners with disabilities.

At least 10 per cent of cells in each residential unit within a prison should be accessible to persons with physical disabilities. Bathing and sanitary installations should be provided within the cells for persons with disabilities, wherever possible (see Section D.1.2 and Components D1.04 and D1.05). These cells should be equipped with grab bars, low-level beds, lower electric light switches and sockets, wider door openings for wheelchairs and lower cell bells to request assistance from staff.

Where in-cell bathing and sanitary installations are not possible, accessible facilities must be provided for prisoners with disabilities throughout common spaces. Sanitary facilities must be available to prisoners when needed, as required by the Nelson Mandela Rules. Prisoners may require additional support from staff when using such facilities.

To ensure respect for the principle of non-discrimination and ensure access for prisoners with disabilities to services, activities and programmes on an equal basis with the general prison population, design and planning must incorporate accessibility considerations in shared prison spaces. Many of the features considered for specialized residential facilities should also be considered in the design of shared prison spaces.

Emergency evacuation

It is critical that designers and planners address how prisoners with disabilities will be evacuated in the event of a fire or other serious emergency such as a riot. Prison management should develop a fire evacuation plan for prisoners with disabilities, taking into account the type of disability (e.g., intellectual, physical or sensory).

Infrastructure features to support the safe evacuation of prisoners with disabilities may include the following:

▶ Louder fire alarms and the use of emergency strobe lights;[317]

▶ Well-lit evacuation routes;

▶ Level access from the accommodation area to the evacuation point (e.g., exercise yard); and

▶ Wider evacuation routes and double doors to accommodate mobility scooters or rapid transfer in wheelchairs.

Use of technology

Advances in technology in recent years have resulted in many opportunities to support prisoners during their sentence. The use of technology may provide significant positive effects for prisoners with disabilities.

For example, tablet technology can offer prisoners the opportunity to access secure online education courses, often with accessibility considerations for persons with visual or hearing disabilities. Tablets can also be used to access approved recreational games and puzzles to stimulate the mind and to enable contact between prisoners and their family, in accordance with security considerations and procedures. Prisoners with disabilities can also access information and support organizations for persons with disabilities.

Video telecommunication platforms are another method in which technology can be used to support prisoners. These platforms can enable prisoners to stay connected with family members, as well as community-based and other organizations and services that can provide support for prisoners with disabilities. However, planners and designers must be satisfied that the technology is suited for the particular context of the prison and that prison authorities will be able to manage and maintain the technology.

Mental disabilities and mental health issues

Humane prison designs with supporting infrastructure can help to reduce the detrimental impacts of prison for prisoners with mental disabilities and mental health issues and reduce risks associated with depression, low self-esteem, self-harm and suicide.

Observation cell

Prisoners that are in crisis due to mental health conditions that present a serious of risk suicide may require 24 hour observation by staff until it is determined that the prisoner has moved out of the crisis (see Component D2.61).

Support cell

Consideration may be given to providing one or more support cells within a residential unit with the capacity for two prisoners. The purpose of the cell is to allow a prisoner that is suffering from depression or at risk of self-harm to spend time with another prisoner that is trained and trusted to support peers with mental health issues. In addition to the standard considerations for cells, some of the additional design considerations for these cells may include:

▶ No ligature points;

▶ Calming colour schemes;

▶ A cell bell to call for assistance;

▶ Space for two chairs to allow the prisoners to communicate face-to-face while in the cell; and

▶ Good visibility into the cell to allow the observation of the cell by staff.

As with solitary confinement cells, observation cells and support cells are not considered as part of the overall prison capacity. For example, a prison with regular residential units for 300 prisoners, 10 solitary confinement cells, 2 observation cells and 2 support cells can accommodate 300 prisoners, not 314 prisoners. Observation cells and support cells should be used for a very limited period until the prisoner's status has improved or other support services are in place.

Sensory room

Prisons can be very busy and demanding environments that some prisoners find stressful and sometimes detrimental to their mental health. Sensory rooms are one tool that can provide relief for prisoners and reduce the potential for incidents resulting from escalating stress levels for these prisoners. These rooms allow prisoners space to meditate, reflect and have time alone where they can control the lighting, temperature, access and sound.

Components

The particular components to support the needs and requirements of prisoners with disabilities have been incorporated within the relevant sections throughout this guidance. However, the considerations provided within this section should inform the planning and design of the individual components within prison accommodation, prisoner facilities and prison support.

D.2 PRISONER FACILITIES

The objective of the focus area on prisoner facilities is to identify the requirements for facilities that will support the health, welfare and rehabilitation of prisoners in line with international standards and norms.

Each topic within this focus area addresses a particular aspect of prisoner welfare with specific infrastructure requirements. For example, facilities for **visits**, classrooms and a library for **educational** purposes, **work** facilities, **health care and hygiene** facilities, **food and water** requirements and exercise areas for **physical recreation**.

The guidance provided includes a limited set of recommended specifications to enable compliance with the Nelson Mandela Rules. There are a number of other areas that should be considered in the planning and design of prisoners to support the rehabilitation of prisoners that are not included within this guidance. These additional areas may include the following:

▶ A **probation department** to prepare prisoner reports prior to a court appearance, analyze a prisoner's risk and suitability for transfer to a lower security facility or conditional release.

▶ A **resettlement department** that works with prisoners to prepare for release back into the community. This may involve coordinating with external organizations and agencies in order to organize housing, work and transportation as part of those preparations.

▶ A prisoner **classification department** assesses a prisoner's security risk level and treatment needs and ensures that they are allocated to the correct custodial environment (see Section B.1.3).

▶ A department for **offender management** sets offending behaviour objectives for prisoners and monitors the progress of prisoners against these objectives.

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

▶ A **prison shop**, or commissary, provides prisoners with the opportunity to purchase small amenities at a reasonable cost and serves a rehabilitative function by allowing prisoners a certain amount of choice and responsibility.

▶ Some prisons may also have a **prison welfare** officer that works with prisoners and their families to provide therapeutic and practical assistance in resolving issues caused by or related to the prisoner's offending behaviour. Social workers and counsellors may also require additional facilities.

D.2.1 Visits

Introduction

The right of a prisoner to maintain contact with family members, friends, and legal representatives through regular correspondence and visits is established in the Nelson Mandela Rules and reinforced by other international standards and norms, including the International Convention for the Protection of All Persons from Enforced Disappearance, the Body of Principles, the European Prison Rules, and the IACHR Principles.[318]

Withholding family contact as a form of punishment or discipline is prohibited by the Nelson Mandela Rules and the Bangkok Rules.[319] Contact with family members should not be considered privileges but as a basic human right in accordance with the Universal Declaration of Human Rights.[320]

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

Particular considerations should be incorporated to address the needs of prisoners and their children. Women prisoners are often the primary caregivers of their children and may be subject to particular stress in relation to their separation from their children.[321] The Bangkok Rules provide that the space provided for visits between parents and children should support a positive experience between parent and child, with open contact and extended visits, where possible.[322]

Conjugal visits between prisoners and their partners are also an important way to maintain strong connections between prisoners and their families. Where these visits are provided to prisoners, they should be available on an equal basis for women and men, according to both the Nelson Mandela Rules and the Bangkok Rules.[323]

The children in detention can suffer particularly detrimental impacts because of their removal from family. These impacts should be mitigated to every extent possible. In addition to the right to receive regular and frequent visits from family members, the Havana Rules provide that a child should be permitted to leave detention facilities for home and family visits.[324] The particular considerations of children in detention are outside the scope of this section, which focuses on adult facilities (see Section D.1.6).

Operational and security considerations

The primary design consideration for visitation spaces is maintaining prisoner privacy, while allowing prison staff to observe prisoners and maintain security. Prison visiting areas need to balance both the security requirements of the prison and the provision of a positive space for the interaction between prisoners and their families. While all prisons must provide prisoners with visitation facilities, these should be designed to allow the most favourable conditions possible, taking into account the security risk profile of the prisoners.

In facilities that house more than one category of prisoner, design considerations should ensure that prisoners have equal access to visitations, with respect for the principle of non-discrimination.

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

Visitation facilities should be designed to accommodate the needs of persons with disabilities, both prisoners and visitors, and should include design considerations to provide accessibility to common areas and sanitary facilities (see Section D.1.7).

A secure physical space should also be provided for meetings between prisoners and legal representatives or members of organizations responsible for monitoring prison conditions and the welfare of prisoners. These spaces must ensure privacy and confidentiality and be observable by staff.

In addition to normal meeting rooms, spaces should be designed and built to facilitate the maintenance of relationships between prisoners and their family members, friends and other support networks. Where possible, facilities should also be provided for video teleconferencing with distant family members if not already provided elsewhere in the prison.

In accordance with the Bangkok Rules, visits to prisoners should be encouraged and facilitated "as an important prerequisite to ensuring their mental well-being and social integration".[325] Visiting facilities should be able accommodate no less than a single hour visit to a prisoner every two weeks, and should strive to accommodate more frequent visits to every possible extent. In the case of women's facilities, which are fewer in number and tend to be located further away from the prisoner's family and community, longer visiting hours should be accommodated.

FOCUS Calculating spatial requirements for visiting facilities

Calculations for visiting facilities should ensure that each prisoner is permitted a minimum of one hour-long visit per fortnight. Based on the assumption that visits are possible five days per week for five hours per day, a total of 25 visiting hours per week are available.

Therefore, a prison with 500 prisoners would require sufficient space to host 10 simultaneous one hour-long visits. This volume of visitors requires a substantial area to accommodate and manage the visitation process. If the prison accommodates more than one category of prisoner, more space may be required to ensure respect for the principles of separation of categories and non-discrimination.

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

When planning the visitation area, there are five types of visitation spaces for consideration: contact or open visits, non-contact or closed visits, conjugal visits, official visits and extended stay visits. One or more of these may be required depending on the prison profile.

Contact or open visits

These types of visits provide a good opportunity for prisoners to interact with family members in a way that allows physical contact. These visits may take place inside or in a designated outdoor space.

Prisoners that are able to maintain family connections and support are less likely to reoffend upon release.[326] Therefore, it is important to provide facilities that promote family connections throughout a prisoner's sentence.

Prison staff are usually positioned near entry and exit points to supervise individuals coming in and out of the visiting area and to check prisoner and visitor identification. Staff may also be positioned at other points around the room to ensure that contraband is not passed between visitors and prisoners, to prevent inappropriate physical contact and to answer any questions.

Non-contact or closed visits

These types of visits keep prisoners and visitors entirely physically separate. These visits are generally used when there is a security risk, such as when the risk of smuggling contraband in or out of the prison is high. Closed visits are unpopular with prisoners and some prisons use them as a disciplinary measure for prisoners who breach certain prison rules.

These visiting areas may be a useful prisoner management resource but should be supplementary to open visiting facilities. Careful consideration should be given to the size of non-contact or closed visiting facilities, proportional to the risk profile of prisoners.

Non-contact or closed visits should not be used for visits between prisoners and their children, where possible.

Conjugal visits

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

Where these visits are allowed in facilities that accommodate both women and men, women prisoners must be given equal access to these visiting facilities.[327]

Official visits

Official visits are needed to provide private access between prisoners and certain types of visitors, such as lawyers, consular officials, social workers and psychiatrists.[328] Visiting facilities for this purpose should be observable by staff but private. Staff should not be able to hear the conversation between the prisoner and the visitor. Some prisons may allow private family visits in these rooms.

Extended stay visits

Extended stay visits allow certain prisoners to stay with their family overnight in a secure apartment. This arrangement may be used for prisoners with a low security risk level, who have demonstrated good behaviour. These types of visits may be beneficial in maintaining strong familial bonds for prisoners.

As with all visiting facilities, these visiting facilities should be equally accessible to different categories of prisoners and should be designed with consideration for the accessibility of persons with disabilities.

Figure 31 provides a functional diagram of a visits area.

Components

D2.01 Prisoner waiting areas

The prisoner waiting areas are equipped with fixed seating for prisoners waiting to enter the visiting area. A gender-appropriate toilet and hand basin for prisoners should be provided (see Component D1.04). To prevent the smuggling of contraband, it is essential that toilets for prisoners are connected to the waiting room areas. When it is time for the visit, prisoners will be called into the adjacent search room.

☰ SPECIFICATIONS*	
Waiting area	At least 1 m² per prisoner, with a minimum area of 12 m². Fixed seating made from blockwork or concrete or a steel frame that is bolted down.
Number of toilets	At least 1 toilet and hand basin should be provided, along with culturally appropriate materials for the menstrual hygiene management needs of women prisoners. The toilet should have privacy walls and a door to allow some measure of dignity while allowing staff to observe the prisoner.

Minimum recommendations should be exceeded, wherever possible.

D2.02 Prisoner search rooms

The prisoner search room should be located between the prisoner's waiting area and the main visiting area. The space must be large enough to search prisoners coming in and out of the visiting area (see Section A.7.3 and Component D3.09). While tap or rub down searches may be conducted in the open, more thorough searches should take place in a designated space, out of view but not isolated, to preserve a prisoner's dignity and minimize opportunity for abuse. In women's facilities, personal searches may only be conducted by properly trained women staff.

☰ SPECIFICATIONS*	
Search room area	At least 2.5 m x 3.0 m.

Minimum recommendations should be exceeded, wherever possible.

D2.03 Visitor reception and gate

The visiting area is usually located in close proximity to the prison entrance, in order to minimize the need to facilitate visitor movement through the prison (see Component D3.04). In higher security prison conditions, additional gates may be needed between the gatehouse and the visiting area to reduce the likelihood of escape from the visiting room.

Visitors usually report to the prison gate and reception area, where prison staff check their identification. They are then directed into an adjacent or nearby visitor waiting area. This space may also accommodate lockers to allow for the storage of personal items. Facilities may be required to deliver items of food and clothing for the prisoner and to distribute items a prisoner wishes to give to visitors.

D2.04 Visitor waiting area

This waiting area inside the prison should provide lockers to store items that are not allowed into the visiting area. Gender-appropriate (women, men, unisex) and accessible toilets should be available from the waiting area (see Component D2.06). Seating for visitors should be provided.

When it is time for the visit, visitors will be called into the search room. Amnesty boxes are sometimes provided in these areas for visitors to throw away any contraband they may have on them before entering the search process.

≔ SPECIFICATIONS*

Waiting room area	At least 1 m² per visitor, with a minimum area of 12 m².

Minimum recommendations should be exceeded, wherever possible.

D2.05 Visitor search rooms

This space can be laid out in the same manner as the prisoner's search room but may need to be larger to accommodate parents with children (see Section A.7.3).

Searches may be conducted manually, by metal detector or with dogs, although the use of dogs may be expensive because of additional space and staff requirements, and should be carefully considered with regard to the local cultural context.

Searches of women and girls must be conducted by a properly trained women staff member. Searches should be no more invasive than necessary and conducted with sensitivity toward visiting children.

Following the completion of the search, visitors are directed to the appropriate visiting space.

≔ SPECIFICATIONS*

Search room area	At least 3.0 m x 4.0 m.

Minimum recommendations should be exceeded, wherever possible.

D2.06 Visitor toilets

Gender-appropriate (women, men, unisex) visitor toilets should be connected to the waiting room areas. Visitors to higher security prisons must be searched each time they go to the toilet, making it difficult to smuggle any items that may be secreted.

A visitor toilet that is accessible for persons with disabilities should be provided.

≔ SPECIFICATIONS*

Standard toilets	Separate gender-appropriate (women, men, unisex) toilet facilities should be provided, as well as a sink for handwashing. These facilities should include baby changing facilities.
Accessible toilets	At least one accessible toilet should be provided with a wash basin. The clearance distance from the toilet to the wall must be sufficient to allow a person to get close enough in their wheelchair to safely transfer across to and from the toilet. Adaptation measures may include the installation of handrails and lower height of toilets and washing installations (see Figure 27).

Minimum recommendations should be exceeded, wherever possible.

D2.07 Visitor centres

Visitor centres are usually located near the visitors' entrance into a prison. They may have various functions, including: providing shelter for visitors while they wait to enter the prison; a place to wait for public transport after a visit; a place to receive useful advice, support and information from local community-based organizations (CBOs) and non-governmental organizations (NGOs); and a place to obtain refreshments for themselves while they wait.

D2.08 Contact or open visit areas

Contact or open visit areas should be designed as bright, positive and clean spaces to minimize the intimidation of visitors. This area is often a large room, preferably without structural columns or other impediments to clear sight lines and supervision over the area.

The seating plan for an open visiting area may vary greatly. For example, this area may be a fixed, long table arrangement where prisoners are seated on one side with their visitors across them and physical contact is allowed across the table. A more informal arrangement may also be appropriate, such as where prisoners and visitors sit on chairs around a coffee table and have more opportunity for physical contact and interaction.

Movable furniture may allow increased flexibility in the use of the open visiting area. For example, this space may be used for other prisoner activities, such as educational presentations and family days that allow access to family beyond the routine visiting times or it may be used by staff for briefings, meetings and training, when not in use for visitation. Moveable screens that still allow for good visibility may assist in creating smaller, more intimate and private spaces for family visits.

Open visits for prisoners with children should be designed to include a play area for young children. The space should be a positive, bright, spacious and stimulating space for these visits. It should include materials and activities for stimulation and play to encourage interaction and bonding between prisoners and their children. Consideration may also be given to providing a secure outdoor visitation space where children play and interact with their parents.

In some higher security prisons, refreshments are banned to prevent the ingress of contraband hidden in refreshments brought in by visitors. Instead, a prison may provide a refreshments counter or kitchenette inside the open visiting area where visitors can buy light refreshments for the person they are visiting and for themselves.

D2.09   Non-contact or closed visit areas

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

Sufficient space and screening should be provided to allow a degree of privacy between prisoners in the closed visiting area. Cramped areas without privacy may lead to prisoner disputes and security incidents.

The booths on the visitor side should be large enough to allow an adult and children to visit the prisoner.

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

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

D2.10   Conjugal visit facilities

Sufficient conjugal visit facilities should be included to ensure equal access to these facilities for all categories of prisoner and be designed to ensure accessibility for persons with disabilities. The location and design of the rooms must allow for privacy between the prisoner and their spouse or partner.

☰ SPECIFICATIONS	
Conjugal visit areas	Rooms should be large enough to accommodate a bed, sink, toilet, and, where water supplies allow, a shower.

D2.11   Official visit rooms

Sufficient spaces should be provided for confidential consultations. These spaces may be included adjacent to the general visiting area and consist of small, private rooms that can accommodate up to four people.

These rooms must be designed to allow observance with prison staff but prevent the auditory transmission of conversations occurring within the room.

The number of rooms required will depend on the prison profile. For instance, prisons with a large pre-trial prisoner population may require more rooms to allow regular visits from lawyers. Similarly, prisons with a large foreign national prisoner population may also require more rooms to accommodate visits from consulate and embassy representatives.

When not being used for official visits, such rooms might be considered for other visits between prisoners and visitors, for example, to afford more privacy in the case of a difficult or upsetting conversation, such as the death of a close relative or the end of a personal relationship.

☰ SPECIFICATIONS	
Official visit room area	Approximately 2.5 m by 3.0 m.

D2.12   Outdoor contact visit areas

Outdoor visiting areas can add a positive dimension to visiting arrangements. To maintain security, such areas should be enclosed so that there is no contact between the visiting area and the rest of the prison.

Fixed seating and tables or picnic-style tables may be provided along with shade cover in hot climates. The inclusion of nature (e.g., flowers and plants) will also help to enhance the space. While simple and inexpensive, these measures can help a prisoner maintain a measure of normalcy and intimacy in family interactions, which may also be especially beneficial for visiting children. This area may also include a play area for children to support family interaction.

Staff observation points and/or CCTV may need to be considered, depending on the size of the outdoor visiting area and the level of security risk posed by the prisoners. As the shade from trees will obstruct CCTV coverage, any such obstacles should be taken into consideration.

Finally, secure access may be required between the main visiting area and the outdoor visiting space, in order to enable staff to restrict prisoner movement between these spaces.

D2.13 **Observation points**

Prison staff must be able to observe, monitor and control both visitors and prisoners in the visiting area. Consideration may be given to the design of specific observation points to support this function but this should not prevent prison staff from patrolling the visiting area and interacting with prisoners and their families, as required.

Staff observation points are usually located at entry and exit points so that staff can check the identification of visitors and prisoners. In an open visiting area, a raised platform may improve visibility, especially if there is no CCTV coverage over the space.

Figure 31 Functional diagram: Visits area
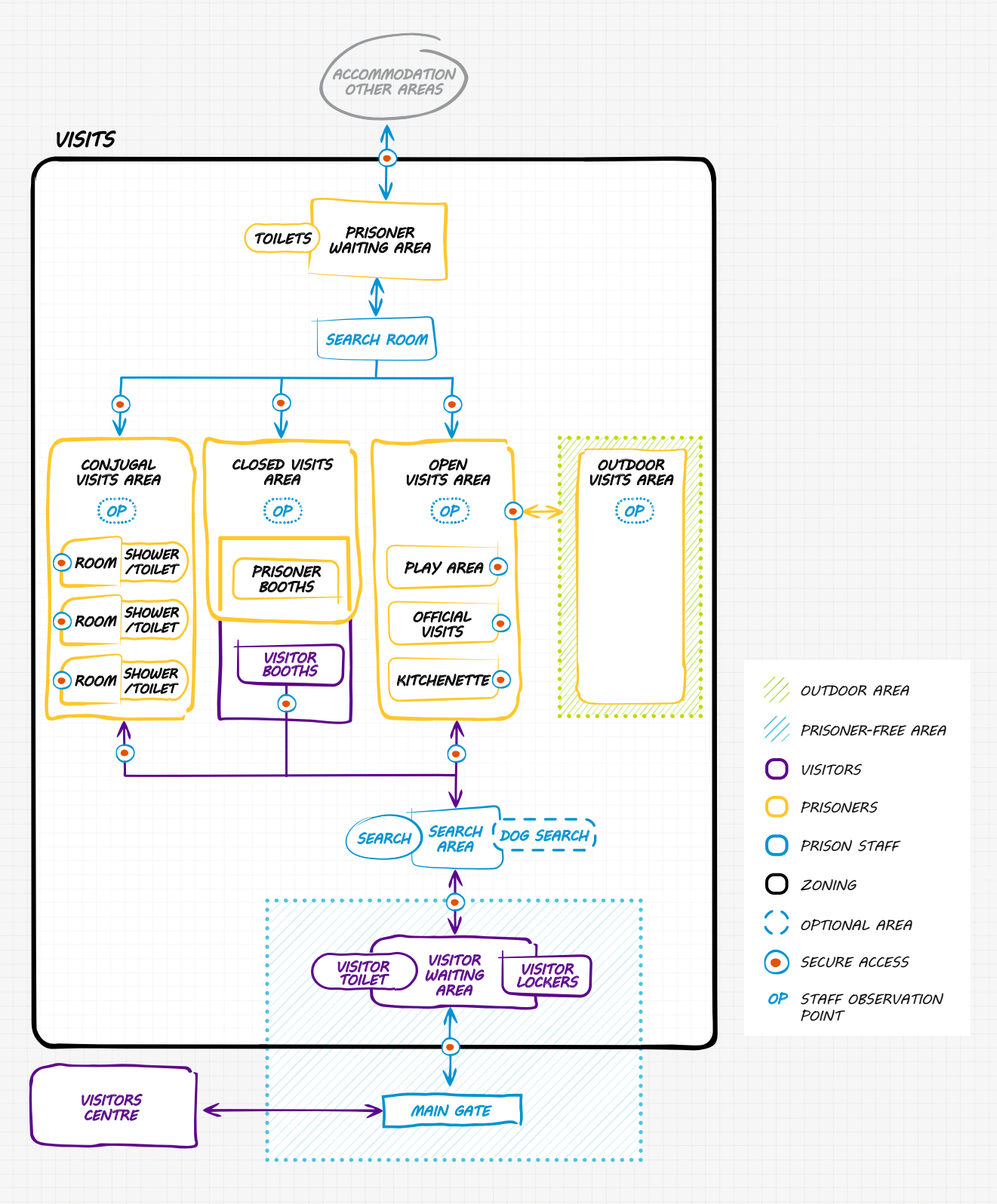
D.2.2 Education

Introduction

Every person has a right to education.[329] Education is "an indispensable means of realizing other human rights" and "the primary vehicle by which economically and socially marginalized adults and children can lift themselves out of poverty and obtain the means to participate fully in their communities."[330] The right to education shall only be limited as "demonstrably necessitated by the fact of incarceration".[331]

Continued learning and recreational activities are vital to the social rehabilitation of prisoners and facilitate their ability to maintain productive roles in society upon release and reduce the possibility of recidivism. Prisons have a responsibility to further the education of prisoners, particularly young prisoners and illiterate prisoners.[332]

The right to education is especially vital for detained children. Regardless of whether a child is above the age of compulsory education, they must receive appropriate educational programmes (see Section D.1.6).

Whenever possible, the education programmes in a prison should be integrated with the education system in the country to facilitate the continuing education of prisoners upon release.[333] Ideally, the state education system should manage all education in prisons to ensure the quality and consistency of the courses being delivered and provide continuity for all prisoners to continue their education in the community, should they be released before the end of their studies.

Prison facilities must include a dedicated space for the provision of educational activities, accessible on an equal basis to all prisoners. The range of educational opportunities offered, the learning environment and the flexibility of educational spaces are all important factors to consider in the design of a facility. With close supervision, the use of technology with internet or intranet learning may provide substantial benefits, given the proper security and infrastructure environment.

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

International standards and norms require that prisoners are provided with an adequately stocked library, which contains both educational and recreational resources, and that they are encouraged to make full use of the materials provided.[334]

Prison facilities should also include a dedicated space for cultural, religious and recreational activities for prisoners. For children who are incarcerated with their primary caregiver, opportunities that promote the normal social, cognitive and physical development of children should be provided (see Section D.1.5).[335]

Operational and security considerations

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

Education and training facilities may consist of small, medium and large facilities. These facilities may include gender-appropriate toilets, storage rooms, computer rooms, a separate library and, in some cases, a radio station. An outdoor yard may also be provided for breaks or as an evacuation area.

Education and training facilities should be positive spaces that encourage growth, creativity and engagement for prisoners and this should be reflected in prison designs.

A gender-sensitive approach to education facilities should be incorporated in the design and planning of these facilities. Education facilities provided for women and men should be equal and should avoid reinforcing gender norms that inhibit employment opportunities for women upon release or limit men's access to educational programmes that are historically considered women's domain (e.g., parenting programmes). In facilities that accommodate both women and men, planning activities should address the equal access to education facilities and programmes for both women and men, with respect for the principles of the complete separation of categories of prisoners and nondiscrimination.

Prisoners with disabilities have the right to education without discrimination.[336] The design and planning of education facilities should reflect the needs of persons with disabilities to ensure respect for and the recognition of this right on an equal basis with other prisoners (see Section D.1.7).

The Nelson Mandela Rules state that prison facilities should provide access to various publications to encourage prisoners' connection with news and events outside the institution.[337] The requirements regarding access to media and information may also be addressed in conjunction with prisoners' access to libraries and books (see Section D.2.2.2).

To facilitate the supervision of prisoners, a single entry and exit point should be provided, which will enable prison staff to count prisoners coming in and out of the facility. This access point is in addition to any other fire exits that may be required.

A search room should be provided adjacent to the access point, as well as an office for prison staff. In larger classroom blocks where tools are used, a metal detecting portal may also be required to assist staff in conducting searches of prisoners.

Figure 32 provides a functional diagram of a classroom area.

Figure 32 Functional diagram: Classroom area

CLASSROOMS GROUND FLOOR

ACCOMMODATION OTHER AREAS

TOILETS

STAFF OFFICE

FOYER

OP

LIBRARY

MUSIC SUITE

SEARCH ROOM

STORAGE TEACHING MATERIAL

MANAGER OFFICE

OP

GROUP WORK ROOMS — CLASSROOMS

GROUP WORK ROOMS — CLASSROOMS

GROUP WORK ROOMS — CLASSROOMS

COMPUTER LAB — TOILETS

CLASSROOMS YARD

STAIRS

UPPER FLOORS

STAIRS

GROUP WORK ROOMS — CLASSROOMS

GROUP WORK ROOMS — CLASSROOMS

GROUP WORK ROOMS — CLASSROOMS

COMPUTER LAB — TOILETS

OP

OUTSIDE AREA
PRISONERS
PRISON STAFF
ZONING
OPTIONAL AREA
SECURE ACCESS
OP STAFF OBSERVATION POINT

A library should be sufficiently sized and stocked for use by all prisoners on an equal basis. To maintain separation between different categories of prisoner, two separated libraries may be considered. However, this solution is often not possible due to the cost of managing and equipping separate libraries. Instead, a library may be a common space that is used at different times by different categories of prisoners, subject to careful management oversight to ensure equal access and complete separation of categories.

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

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

Figure 33 provides a functional diagram of a library.

🔍 FOCUS Ensure the relevance of planned rehabilitation activities

Planning for vocational skills training in a prison must be relevant to local and national needs. Gender-sensitive assessments of a country's predicted future work skills requirements should be accessed and applied in designs to enable training and education in these skills areas. This will support employment opportunities for prisoners upon release according to the local and national job market.

Some prison systems do not take a balanced approach to providing rehabilitation activities for prisoners. This may be due to gaps in subject matter knowledge, the lack of skills in the workforce, poor resourcing, inadequate infrastructure or an excessive focus on security over the rehabilitation needs of prisoners.

Prisoners may need to experience a range of rehabilitation activities to meet the requirements of their sentence plan, such as vocational skills training, education, offending behaviour work and restorative justice programmes. The inclusion of a single area of rehabilitation activities in a prison (e.g., vocational skills training) may be insufficient to support the rehabilitation of prisoners. This is particularly true if there are little or no opportunities to transfer to another prison that may offer the required rehabilitation activities.

Planners and designers should ask prison authorities whether there is a gender-sensitive strategy for the delivery of rehabilitation activities for prisoners and how the current prison project aligns with this strategy. This may help to inform the design.

Figure 33 Functional diagram: Library
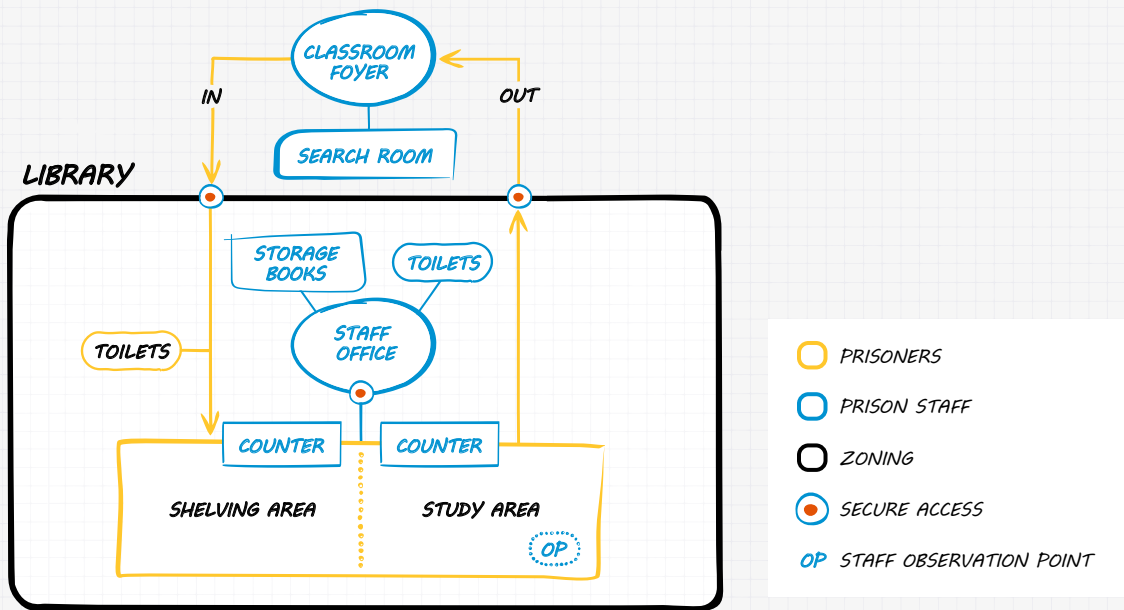
D.2.2.1 Classrooms

Components

D2.14 **Classrooms**

Classrooms may range from small rooms for 5 or 6 individuals to large rooms for 20 prisoners or more. Natural lighting and ventilation requirements apply and must be considered.[338]

To minimize the acoustic impact of noise, and depending on the security profile of the prison, soft materials may be preferred to hard surfaces such as tiled flooring. Classrooms should be designed to facilitate visibility so that patrolling prison staff can see into the rooms and ensure the safety of both staff and prisoners.

☰ SPECIFICATIONS*	
Height of the room	At least 2.45 m, but more may be needed in warmer climates (ICRC).
Ventilation area	At least one-tenth of the net floor area (ICRC).
Daylighting area	Total clear glazed window area, at least 8 per cent of the net floor area (IBC). Where 8 per cent is not feasible, this area must be greater than 0.1 m²/person.

Minimum recommendations should be exceeded, wherever possible.

D2.15 **Prisoner search rooms**

Search rooms should be placed next to the entrance of education facilities (see Section A.7.3 and Component D3.09). In larger classroom blocks where tools are used, a metal detecting portal may also be required to assist staff when searching prisoners.

D2.16 **Prisoner toilets**

In line with the needs identified in the prison profile, sufficient age- and gender-appropriate and accessible toilet facilities must be provided (see Section D.1.2 and Component D1.04).

D2.17 **Teaching material storage rooms**

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

D2.18 **Staff offices**

If classroom facilities are extensive, there may also be an office for teaching staff. The staff offices can be of the same size and dimensions as staff offices in other areas of the prison and a manager's office will also be necessary (see Component D1.10 and D1.12).

D2.19 **Staff toilets**

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11).

D2.20 **Classroom yard**

An outdoor yard may be provided adjacent to classroom facilities as a location for classes or as a space for breaks between lessons (see Section D.1.2 and Component D1.06).

D2.21 **Computer labs and information technology**

In more advanced operational settings, prison facilities may be equipped to provide prisoners with access to various forms of information technology for training, education and rehabilitation purposes.

Internet access for prisoners should only be available through closely supervised education programmes that permit access to learning sites only. Computer activity should be regularly reviewed. It is essential that any wireless communication system used within a prison is entirely secure to prevent access and abuse by prisoners or unauthorized staff.

D.2.2.2 Libraries

Components

D2.22 **Study areas**

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

D2.23 **Shelving area**

The shelving area will require adequate space to store books and other resource materials. Bookcases and shelving should always be securely fastened to the wall.

D2.24 **Prisoner toilets**

In line with the needs identified in the prison profile, sufficient age- and gender-appropriate and accessible toilet facilities must be provided (see Section D.1.2 and Component D1.04).

D2.25 **Staff office**

Depending on the size of library facilities, there may also be an office for library staff. The staff office can be of the same size and dimensions as staff offices in other areas of the prison (see Component D1.10).

D2.26 **Staff toilets**

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11).

D.2.2.3 Music suites

Components

D2.27 **Prison radio station**

In lower security operational environments, prison radio stations may offer low risk prisoners the opportunity to learn new vocational skills and provide entertainment and recreational activities. The room should be soundproof and large enough to accommodate two or three prisoners and broadcasting equipment.

The broadcast system should be wired in such a way that in the case of an incident, staff can override the system or switch it off. Staff must have good visibility and access into the prison radio station to maintain supervision and control.

🔖 MORE INFORMATION

For more information on prison radio, refer to the Prison Radio Association.[339] The Prison Radio Association aims to contribute to a reduction in reoffending using the power of radio.

D2.28 **Prison recording studio**

Similar to prison radio stations, prison recording studios may offer prisoners opportunities to develop useful vocational skills. Recording studios may also provide entertainment and purposeful recreational or cultural activities for prisoners.

A recording studio should be soundproof, with one room that houses the mixing and recording equipment and an adjoining room for the actual recording. The latter should be of sufficient size for a small group to be able to play and practice musical instruments together. As with the prison radio station, staff must have good visibility and access into the prison recording studio to maintain supervision and control.

D.2.3 Work

Introduction

In accordance with the Nelson Mandela Rules, "[s]entenced prisoners shall have the opportunity to work and/or to actively participate in their rehabilitation, subject to a determination of physical and mental fitness by a physician or other qualified health-care professionals."[340] Furthermore, prisons have the obligation to provide "sufficient work or a useful nature [...] to keep prisoners actively employed for a normal working day."[341]

Efforts to develop the vocational capacity of prisoners should be tailored to local skills and trades to facilitate the reintegration of prisoners into society upon release.[342] Prison facilities should include a dedicated work space to provide prisoners with appropriate work activities and a focus on vocational training in useful trades.

A gender-sensitive approach to vocational training and work spaces should be incorporated in the design and planning of these facilities. The facilities provided for women and men should be equal and should avoid reinforcing gender norms that limit employment opportunities for women upon release in trades that are traditionally considered the domain of men, and likewise for men.

In facilities that accommodate both women and men, planning activities should address the need to ensure equal access to education facilities and programmes for both women and men, with respect for the principles of complete separation of categories of prisoners and nondiscrimination.

The Convention on the Rights of Persons with Disabilities states that persons with disabilities should have "effective access to general technical and vocational guidance programmes, placement services and vocational and continuing training."[343] The design and planning of vocational training and work spaces should reflect the needs of persons with disabilities to ensure access to these facilities and programmes on an equal basis with other prisoners.

Depending on the local context and circumstances, the facilities required to provide prisoners with vocational training opportunities may be extensive. They may include factory based work, handicraft, clerical activities, recycling activities, laundry, farming, gardening, baking and commercial cooking. Different programmes may require separate facilities with substantial design considerations.

A common prison industry is farming, which generally entails a minimal cost and improves prisoner lives, particularly in places where prisoner nutrition is inadequate. It is preferable that "institutional industries and farms are operated directly by the prison administration and not by private contractors."[344] Given available land and a sufficient water supply, a lot of food can be grown with very little infrastructure.

Connections with external organizations, such as local businesses and farming communities, may be very beneficial to prisoners.

Operational and security considerations

Vocational training will require coordination with government and prison authorities to determine the type of training to be offered and the space needed to provide it. Some types of training may be carried out entirely within prison facilities, while other types may be external to the prison and require additional transport and operational management considerations. For example, prison farms are often located outside the prison perimeter, sometimes a significant distance, and prisoners will need to be properly risk-assessed to ascertain their suitability for this type of vocational work.

There are implications for the space required for the management of work release programmes, as well as security considerations related to prisoners leaving the premises on a daily basis that will place particular pressure on the reception area of the prison.

To ensure good prison management, particular attention must be paid to controlling the movement of both goods and prisoners. The management of materials must be planned with due consideration of the process for the delivery and removal of materials from the loading bay and the safe and secure storage of materials, as well as any outgoing finished products.

In prisons that include work outside the prison, a secure process for the transfer of prisoners to and from the work site must be carefully considered, planned and managed. Prisoners will need to be searched and processed in the reception area before leaving and upon returning to the prison to ensure that contraband is not leaving or entering the prison.

The safe storage and management of tools is an essential element of maintaining good security and is a particular consideration in relation to both prison workshops and external vocational work.

Figures 34 and 35 provide functional diagrams of a workshop and a farm.

Figure 34 Functional diagram: Workshop
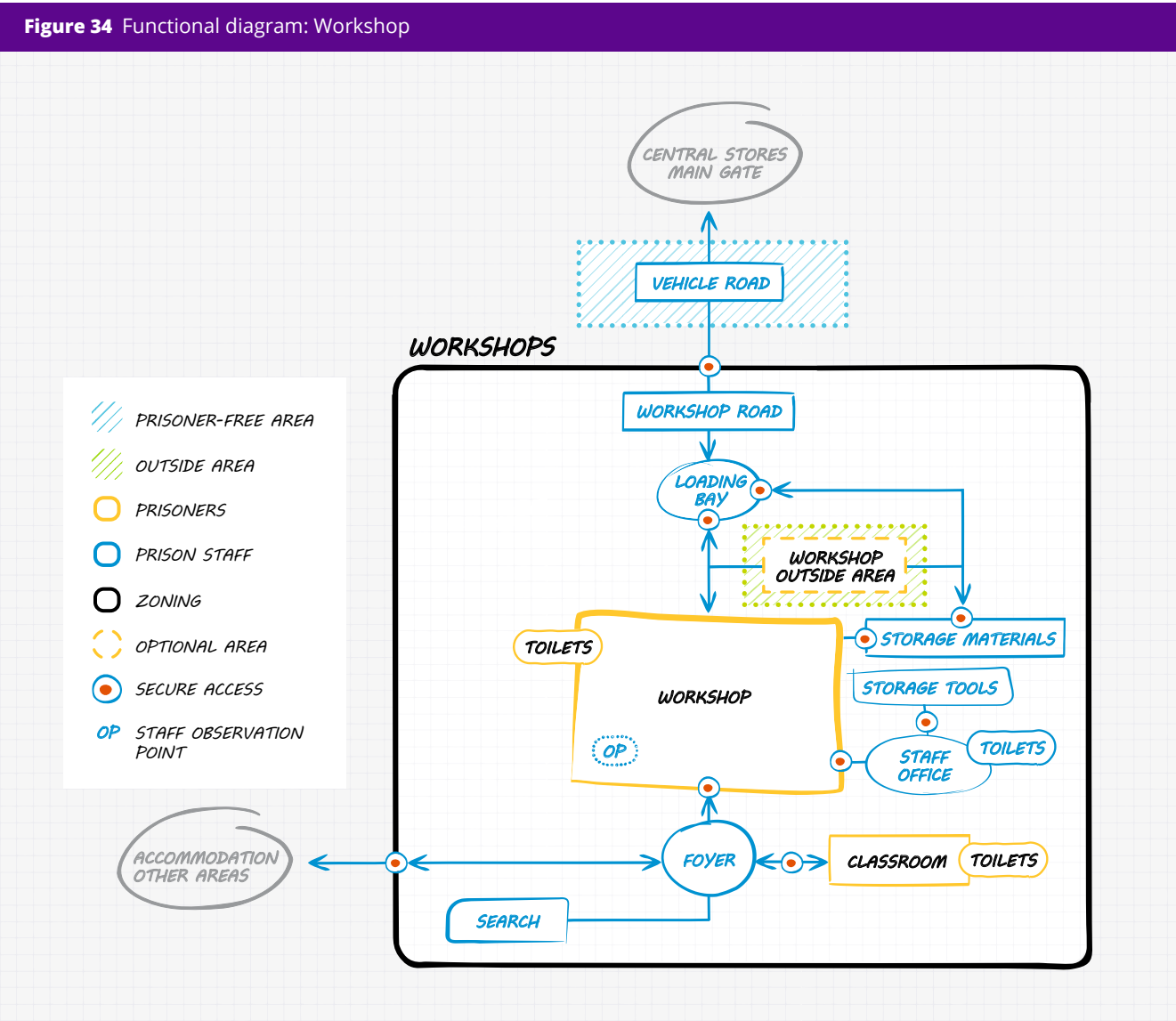
D.2.3.1 Workshops

Components

D2.29 **Workshops and storage rooms**

The need for workshops must be identified as early as possible in the planning process. This includes planning for the provision of these workshops on an equitable basis for all prisoners, with respect for the principles of nondiscrimination and the separation of different categories of prisoners (see Section B.1.2). Master planning of the prison should incorporate any such plans and, if relevant, allow space for phasing considerations.

The physical space needed for prison workshops and their associated storage rooms will vary significantly. Therefore, it is not possible to provide a defined set of minimum recommendations. As tasks may range from data entry, which requires a chair and table, to ranch work for the raising of cattle, the sizes and configuration of these spaces is highly variable. Consequently, it is very important to have a clear understanding of the intended workshop use early in the planning process.

Common prison work programmes include weaving, welding, woodworking, plumbing, masonry, painting and decorating, brick-making, construction, road building, catering, tailoring, furniture making, vehicle mechanics, assembly of mechanical and electronic components, hairdressing, shoe-making, jewelry-making, book-binding, farming and animal husbandry, and the small-scale manufacturing of goods.

The choice of work programmes should be oriented towards the development of skills required by the local or national labour market, increasing opportunities for employment after release. Depending on the nature of activities, careful attention and priority should be given to health and safety programmes and relevant safety equipment.

D2.30 **Prisoner search rooms**

Search rooms should be placed next to the entrance to a workshop facility (see Section A.7.3 and Component D3.09). In workshops where tools are used, a metal detecting portal may also be required to assist staff when searching prisoners.

D2.31 **Prisoner toilets**

In line with the needs identified in the prison profile, sufficient age- and gender-appropriate and accessible toilet facilities must be provided (see Section D.1.2 and Component D1.04).

D2.32 **Staff offices**

If the workshop area is extensive, it may be necessary to include an office for use by prison staff (see Component D1.10). It may also be necessary to include additional office space for non-prison staff associated with work programmes.

Particular attention must be given to tool storage. Lockable cabinets and shadow boards may provide a simple and effective system to record, monitor and control access to tools, with a tally system to identify to whom a tool has been issued.

D2.33 **Staff toilets**

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11).

D2.34 **Loading bays and workshop yards**

Prison workshops may require access for incoming supplies and outgoing products. As a result, this space should be oriented for convenient access to the central stores area (see Section D.3.4.2), which is the dedicated space for the general delivery of supplies.

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

Both fork-lifts and some pallet-jacks may need access to power if they are electrically operated. Battery charging areas must be well ventilated to avoid problems with gas build up, creating a potentially dangerous situation. It may be preferable to use a gas powered fork-lift; however, gas cylinder storage will need careful management (see Component D3.59).

D.2.3.2 Farms

Components

D2.35 **Prisoner search room**

A search room should be placed next to the entrance to work or storage facilities (see Section A.7.3 and Component D3.09). In larger areas where tools are used, a metal detecting portal may also be required to assist staff when searching prisoners. Depending on the type of work, this area may also include a changing room for prisoners.

D2.36 **Prisoner toilets**

In line with the needs identified in the prison profile, sufficient age- and gender-appropriate and accessible toilet facilities must be provided (see Section D.1.2 and Component D1.04).

D2.37 **Staff office**

The staff office can be of the same size and dimensions as staff offices in other areas of the prison. A manager's office and storage unit may also be necessary (see Component D1.10 and D1.12).

D2.38 **Staff toilets**

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11). A shower or washing facility may also be required.

D2.39 **Storage areas for tools, equipment and vehicles**

The necessary space for storage and maintenance will depend on the nature of the tools to be stored. Tools and equipment may include hand tools and machine tools and farming equipment, such as plows, seeders and balers, as well as tractors. Therefore, the necessary space may range from a simple shed to something much more substantial. Lockable cabinets and shadow boards may provide a simple and effective system to record, monitor and control access to tools, with a tally system to identify to whom a tool has been issued.

D2.40 **Storage areas for harvested produce**

Adequate space is required to enable the farm to store harvested fruit, vegetables or grains. Consideration should also be given to providing adequate access to the storage area for the effective cleaning, packaging, delivery and distribution of produce. The capacity required to store and manage produce will depend on the crop, the scale of farming and the expected yields.

These storage areas should be designed to prevent rodents and other pests from accessing produce. To reduce the possibility of rot, the space should also have adequate ventilation and be free from water, dampness or extreme temperatures. The provision of lighting may also be necessary to accommodate shorter daylight hours.

D2.41 **Animal husbandry areas**

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

Animal husbandry may require additional facilities, such as barns to store hay and animal feed.

D2.42 **Waste management area**

Design considerations should incorporate measures to handle the management of animal waste and other organic farming byproducts. These measures will depend on the nature of the farming activities and may include slurry pits, composting and recycling. The use of slurry pits involves particular health and safety considerations that must be addressed during the design.

D2.43 **Internal gardens and allotments**

When possible, prison gardens within a residential unit yard area offer a purposeful recreational activity and may provide supplementary food supplies for prisoners. This can have a positive impact on the sustainability of the prison as well as provide vocational skills training for prisoners.

The safe storage and management of tools is imperative to prison security.

If garden maintenance and farming activities are of a sufficient scale, consideration should be given to including additional spaces, such as a staff office, prisoner changing rooms and secure equipment storage.

D2.44 **Greenhouses**

Depending on the climactic and operational context, prisons with sufficient resources may consider greenhouses as a way to grow vegetables and fruits outside of the growing season, to raise seedlings and to provide prisoners with horticultural skills training.

Figure 35 Functional diagram: Farm

PRISON

VEHICLE ROAD
PRIVATE / PUBLIC

FARMS

GATE

VEHICLE
PARKING

SEARCH
ROOM

TOILETS | SHOWER

STAFF
OFFICE

VEHICLE
DROP OFF AREA

TRAINING
ROOM

MANAGER
OFFICE

STORAGE
TOOLS,
EQUIPMENT
AND VEHICLES

TOILETS | SHOWER

PRISONER
CHANGING ROOM

VEHICLE ROAD

HARVEST
DISPATCH

FOOD PREPARATION

ANIMAL
HUSBANDRY

WASTE
MANAGEMENT

GREENHOUSES

STORAGE
HARVEST

GREENHOUSES

Legend
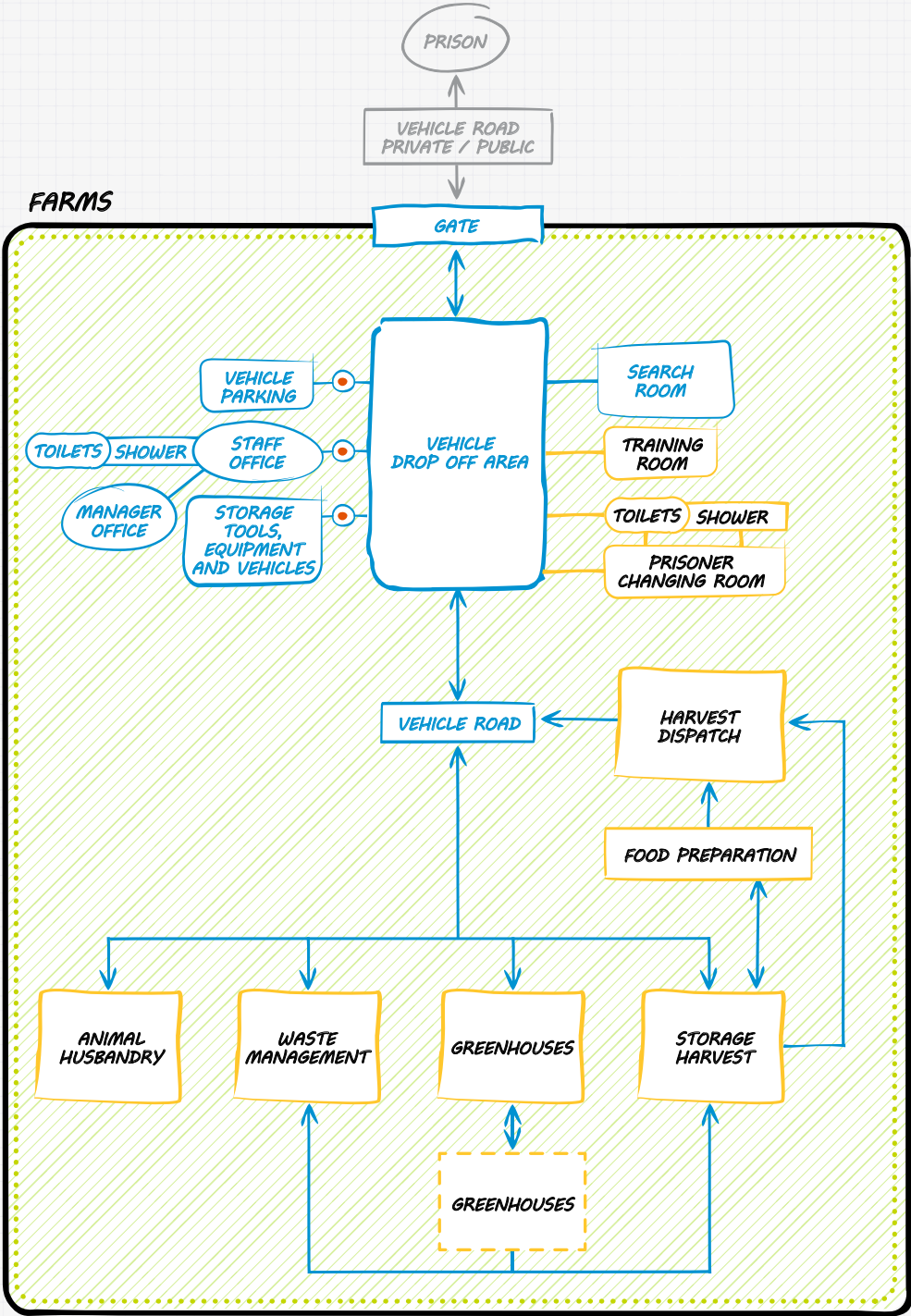
○ PRISONERS

○ PRISON STAFF

○ ZONING

◌ OPTIONAL AREA

/// OUTSIDE AREA

D.2.4 Health care and hygiene

D.2.4.1 Health care facilities

Introduction

International standards and norms recognize the right to health of all individuals.[345] In accordance with the International Covenant on Economic, Social and Cultural Rights, all prisoners have the right to the highest possible standard of physical and mental health.[346] The Nelson Mandela Rules recognize the obligation of states to provide for the health care of prisoners and that prisoners "should enjoy the same standards of health care that are available in the community, and should have access to necessary health-care services free of charge without discrimination on the grounds of their legal status."[347] However, the absence of local health facilities does not imply a lack of responsibility of the prison administration for the health care of prisoners. At a minimum, the level of care should be sufficient to maintain the physical and mental health of a prisoner, except for the natural effects of aging.

Every prison is required to include a health-care service, consisting of sufficient qualified personnel, for the evaluation, promotion, protection and improvement of the physical and mental health of prisoners.[348] All prisoners must also have access to the services of a qualified dentist.[349]

Prisoners must have prompt access to medical attention in urgent cases and must be transferred to a hospital or medical institution outside the prison for specialized treatment or surgery when a prison does not have its own adequately staffed and equipped hospital facilities.[350]

All prisoners must have equal access to health care facilities, with respect for the principles of the complete separation of different categories of prisoner and nondiscrimination (see Section B.1.2). This includes both inpatient and outpatient health care facilities. Therefore, inpatient facilities in prisons that accommodate different categories of prisoners (e.g., women and men or children and adults) must include separate facilities for different categories in accordance with these principles.

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

🔍 **FOCUS** Ensuring equal access to appropriate health care services

A gender-sensitive approach to the design and management of health care facilities for women and lesbian, gay, bisexual, transgender and intersex (LGBTI) prisoners should be taken in women's facilities and facilities that house LGBTI prisoners.[351]

Women prisoners have complex and gender-specific health care needs, as well as higher rates of mental health problems, substance abuse issues and are far more likely to have experienced physical and/or sexual violence prior to their imprisonment than men.[352] In women's facilities, the Bangkok Rules require that "[g]ender-specific health-care services at least equivalent to those available in the community shall be provided to women prisoners."[353] This includes the provision of necessary prenatal and postnatal care and treatment.[354]

A woman prisoner is entitled to be examined or treated by a woman medical professional, or with the presence of a woman staff member where this is not possible, except in cases of emergency medical interventions.[355] In relation to mental health care, "[i]ndividualized, gender-sensitive, trauma-informed and comprehensive mental health care and rehabilitation programmes shall be made available for women prisoners".[356]

LGBTI prisoners are frequently targets of physical and sexual violence in prison, including non-consensual medical exams, which have been condemned by the Committee against Torture.[357]

Particular health care considerations for LGBTI prisoners may relate to hormone therapy and sex reassignment surgery for transgender prisoners and trauma-informed mental health care treatment due to increased incidents of physical and sexual violence these prisoners may have experienced before their admission or while imprisoned. Respect for the principle of nondiscrimination enshrined in the Nelson Mandela Rules and other key international human rights instruments necessitates that LGBTI prisoners are provided with health care services for the evaluation, promotion, protection and improvement of their physical and mental health.[358]

The Convention on the Rights of Persons with Disabilities states that persons with disabilities have a "right to enjoyment of the highest attainable standard of health without discrimination on the basis of disability" (see Section D.1.7)[359] The design and management of health care facilities in prisons should "ensure access for persons with disabilities to health services that are gender-sensitive, including health-related rehabilitation."[360]

In accordance with the Nelson Mandela Rules, any prisoners with severe mental disabilities and/or health conditions, which would be exacerbated in prison, must be transferred to mental health facilities.[361] Where needed, "other prisoners with mental disabilities and/or health conditions can be observed and treated in specialized facilities under the supervision of qualified health-care professionals."[362]

Operational and security considerations

Prisoner care is usually centralized within a health care facility inside the prison. Most prisons will include an outpatient facility to provide necessary health care services to prisoners (see Figure 36). Depending on the context, some prisons may also include inpatient facilities to provide a range of health care services to prisoners (see Figure 37).

Larger prisons may have small, secure dispensaries near prisoner accommodation areas to dispense daily medications and reduce the amount of prisoner movement. Pharmacies should be located in prisoner-free areas to prevent prisoners from gaining access to stored medications.

Depending on the size of the facility, a controlled waiting area and separate examination room will need to be adjacent to the consultation room and a secure dispensary for drugs and medical supplies. There may also be a dedicated area for use by health care professionals in carrying out necessary administration activities, including the secure storage of confidential patient information.

When a prison does not have adequately staffed and equipped hospital facilities to meet the requirements of urgent and specialized cases, prisoners must be transferred to a hospital or medical institution outside the prison for specialized treatment or surgery. This will impact the management process to enable the safe and efficient transfer of prisoners.

All prisoners must have equal access to health care facilities, with respect for the principles of the complete separation of different categories of prisoner and nondiscrimination (see Section B.1.2). Inpatient health care facilities are distinct from other prisoner facilities and these principles cannot be respected simply by providing access to different categories of prisoner at different times. To ensure respect for these principles, separate, secure inpatient facilities need to be provided for each category of prisoner.

The COVID-19 pandemic and the rise in cases of multidrug-resistant tuberculosis (MDR-TB) and other communicable diseases in prisons have highlighted the need for facilities that are designed to permit the isolation of prisoners with infectious or contagious illnesses from others until they recover.

The management of waste, including 'sharps', as well as health care tools and equipment will require careful consideration and measures for controlled storage. The laundering of clothes and bedding requires special attention to avoid the spread of disease through the wider prison population. In addition, the maintenance of clean facilities is crucial to reducing the incidence and spread of disease.

Figures 36 and 37 provide functional diagrams of an outpatient health care facility and an inpatient health care facility.

FOCUS Use of composite materials

Composite floor and wall covering materials, such as vinyl or linoleum – a more environmentally-friendly option – are widely used in health care settings across the world to maintain hygienic surfaces and reduce the risk of the spread of infection. These materials are hygienic, durable, cleanable, resistant to impact, anti-slip, anti-static and come in a range of colours that can be used to raise the aesthetic of an environment.

Consideration should be given to using composite coverings instead of ceramic tiles in prisons, as tiles pose security concerns because they can be smashed and used as weapons or to inflict self-harm.

Components

D2.45 Outpatient facilities

To provide adequate health care to prisoners and reduce the need to transfer prisoners to facilities outside the prison, it will be necessary to include outpatient facilities. These facilities may be provided for professionals such as general medical practitioners, dentists, physiotherapists and other specialists, such as gynecologists for women prisoners and pediatricians for children in prison with a primary caregiver (see Section D.1.5).

These facilities must be equally accessible to different categories of prisoners and persons with disabilities.

An outpatient facility may also be responsible for dispensing medication directly to prisoners. This may be achieved by including a hatch that prisoners can access on their way to daily activities. In higher security prisons, where prisoner movement is more restricted, medication may need to be delivered to the prisoner by prison health care staff.

D2.46 Dental office

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

D2.47 Prisoner search room

A search room should be placed next to the entrance to both inpatient and outpatient health care facilities (see Section A.7.3 and Component D3.09).

D2.48 Consultation and waiting rooms

A consultation room in both inpatient and outpatient facilities should be secure and contain a hand washing basin and, at minimum, basic equipment such as an examination light.

It may also be necessary to include a separate examination room, where minor procedures are performed, and a separate waiting area outside this room in larger institutions. These additional areas enable better sequencing of appointment-based consultations and help to maintain the confidentiality of prisoners.

D2.49 **Medical staff offices**

Prison staff that are responsible for the day-to-day management of sick prisoners in a prison infirmary, such as doctors, nurses, and other staff, will require one or more secure offices. A medical staff office should also be included in outpatient facilities.

The medical staff offices can be of the same size and dimensions as staff offices in other areas of the prison (see Component D1.10).

D2.50 **Staff toilets and showers**

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11). A shower or washing facility may also be required.

D2.51 **Storage facilities**

A lockable room to store confidential medical records is required. Secure storage facilities will also be required for the storage of medical equipment and personal protective equipment (PPE). A storage space for bedding and clothing will also be necessary in inpatient facilities. A secure area may also need to be provided for the safe storage of oxygen and other bottled gasses in a prisoner-free area. Storage may also be required to store medical waste prior to proper disposal.

If storage facilities are included, they should be situated adjacent to medical staff offices. The exception to this is bottled gas storage, which should be accessed from outside the health care facilities within a short but safe distance.

D2.52 **Pharmacy**

The prison pharmacy is where medicines are stored and prescriptions are filled before being sent to dispensaries in the inpatient and outpatient facilities. The pharmacy must be located in a prisoner-free zone, away from prisoner accommodation areas, to prevent prisoner access. Medicine for prisoners may be dispensed from a designated room or from a medical staff office. There must always be a secure storage space for medicines, where they are kept for a short period before being dispensed to prisoners.

D2.53 **Toilets and bathing facilities**

Prisoners staying in all inpatient facilities must be provided access to toilet and bathing facilities that are large enough to allow for assisted care (see Section D.1.2 and Component D1.04 and D1.05).

A specialized medical bath may be required for the treatment of skin conditions.

D2.54 **Infirmary**

An infirmary consists of individual rooms or multi-bed wards where sick prisoners can stay overnight. Facilities for different categories of prisoners must be kept completely separate, with specialized provisions for the treatment of prisoners with special needs.

Infirmaries must maintain sufficient ventilation and light, and include hand wash basins to maintain hygiene requirements. Infirmaries must also include a dirty utility area for the disposal of human waste and other medical waste (see Component D1.21). Screening around each bed should be available to maintain the privacy and dignity of a prisoner during medical examinations and treatment. Each bed should have enough space around it to allow for access to wheelchairs and medical equipment.

D2.55 **Inpatient day room**

If possible, a day room should be included to provide prisoners with opportunities for association and relaxation (see Component D1.07). These facilities must be equally accessible to different categories of prisoners and persons with disabilities. They should be accessible to visitors where prisoners with illness, disability and/or injury cannot physically access the visiting area to ensure contact with family or legal representatives.

D2.56 **Medical isolation rooms**

Regardless of prisoner capacity and categories, all prisons should include ways to prevent the spread of infectious diseases in the prison population. This may include medical isolation rooms, where prisoners can be treated and supported towards recovery. Where feasible, these spaces may benefit from features such as negative pressure capability, ultraviolet (UV)-based sterilization and particulate air filtration.

D2.57 **Medical isolation facility**

Depending on the location, the degree of isolation and the scope and size of prison facilities, it may be necessary to consider the inclusion of a dedicated isolation facility to manage infectious diseases. Facilities for women and men must be kept completely separate, with specialized provisions for the treatment of prisoners with special needs.

By November 2020, the COVID-19 pandemic saw close to 283,000 prisoners in 115 countries testing positive for the virus, including more than 2,500 deaths, which highlighted the need for isolation facilities in prisons.[363] If feasible, isolation wards may benefit from the use of UV-based sterilization and particulate air filtration systems to control the spread of infectious diseases. Single rooms could also be used as negative pressure isolation rooms.

It is important to consider nearby storage options for personal protective equipment (PPE) for staff, as well as a changing area and disposal receptacles.

Q FOCUS Using UV light in prison health care environments

UV light has been used for many years in hospital buildings to prevent the spread of bacteria and viruses. However, while it can be a useful measure against the spread of infections, careful analysis must be made to determine its suitability. Particular considerations include the following:

▶ Germicidal UV light (UVC) has been shown to be effective against the SARS-Coronavirus.[364]

▶ UVC (254 nm) is harmful to exposed humans, but far-UVC light (207 - 220 nm) has not been shown to be harmful to humans and it has been shown that very low doses of far-UVC light kill airborne human coronaviruses carried by aerosols.[365]

▶ UVC can only inactivate a virus if it is directly exposed to the UVC, meaning that it may not be effective where dust, soil or other materials block the UVC.[366]

▶ The safest way to use UVC is in air ducts to disinfect air and prevent the spread of disease.[367]

D2.58 Maternity care facilities

In the case that a child is born to a woman in prison, the woman shall give birth in a hospital outside of the prison, where practicable.[368] If this is not possible, in prisons that accommodate women, prison health care facilities must include appropriate facilities for the pre-and postnatal care and treatment of a woman and her child, as well as for the emergency birth of a child. Shackles, handcuffs or other "[i]nstruments of restraint shall never be used on women during labour, during birth and immediately after birth."[369]

These facilities must include dedicated space and specialized equipment and materials for the provision of pre- and postnatal care of women and newborns (see Section D.1.5).

D2.59 Drug and alcohol treatment facility

A drug and alcohol treatment facility is a space where prisoners who are dependent upon drugs or alcohol can receive a structured detoxification programme. Facilities for women and men must be kept completely separate, with specialized provisions for the treatment of prisoners with special needs.

If located separate from the prison health care facility, this facility should have access to its own outdoor yard space.

Because of the nature of this facility and its function, additional management and oversight support may be needed.

D2.60 Mental health care facilities

Prison populations tend to have higher numbers of individuals with mental health issues than the general public (see Section B.1.3.2). To assist prison health care authorities in the assessment, monitoring, and support of these prisoners, a dedicated facility may need to be included in the design of a prison.

Mental health care facilities may provide flexible cell accommodation that can cater to single as well as multiple occupancy, observation cells for prisoners at high risk of self-harm, interview and counselling rooms, a dispensary and a dedicated staff office.

Cells, daytime activity spaces and ablution areas to accommodate prisoners at risk of self-harm or suicide should be designed without ligature points.

D2.61 Observation cell

Prisoners that are in crisis due to mental health conditions that present a serious of risk suicide may require 24 hour observation by staff until it is determined that the prisoner has moved out of the crisis.

The cell must not have any ligature points or features that could be modified into an instrument to inflict self-harm. To ensure good visibility and to prevent a potential ligature point, the gate bars of an observation cell should be protected by acrylic glass or Plexiglass which will also allow staff a clear view of the prisoner at all times and allow communication.

If possible, it is recommended to provide a television or radio outside the cell to provide a focus or distraction for the prisoner.

D2.62 Medical imaging and hematology facilities

In larger prisons, specialized infrastructure components may be required to deliver the necessary standard of health care. Medical imaging facilities, especially x-ray radiography, should be included in health care facilities, wherever possible, practicable and maintainable.

Some outpatient facilities may also include these components. In the case that no such facilities exist inside a prison, management must provide access to external facilities.

A hematology laboratory may also be needed for the analysis of blood tests.

D2.63 Prison Staff office

The staff office for prison staff can be of the same size and dimensions as staff offices in other areas of the prison (see Component D1.10).

D2.64 Inpatient yard

Prisoners who are inpatients in the health care facilities must be allowed outdoors for daily sunlight or exercise (see Section D.1.2 and Component D1.06). Access to the yard must be provided on an equal basis with other prisoners, with respect for the principles of the separation of different categories of prisoners and nondiscrimination (see Section B.1.2).

This space may be a small area covered by a veranda. The yard should have access to nature (e.g., flowers and shrubs), which will help to create a positive environment for patients.

D2.65 Cleaning station

This room should be large enough to accommodate all necessary materials required to keep health care facilities clean (see Component D1.14). In addition to the standard requirements for cleaning stations, these stations should incorporate additional considerations necessary to prevent the spread of infectious disease and dispose of medical waste.

D2.66 Mortuary facilities

Prisons may require a facility where prisoners who have died in prison can be prepared for burial or cremation, or where the remains can be kept while awaiting family arrangements. In this case, special considerations must be incorporated in the design to prevent the spread of disease and, where possible, to accommodate local or religious customs.

Figure 36 Functional diagram: Outpatient health care facility
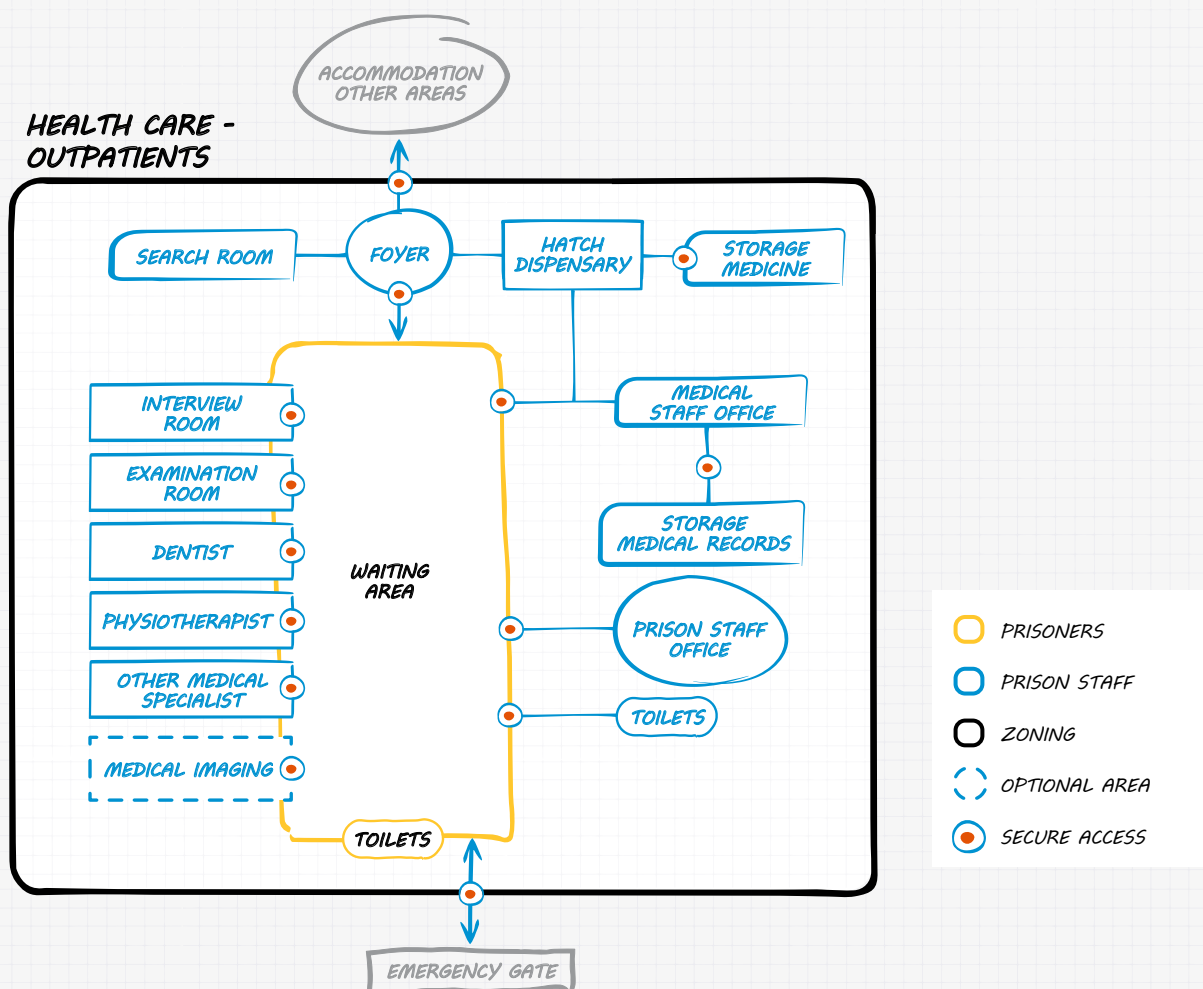
Figure 37 Functional diagram: Inpatient health care facility

HOSPITAL

ACCOMMODATION
PHARMACY
KITCHEN
OTHER AREAS

CENTRAL STORES –
STORAGE GAS
CYLINDERS

MAIN GATE

MORTUARY

VEHICLE ROAD

HEALTH CARE – INPATIENTS

SEARCH ROOM

FOYER

WAITING ROOM

EXAMINATION ROOM

MEDICAL CONSULTATION ROOM

TOILETS | SHOWERS

MEDICAL STAFF OFFICES

TOILETS | SHOWERS | DAYROOM | INFIRMARY

HATCH DISPENSARY

MANAGER OFFICE

TOILETS | SHOWERS | ISOLATION ROOMS | FOYER

STORAGE MEDICAL EQUIPMENT

TOILETS | SHOWERS | DAYROOM | MEDICAL ISOLATION FACILITY | FOYER

STORAGE MEDICAL RECORDS

TOILETS | SHOWERS | DAYROOM | MATERNITY CARE FACILITIES

CORRIDOR

STORAGE MEDICINE

TOILETS | SHOWERS | DAYROOM | DRUG AND ALCOHOL TREATMENT FACILITIES

TOILETS | SHOWERS | DAYROOM | MENTAL HEALTH CARE FACILITIES

STORAGE BEDDING AND CLOTHING

MEDICAL IMAGING FACILITIES

PRISON STAFF OFFICE

TOILETS | SHOWERS | OBSERVATION CELLS

CLEANING STATION

INPATIENT YARD

EMERGENCY GATE

OPTIONAL AREA

PRISONER-FREE AREA

PRISONERS

PRISON STAFF

ZONING

SECURE ACCESS

D.2.4.2 Hygiene facilities

Hygiene facilities may include facilities such as laundry facilities and a barber or hairdresser. This section does not cover guidance on sanitation and bathing facilities, such as toilets and showers (see Section D.1.2).

Introduction

The maintenance of hygiene in prisons is crucial to reducing the incidence and spread of disease. This includes the provision of clean clothing and bedding, which requires the inclusion of institutional laundry facilities or other facilities where prisoners can wash and dry their own clothing and bedding on a regular basis.[370] Facilities must also be included to permit prisoners to properly care for hair, including facial hair, and men must be able to shave regularly.[371]

A gender-sensitive approach should be taken to the design and management of hygiene facilities for prisoners. Additional considerations are necessary to meet the needs and requirements of women with dependent children as the hygiene needs may be greater with young children (see Section D.1.5).

All prisoners must have access to hygiene facilities on an equal basis, while ensuring respect for the principles of the separation of different categories of prisoners and nondiscrimination (see Section B.1.2). The needs of persons with disabilities must be addressed in the design and management of these facilities to ensure equal access for these prisoners.

Operational and security considerations

Where facilities are provided for prisoners to wash and dry their own clothing and bedding, these facilities are in addition to any ablution facilities provided for prisoners and will require larger sinks or troughs to enable adequate cleaning of clothes and bedding.

The frequency of access to laundry facilities is directly related to the type of activities available to prisoners, including vocational training and work, living conditions in the prison and the associated needs for personal hygiene. Clothing and bedding for prisoners, as well as kitchen whites, hospital linen, towels and other washable cleaning supplies, must be laundered regularly as necessary for the maintenance of hygiene.

The required frequency of access will dictate the size and configuration of these facilities. Additional considerations include maintenance response times, the availability of spare parts and the robustness of fixtures.

Installations should reflect cultural and technological concerns to facilitate clean, safe and well-functioning facilities. Chemicals and tools will also require secure storage when not in use.

In some countries, laundry may be sent in bulk to commercial facilities outside of the prison. In such circumstances, careful consideration must be given to the transfer process, in order to prevent the likelihood of prisoner escape.

Sufficient space should also be provided for the proper storage of clean bedding and clothing, if prisoners are not allowed to wear their own clothing, in each residential unit (see Component D1.18). In larger institutions, clean bedding and clothing may be stored in a central location. Where prisoners are provided with clothing, provisions should be made for the bulk storage of prison attire near the incoming registration area for issue to incoming prisoners on arrival (see Section D.3.1.3).

It is necessary to consider the use of washable mattresses to ensure their availability and suitability for sleeping accommodation, noting the minimum size recommended by ICRC. If bedding is laid directly on the surface of the floor, the cleanliness and hygiene quality of the floor finish will be a significant factor in maintaining an acceptable standard of hygiene.

Hair trimming may be an issue depending on the disposal method for waste hair and the security implications for scissors and disposable razors, if used. A centralized management process may be effective in limiting these risks and reducing the potential for hair blockage in drains as a result of inadequate disposal methods.

Figure 38 provides a functional diagram of a central laundry facility. Because there are many different solutions for these facilities, depending on the local context, they are not described in more detail but a functional diagram for a typical centralized laundry facility is provided for reference.

Components

D2.67 **Laundry facilities**

If laundry is processed within a prison, washing may be done in a central laundry facility or decentralized in smaller laundry facilities in each residential unit. Prisoners may be required to do their own laundry in facilities located in the residential units or in a designated space within the outdoor yard area.

Chemicals and tools must be accounted for at all times and will require secure storage facilities to prevent their misuse.

Depending on the context, appropriate facilities may range from low technology solutions (e.g., buckets or large laundry sinks with space provided to dry clothes in the yard of the residential unit) to a full mechanized laundry with washing and drying machines. Cultural expectations as well as the availability of water and power will affect the choice of systems. In locations where water supply is an issue, a central laundry may be more effective in managing and supervising the use of water, electricity and detergent. Any solution must be able to be locally serviced and maintained.

D2.68 **Barbers and hairdressers**

International standards and norms require that facilities are provided for the proper care of hair. For hygienic reasons, and to prevent the spread of lice, it is important that haircutting is only conducted in designated locations and that all the clippings are cleaned up and disposed of immediately.

The floor finish in these areas should be easy to sweep to remove clippings and washable for hygiene purposes. Hair should not be disposed of via floor drains to avoid blockages and maintenance problems.

Where possible, mirrors should be made from unbreakable materials and provisions must be made for the secure storage for tools and materials, such as scissors, when not in use. Secure barber and hairdressing facilities should be located in or near prisoner accommodation areas, if possible, to reduce the operational management needs for prisoner movement.

Figure 38 Functional diagram: Central laundry facility
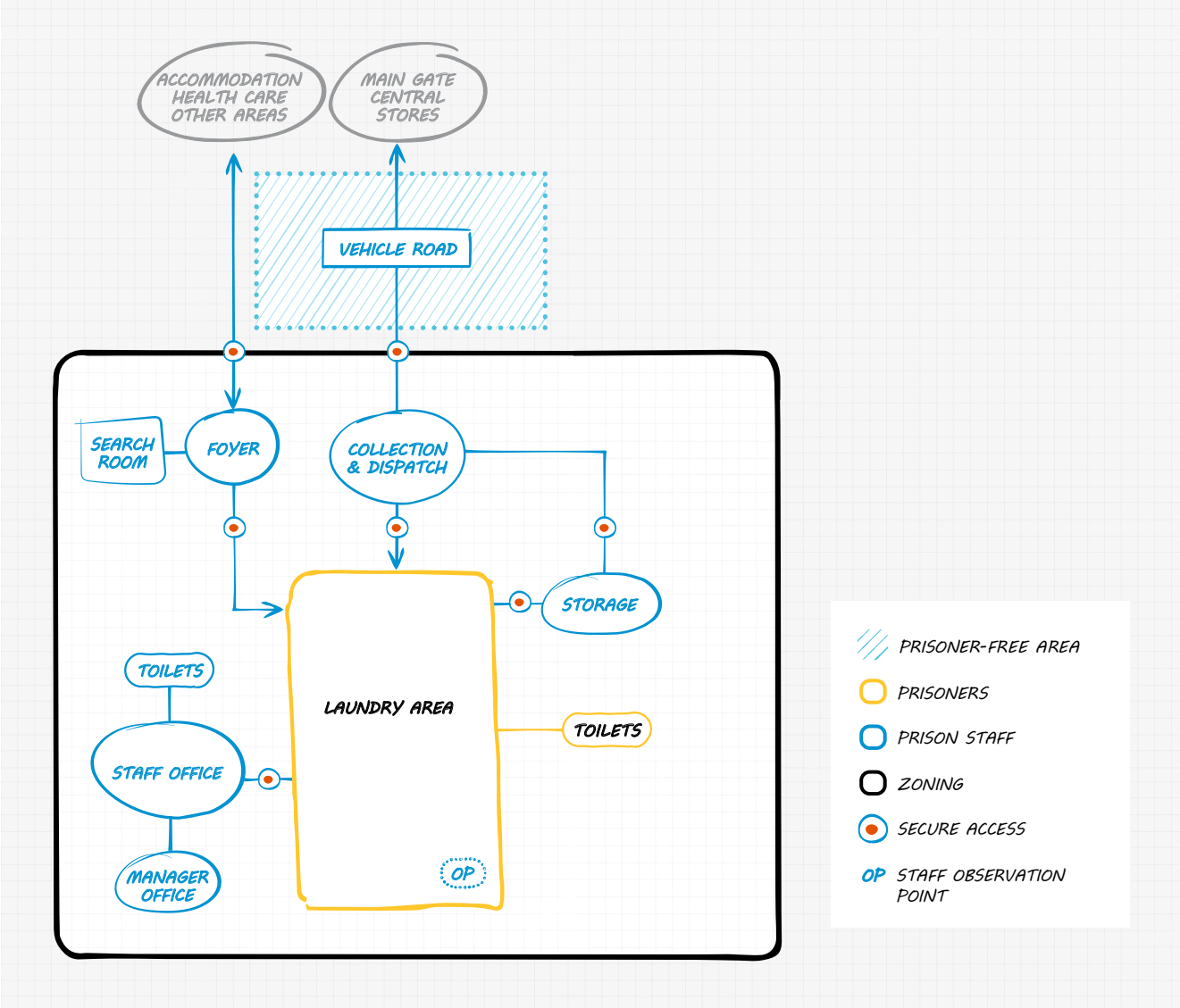
D.2.5 Food and water

Introduction

The United Nations General Assembly has recognized the right to clean and safe drinking water as a "human right that is essential for the full enjoyment of life and all human rights".[372] The provision of safe and clean drinking water for prisoners at all times is mandated by international standards.[373] Where prisoners do not have direct access to a continuous supply of safe and clean water, it is necessary to ensure that they are provided, on an equal basis, with safe and clean containers of sufficient size to meet their needs, with respect for gender and climate considerations. Containers must be protected from insects and other potential airborne contaminants such as dust.

The International Covenant on Economic, Social and Cultural Rights recognizes the right of all individuals to adequate food.[374] The recognition of this right places the obligation on states "to ensure for everyone under its jurisdiction access to the minimum essential food which is sufficient, nutritionally adequate and safe, to ensure their freedom from hunger."[375] This requirement has particular implications in the case of detained individuals, since the fact of their imprisonment places them under the direct responsibility of the state.

International standards require that the preparation of food takes place under hygienic conditions, and with consideration of health and medical criteria.[376] The diet provided for prisoners should also take into account religious and cultural requirements, as well as the age, physical condition and the nature of the individual's work.[377]

In some environments, untried and civil prisoners may have food procured from outside of the prison at their own expense. However, it is not an acceptable practice for prison management to expect that prisoners under their jurisdiction will be supported by food provided by family.

D.2.5.1 Kitchen areas

Operational and security considerations

The design of the kitchen should reflect the necessary operational processes, such as stock delivery, storage, dispatch, preparation, cooking, waste disposal and cleaning, while incorporating health and safety measures.

Prisons must maintain sufficient food storage and cooking facilities to ensure that all prisoners are provided with safe, sufficient and nutritionally adequate food, or must ensure that these needs are met by the procurement of food from outside sources. It is the prison authorities who are responsible for securing this provision, not families of prisoners.

Typically, a prison kitchen will be located in close proximity to a communal dining area or mess hall. Kitchens can be complex operational spaces with significant health and safety issues, as well as security issues. They generally comprise a number of people working in close proximity to one another with knives and kitchen implements that could be used as weapons, as well as hot surfaces, liquids and open fires, which needs to be considered if prisoners work or have access to the kitchen. Security systems must be in place to ensure that prisoners cannot use the regular arrival of food supply delivery vehicles as an opportunity for escape.

In addition to a large central facility, smaller kitchens, or kitchenettes, may sometimes be included in residential units to allow prisoners to cook for themselves. This measure is sometimes afforded as a reward for good behaviour or to teach prisoners life skills in preparation for release.

In all cases, cooking implements, equipment and other tools must have washing facilities that enable an appropriate standard of hygiene.

Q FOCUS Prisons that rely on visitors to bring meals to prisoners

It is the responsibility of the state to ensure that prisoners receive a daily diet that will properly nourish and sustain them. However, it should be recognized that in some prison systems, visitors are allowed to bring in regular meals for their loved ones, especially where the prison diet is insufficient.

While this practice may ensure that prisoners receive sufficient nutrition, it may create problems for prison authorities. These problems may include the following:

▶ Food entering the prison will have to be searched to check for hidden contraband, which may require significant resources if large amounts of food are passing through the gate each day.

▶ This food is usually held in residential areas to provide access to prisoners and the hygienic and safe storage of this food may present a problem, especially if its presence encourages the ingress of vermin.

▶ Food that is brought into a prison becomes a form of currency, which may lead to issues between prisoners if debts are incurred between prisoners.

It is important for planners and designers to understand whether the practice of allowing food to be brought in by visitors will be permitted. This may have design implications for consideration, such as the search area capacity at the gate and food storage and waste management in residential areas.

Wherever applicable, consideration must be given to the management of the transfer of food supplies from storage areas to kitchens, and from kitchens to dining areas. This is particularly relevant for a centralized kitchen that provides food to multiple, separate buildings in a cluster or campus prison complex.

Figure 39 presents a functional diagram of a kitchen area.

Components

D2.69 **Delivery and distribution areas**

Food delivery must be considered early in the site planning process of a prison to ensure that large volumes of foodstuffs can be easily moved from the delivery area to the kitchen storage.

A loading bay may be required to allow vehicles to deliver food to the prison or, in the case of a central kitchen facility for a cluster of prisons or a large campus, to collect prepared food for distribution. Consideration may need to be given for the inclusion of measures to prevent prisoners from using the processes for delivery or dispatch of food as an opportunity for escape.

In countries where food is cooked on open fires or wood fired stoves, more space and a substantial wood storage capacity may be required, along with necessary considerations for fire safety and ventilation.

D2.70 **Food cooking and preparation areas**

In order to satisfy the requirement for the provision of nutritionally adequate food for prisoners, a kitchen must be included that is fit for purpose and can cater to the needs of all prisoners (and staff, if required). Depending on the size of the facility, separate food cooking and preparation areas may be considered.

Kitchens employ many different methods of cooking, depending on traditions and available foods and fuel sources. A kitchen may include a bakery to bake bread products for the prison and to teach prisoners vocational skills.

For the health of prisoners and staff working in kitchens, effective methods for the extraction of smoke are a basic but essential consideration. Adequate ventilation must be provided by natural ventilation, range hoods over the cooking area or other measures.

To promote energy efficiency and to alleviate the negative environmental impacts of deforestation, consideration may also be given to sustainable measures, such as the use of biogas and solar boilers.

☰ SPECIFICATIONS*	
Food cooking area	At least 20 m² (100-200 prisoners) or more than 0.1 m² per person (200 or more prisoners) (ICRC).

Minimum recommendations should be exceeded, wherever possible.

D2.71 **Waste collection area**

All kitchens produce waste as part of the food preparation process. This waste has to be disposed of hygienically to avoid attracting vermin.

An area separate from the kitchen, yet close enough for practical use, must be included in the design and planning of a kitchen. Food waste can then be composted, fed to animals on a prison farm or taken away for disposal. Other forms of waste, such as containers of used cooking oil, should be disposed of sustainably, where possible.

It is not acceptable to pour cooking oil into a drainage system, particularly if a prison is serviced by a localized septic tank system. The separation of waste should be encouraged to promote recycling, if possible and practical.

If waste will be transferred for disposal to a facility outside the prison, planning will also need to incorporate provisions for waste disposal vehicles to access the area, as well as measures to prevent prisoners from using this process as a means of escape.

D2.72 **Cleaning station**

This room should be large enough to accommodate all necessary materials required to keep the kitchen clean (see Component D1.14).

D2.73 **Washing area**

A washing area that is connected to the kitchen is required to clean kitchen equipment and to maintain good hygiene and cleanliness standards in kitchen facilities. Consideration should be given to locating this space in the vicinity of the waste collection area.

D2.74 **Kitchen storage area**

The kitchen storage area must be large enough to enable the storage of food in a hygienic manner, even in the event of unforeseen circumstances that may temporarily affect food supply deliveries. This is particularly relevant for prisons that may be in more remote locations with potentially fragile supply routes.

The storage of food and other kitchen supplies requires nominally half the area of the kitchen, 0.05 m² per person with a minimum area of 10 m². This minimum recommendation is also dependent on the programming for food deliveries and the range of foods required. More advanced facilities may need to consider the inclusion of a cold storage, freezers and a utility storage for the storage of plates, trays, cups and other kitchen supplies.

☰ SPECIFICATIONS*

Supply storage area	At least 10 m². More than 0.05 m² per person (200 or more prisoners).

Minimum recommendations should be exceeded, wherever possible.

D2.75 **Staff office**

The kitchen area will require a secure office to allow staff to maintain records, such as stock levels and delivery invoices. The staff office can be of the same size and dimensions as staff offices in other areas of the prison (see Component D1.10).

Consideration should be given to whether kitchen tools such as knives will be stored and issued from the staff office or another nearby secure area within the kitchen.

D2.76 **Staff toilets**

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11).

D2.77 **Changing rooms**

The prison may use professional kitchen staff, as well as prisoners, for the operation of the kitchen. Due to the preparation of food and the clean-up of kitchen facilities, it may be necessary to provide separate, gender-appropriate changing rooms, showers and toilets for both staff and prisoners (see Components D1.04, D1.05 and D1.11).

Figure 39 Functional diagram: Kitchen area
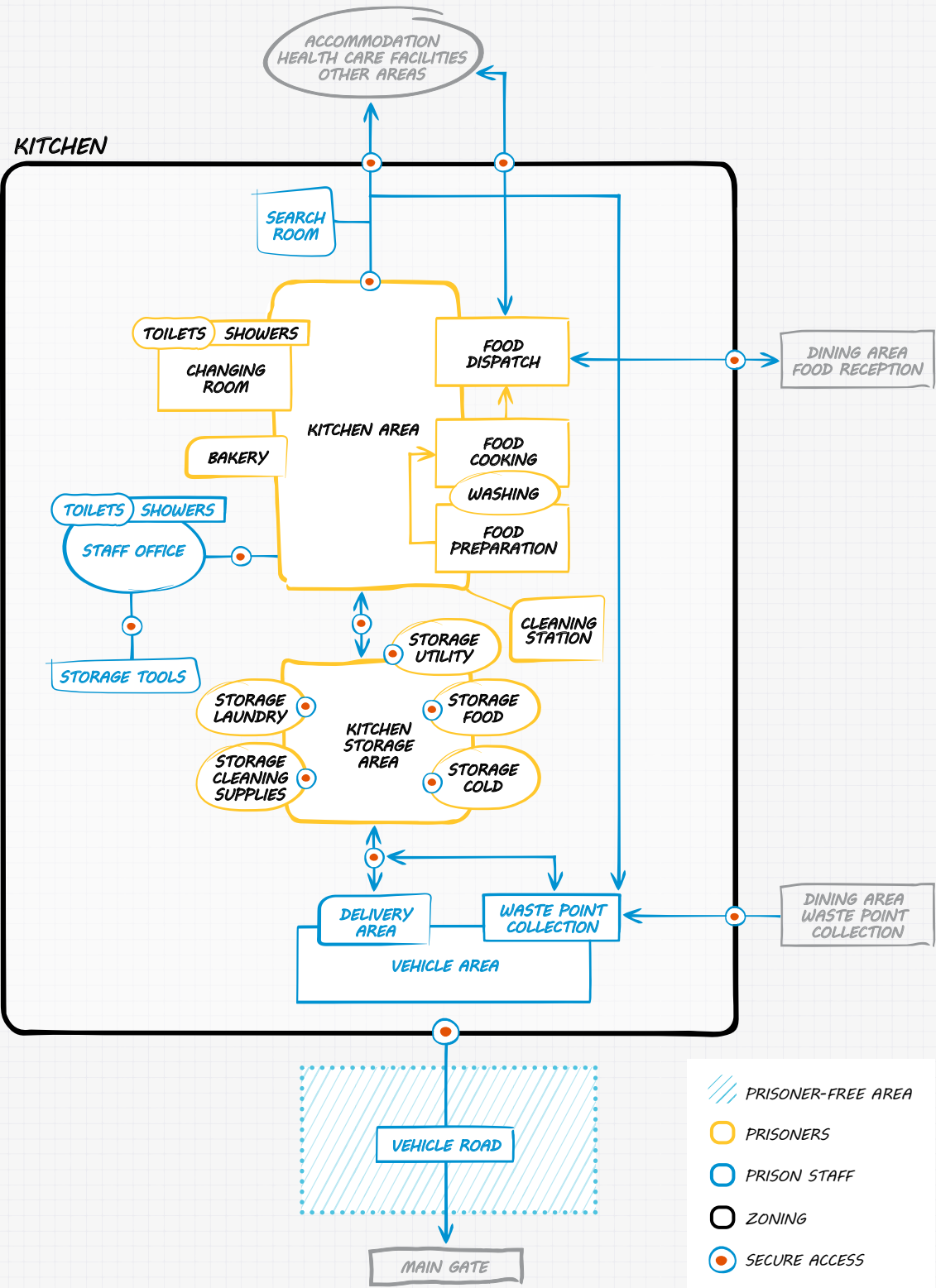
D.2.5.2 Dining areas

Operational and security considerations

The consumption of food may occur in cells, residential units, central dining or mess areas or external yards. Sound planning and processes must ensure the effective management of the process of food collection in a dining or mess hall, food delivery to cells and the collection, washing and drying of eating utensils, plates, trays and other items.

Dining or mess areas are open spaces within a prison that allow prisoners to eat their food in a communal setting and which, for reasons of hygiene and socialization, should be preferred to prisoners eating in their cells. As with other areas where prisoners gather, consideration will be needed to ensure that security and control is maintained, commensurate with the level of risk presented by prisoners.

Understanding the prison profile and the proposed management regime will help determine the size of the dining area. Larger prisons may wish to have multiple sittings at mealtimes to control the number of prisoners congregating in the dining area at one time.

In prisons that house multiple categories of prisoners, each category must have equal access to these facilities, while ensuring respect for the principles of the complete separation of different categories of prisoner and nondiscrimination (see Section B.1.2). Designs must incorporate the needs and requirements of persons with disabilities to ensure they have equal access to these facilities (see Section D.1.7).

A search room may be required to check prisoners for weapons or contraband when entering or leaving the dining area (see Section A.7.3).

Staff will require good observation and supervision over prisoners in the dining area. Obstacles that hinder the line of sight should be avoided, where possible. A number of access points into the mess area should be considered to allow staff swift entry in the case of an incident. Higher security prisons may require fixed seating and tables to prevent their use as weapons.

Careful consideration must be given to the flow of prisoners in and out of this area, particularly if different categories of prisoners must be kept separated. To facilitate the transfer of prisoners, dining areas must be accessible from work and communal areas. In higher security prisons, secure walkways to the dining area may be required, with gates installed to allow staff to control prisoner access and movement.

Once prisoners arrive at the dining area, they are usually required to proceed directly to the servery to collect their meal before sitting down.

At the end of the meal, consideration must be given to the process of cleaning and the return of kitchen utensils and trays. These may be carried back to the servery, or dropped off at a series of drop off points in the dining area.

Figure 40 provides a functional diagram of a common dining area.

Components

D2.78 **Food distribution areas**

The food distribution area, or servery, is usually located close to the food reception point in the dining area so that prisoners can collect their food and sit down to eat. As a security precaution, the servery should be designed to prevent prisoner access from the dining area. Similarly, if the kitchen is located beside the servery, secure doors must be installed to prevent prisoners from gaining access to the kitchen via the servery.

If food is being delivered to residential units, a distribution area may be provided and equipped to keep food at the desired temperature. The transfer of food to residential units in cold climates may require space for insulated boxes and trolleys.

D2.79 **Common dining areas**

Assuming that all prisoners will eat in a common dining area, or mess hall, seating that is bolted down in fixed seating arrangements in rows or around tables should be included. In a campus layout, food may be delivered from a central kitchen to smaller common dining areas in the residential units.

Sufficient light and ventilation must be provided and the floor finishes must be robust, to allow for easy cleaning and maintenance.

☰ SPECIFICATIONS*	
Common dining area	At least 0.65 m² net per person, not including table area or circulation space (IBC).

Minimum recommendations should be exceeded, wherever possible.

D2.80 **Prisoner search rooms**

A search room should be placed next to the entrance and exit of the dining or mess area (see Section A.7.3 and Component D3.09).

D2.81 **Prisoner toilets**

In line with the needs identified in the prison profile, sufficient age- and gender-appropriate and accessible toilet facilities must be provided (see Section D.1.2 and Component D1.04).

Figure 40 Functional diagram: Common dining area

COMMON DINING AREA

ACCOMMODATION OTHER AREAS

KITCHEN

FOOD RECEPTION

FOYER

SEARCH ROOM

OP

OP

FOOD DISTRIBUTION

STORAGE TOOLS

WASHING

DINING AREA

WASTE COLLECTION

TOILETS

EP

EP

WASTE POINT COLLECTION

PRISONERS

PRISON STAFF

ZONING

SECURE ACCESS

OP STAFF OBSERVATION POINT

EP EMERGENCY ACCESS POINTS
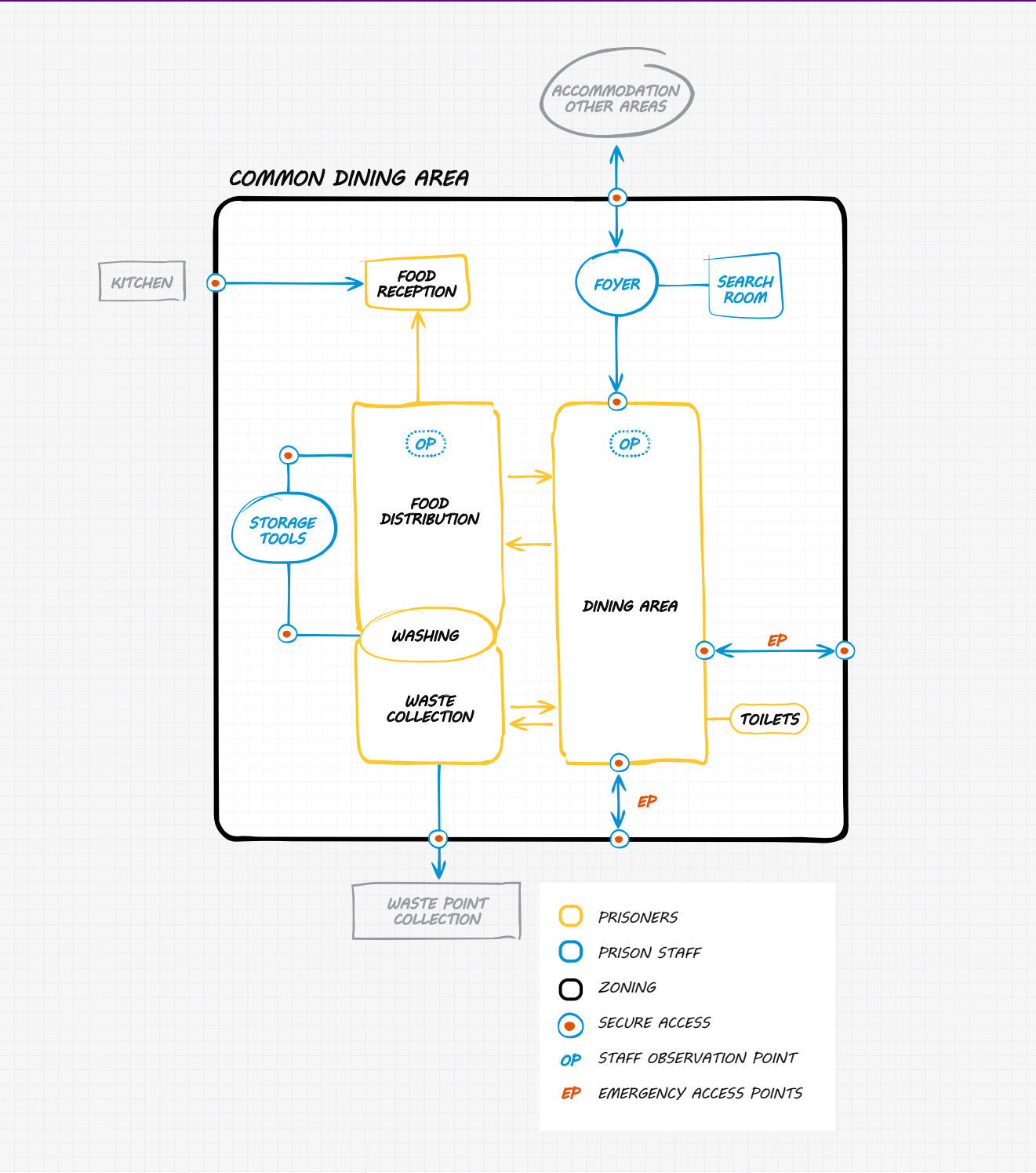
D.2.6 Physical recreation

Introduction

International standards require that prisoners receive a minimum of one hour access to open air per day, excluding weather limitations, to ensure their health and well-being.[378]

Prison facilities must provide a suitable space to provide prisoners with indoor and/or outdoor exercise. In the case of inclement weather, alternative arrangements for exercise should be provided.[379] In order to facilitate exercise and recreational opportunities, prison authorities should provide appropriate installations and equipment for prisoner use.[380] Most popular sports in the local context should be accommodated where possible.

In all cases, it is crucial that equitable access to recreational spaces and available exercise equipment is provided to all categories of prisoners, while ensuring respect for the principles of the complete separation of different categories of prisoners and nondiscrimination (see Section B.1.2). Designs must incorporate the needs and requirements of persons with disabilities to ensure they have equal access to these facilities.

All prisoners should have access to controlled outdoor space, with a minimum area of at least 4 m² per person. This is based on a reasonable expectation of space for movement and recreation activities. In wet weather and hot climates where sun shading is needed to maintain suitable shelter, a covered area may provide a suitable space for recreational and cultural activities.

Operational and security considerations

Careful planning and management of external spaces is required to avoid the mixing of different categories of prisoners and to ensure equal access to these spaces. Dual fences may be required to avoid physical contact and the transfer of contraband. If different categories of prisoners are to be outdoors at the same time, such as women and men, the exercise areas will need to ensure complete physical, visual and acoustic separation.

Figure 41 provides a functional diagram of a physical recreation facility.

Components

D2.82 **Gym**

A gym or fitness facility provides installations and equipment for exercise and recreational use by prisoners. Equipment must be robust and durable. It may include balance beams, chin-up bars, leg lift stations, parallel bars, a sit-up and bench press, yoga mats, equipment for step aerobics and more.

Depending on the demographic composition and risk profile of the prisoners, the exercise equipment may be specially designed (without free weights, or moving parts) to reduce safety and security risks. A gender-sensitive approach should be used to determine the type of installations and equipment in prisons with women's facilities.

D2.83 **Storage area**

When not in use, gym or fitness equipment may need to be stored in an appropriately sized and secure space.

D2.84 **Indoor court**

Where space within a prison is limited and separate courts for different sports and games is not practical, multi-sport courts should be considered to allow for different sports to be played at different times in the same space.

D2.85 **Outdoor court**

Where outdoor space is limited and the provision of separate courts for different sports and games is not practical, multi-sport courts should be considered to allow different sports to be played at different times in the same space. Extra space around the courts should be considered to allow non-participating prisoners to watch sports and activities.

D2.86 **Prisoner search room**

A search room should be placed next to the entrance of physical recreation facilities (see Section A.7.3 and Component D3.09).

D2.87 **Prisoner toilets**

In line with the needs identified in the prison profile, sufficient age- and gender-appropriate and accessible toilet facilities must be provided (see Section D.1.2 and Component D1.04).

D2.88 **Prisoner showers and bathing facilities**

Showers and bathing facilities may be considered for inclusion adjacent to physical recreation facilities (see Section D.1.2 and Component D1.05).

In prisons that accommodate both women and men, separate showers and bathing facilities should be provided.

D2.89 **Staff office**
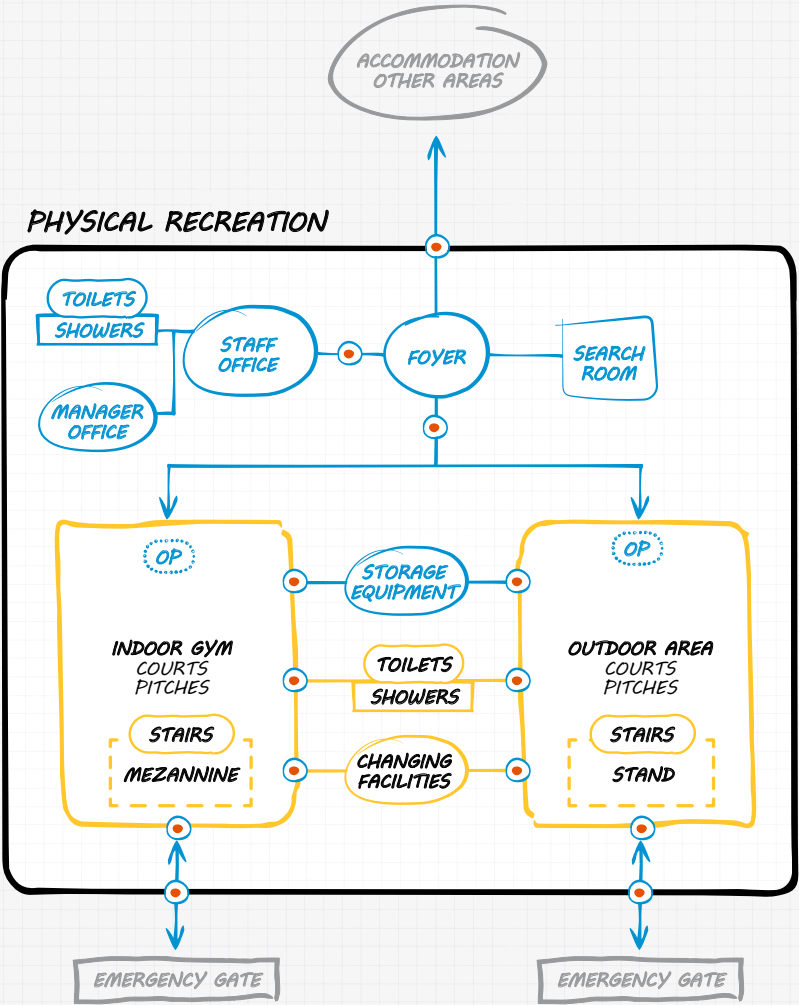
The staff office can be of the same size and dimensions as staff offices in other areas of the prison and a manager's office will also be necessary (see Components D1.10 and D1.12).

D2.90 **Staff toilets**

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11).

Figure 41 Functional diagram: Physical recreation facility

D.2.7 Religious or spiritual facilities

Introduction

Everyone has the right to freedom of thought, conscience and religion, enshrined in the Universal Declaration of Human Rights.[381] Religion or spirituality may form an important part of a prisoner's life and offer comfort and support, as well as moral guidance, to help an individual in their efforts to rehabilitate.

Facilities must be provided to permit prisoners to receive regular visits from religious or spiritual representatives, should they so desire. In addition, prisoners should be provided with storage space for books and literature necessary for religious or spiritual observance and a functional space for prisoners to practice their religious or spiritual beliefs without discrimination.

Prisoners must not be forced or compelled to practice a particular religion or belief, or to be visited by religious representatives against their will.[382]

Particular consideration for religious and ethnic minorities should be incorporated into the design and management of these facilities to respect the principle of nondiscrimination and the right to freedom of thought, conscience and religion.

A gender-sensitive approach, in consultation with relevant women prisoners and community organizations, should be incorporated to address the fact that women minorities frequently face multiple forms of dicrimination in accessing gender- and culture-relevant programmes and services.[383]

Ritual ablution areas, prayer rooms, religious counselling spaces, storage space for books, literature and religious or spiritual objects and materials, musical instruments necessary for religious or spiritual observance, confessional spaces and similar support rooms may be required to respect the right of prisoners to freedom of thought, conscience and religion.

Operational and security considerations

When one or more religious or spiritual representatives are appointed for the provision of services to prisoners, sufficient space should be provided to enable prisoners to attend services on an equal basis.

A multi-faith room may be provided to enable prisoners from different religious and spiritual groups with a space to use for prayer, services, meetings, religious or spiritual celebrations and inter-faith activities, at different times. The particular design requirements for this space should reflect the consideration of the relevant religious, spiritual and cultural needs of prisoners identified in the prison profile.

These spaces should be designed to facilitate equal access to different categories of prisoners and to persons with disabilities. Different religious and spiritual groups must have equitable use of religious and spiritual spaces and prison staff will need to carefully plan the transfer of individuals and groups in and out of these spaces.

Any special requirements for religious or spiritual spaces must be noted and specified in the prison brief requirements. This may include ablution areas, prayer rooms, religious or spiritual counselling spaces, storage space for books, literature and religious or spiritual objects and materials.

Figure 42 provides a functional diagram of a religious or spiritual facility.

Components

D2.91 Religious or spiritual space

This is a large space, where communal or group worship, teaching and celebrations can take place. A mezzanine space may be required to facilitate larger services and events. Including an additional outdoor space may offer a positive peaceful environment where prisoners can come together to worship and pray.

D2.92 Classroom

A classroom will allow religious and spiritual representatives to provide teaching activities for prisoners and provide a space for group discussions and a study area for prisoners (see Component D2.14).

D2.93 Counselling room

A counselling room will enable the provision of counselling and support in religious, spiritual and practical matters for prisoners from religious and spiritual representatives.

D2.94 Office

An office may be needed to provide an administrative space for religious or spiritual representatives (see Component D1.10).

D2.95 Storage for religious and spiritual items

A room for the storage of books, literature and religious or spiritual objects and materials may also be needed.

D2.96 Multi-faith room

In prisons where there are multiple, smaller religions or faiths, a supplementary multi-faith room will be required to allow all prisoners the space to practice their religious or spiritual beliefs. This space is typically located outside of the religious and spiritual facilities.

A multi-faith room is a flexible space, for use by different religious or spiritual groups at different times, that can be quickly adapted to reflect the particular needs of each group. The size and form of the space may be a significant issue depending on cultural expectations and should reflect the needs of the identified prisoner population, particularly religious and cultural minorities.

In prisons where a primary religion or faith is not represented in the prisoner population, or where there are significant limitations on the physical space available, a larger multi-faith religious or spiritual space may be considered.

Figure 42 Functional diagram: Religious or spiritual facilities
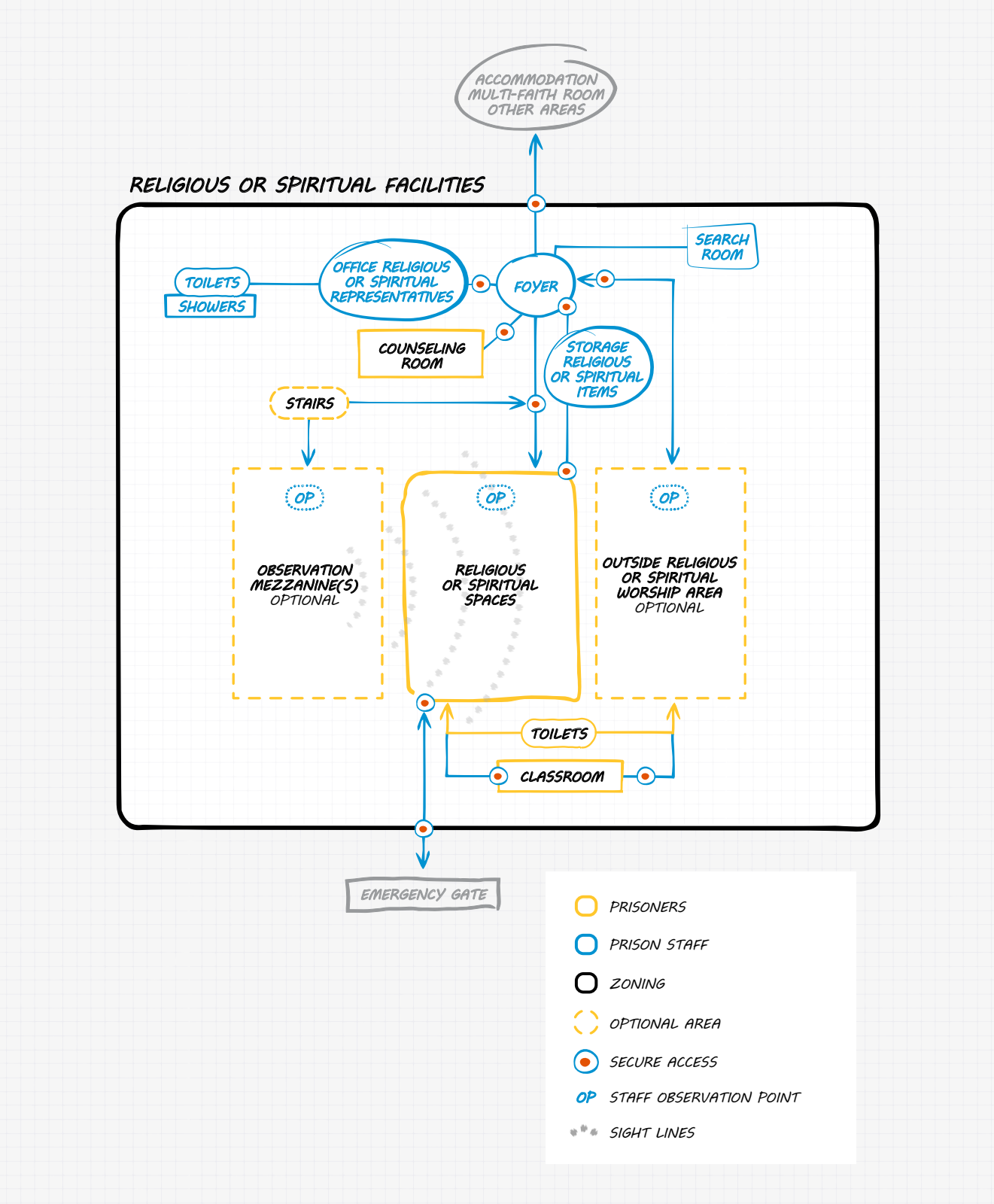
D.3 PRISON SUPPORT

The objective of the prison support focus area is to plan for the necessary provisions with regard to security, staff, infrastructure services and other essential considerations for the effective functioning of a prison.

The guidance on prison **security** includes information to inform the design and operations of the security department, prison boundaries, the main gate to the prison and the reception area for the intake, transfer and processing of prisoners.

The guidance on **staff** provides information on the necessary facilities for prison staff, as well as requirements related to staff accommodation, if applicable.

The guidance on **services infrastructure** includes considerations relating to water supply and sanitation, electrical, heating, ventilation and air conditioning (HVAC) and information technology (IT) services.

The guidance on **operations and maintenance** addresses the prison maintenance department and central stores areas, which have a crucial role in the day-to-day functioning of the prison facilities.

The guidance on **administration** focuses on prison administration areas that are responsible for managing the financial, administrative and human resource activities in a prison.

D.3.1 Security

Introduction

To ensure that a prison is fully operational, there are a number of component functions that support the core work of maintaining security and managing the care and rehabilitation of prisoners. Security must be maintained at all times so that prisoners are not in a position to escape, cause disruption within the prison environment or pose a further threat to the public while serving their sentences. The maintenance of security is also critical to protect prisoners and staff from potential violence.

The security level of a prison should accurately reflect the profile of the prisoners to be accommodated (see Section B.1.3). It is important that the security level of the prison does not exceed the security risk level of the prisoners to be accommodated within the prison. Not only will this have significant impacts on the cost of the facilities but also on the successful treatment and rehabilitation of prisoners.

Women prisoners are often classified at higher security levels than necessary, with particularly harmful effects on this category of prisoners.[384] A gender-sensitive approach to the identification of security requirements, particularly in relation to the classification of women prisoners, for any prison with women's facilities should be incorporated into design and planning activities (see Section B.1.3.1).

Prisons often have a designated security department with dedicated staff to carry out security tasks. Depending on the country and the particular prison system, managing security and protection from violence may require the following:

▶ Controlling the gates, keys, radios and weaponry;

▶ Searching staff and visitors coming in and out of the prison;

▶ Developing security assessments of new prisoners;

▶ Providing designated search teams;

▶ Searching letters, parcels and other goods entering the prison;

▶ Providing perimeter security;

▶ Providing escort staff to take prisoners to court and to a hospital;

▶ Ensuring that a prison's contingency plans are up to date;

▶ Gathering intelligence about prisoners, staff and visitors to assist prison staff and other criminal justice agencies;

▶ Staffing the control room;

▶ Ensuring that the prison's command suite is functional in the case of an incident;

▶ Monitoring the phone calls and mail of prisoners and other potential duties, such as the operation of drug or patrol dogs;

▶ Training and employing techniques of conflict prevention and conflict resolution; and

▶ Conducting individual needs and risk assessments.

The security department is often, but not always, located in or near the main gate area – for security reasons, often on an upper floor – to enable the department to manage some of the functions listed above. Because of the role of the security department in controlling the prison and due to the sensitive nature of the information contained within, access to this space must be limited to authorized staff.

The specific operational and security considerations related to individual elements of prison security are discussed in more detail in the following subsections.

D.3.1.1 Prison perimeters

Operational and security considerations

The security level of the prison should not be higher than the security risk level presented by prisoners. This will avoid unwarranted restrictions on prisoner movement and the prison regime, as well as unnecessary overall costs, for example, the erection of walls and fencing around a prison can constitute a significant portion of the overall cost, especially if excessive security measures have been enacted. On the other hand, underestimating the risk posed by prisoners may require increased staff patrols, and increase operational costs. For these reasons, as well as the general safety and well-being of prisoners and staff, a sound understanding of prisoner risk is essential.

Figure 43 suggests a range of prison perimeter layouts commensurate with the level of risk presented by prisoners. Earlier sections of this guidance offer a more complete explanation of the various levels of security and a description of prisoner risk levels (see Sections A.7 and B.1.3).

Prisoners in a Level 1 facility are considered high risk. To prevent them from escaping, it may be necessary to construct facilities that function as a 'prison within a prison'. Figure 43 shows an external perimeter wall with watchtowers located at strategic points. An extra watchtower may also be considered for inclusion at the gate for additional protection and security.

Within the outer perimeter wall there is an inner perimeter fence line. This installation will likely require additional security features along the top of the fence, such as razor wire, double meshing or metal plating along the bottom of the fence to prevent cutting and sensors to detect tampering. The bottom of the fence may be sunken or fixed in concrete to prevent tunnelling or passage below the fence.

Within the inner perimeter fence line, additional perimeter walls may be required for areas where higher security risk prisoners will be accommodated. Entry into these areas is usually controlled via an internal gate area. The perimeter should be marked sequentially, at regular intervals, for easy identification.

It should be noted that a single prison may accommodate prisoners of multiple different risk profiles. A prison that can accommodate lower security category prisoners may allow prison management to transfer prisoners to lower security facilities once they have demonstrated a reduced risk profile.

For prisoners in a Level 2 facility, escape should be very difficult, if not quite to the extent of facilities in a Level 1 security facility. Figure 43 shows the same outer perimeter wall and watchtowers, along with an inner perimeter fence. As with a Level 1 facility, the inclusion of an inner perimeter fence may require additional security features.

Prisoners in a Level 3 facility are unlikely to try to escape but cannot be trusted in open conditions. Figure 43 illustrates a perimeter wall without any watchtowers and no internal perimeter fence line. However, internal zoning may still be needed to separate different categories of prisoners.

Level 4 prisoners pose the lowest security risk and may be reasonably trusted not to try to escape. Therefore, these prisoners may be accommodated in an open prison. Figure 43 only depicts a fence line. In an open prison, this fence line serves to identify the boundary of the prison, rather than to confine prisoners. For this reason, it does not need to be very high or equipped with additional security features. Depending on the location of a prison, a fence line may not be needed at all.

Components

D3.01 **Walls and fences**

The design of prison walls will differ from country to country and will always be dependent on the security risk level of the prisoners to be accommodated. Perimeter designs may include one or more of the following features.

Walkways and walls

Some prisons have walkways around the tops of the prison walls to allow prison staff to patrol them and maintain good visibility over the prison. The walkways connect to the watchtowers and are accessed through these points.

Protections for walls

Prisons may use a rounded or beaked design on top of the wall. This creates an overhang that is difficult to grasp in an attempt to escape. Rolls of razor wire may also be layered on the inside of the wall and on its top to hinder any escape attempts. The foundations of both fences and walls should go deep enough into the ground to make it difficult for prisoners to try to tunnel underneath the fence or wall. Care should always be taken to ensure that drainage pipes, ventilation pipes or lightning earth cables are not placed in positions that would aid prisoner escape.

Different features of perimeter walls and fences are illustrated in Figure 44.

Protections for fence lines

Razor wire may also be used in multiple locations at the side, top or bottom of a fence line to prevent prisoners from getting close to the fence to cut it, scale it, or pass under it. This measure should not be used at the base of a fence in areas with frequent pedestrian activity and may be better suited for perimeter fence lines.

In addition, devices are available to detect tampering. Control room staff are alerted in the case of tampering and can initiate an investigation into the cause.

In Level 1 and 2 prisons, including a double layer of fencing or metal sheeting along the bottom of the fence line will hinder or prevent prisoners from cutting through it. The foundations of both fences and walls should go deep enough into the ground to make it difficult for prisoners to try to tunnel underneath the fence or wall.

Wall and fence line numbering

Prisons can be large expansive places, enclosed by long walls and inner fence lines. To assist staff in identifying the location of an incident at a particular section of the outer wall or inner fence line, these structures should be physically numbered in sequence at measured points along their entire length of the wall and/or fence. For example, wall line numbering could be W1, W2 and W3 and fence line numbering could be F1, F2 and F3.

Including numbering on walls and fences will, for example, enable a member of staff to report over the radio network to the control room that an attempted escape is taking place at W3 and that urgent assistance is required. The control room can then direct resources to that area to resolve the incident. Staff can also use the numbering in any reports, for example, to identify where they found contraband that was thrown over a wall (e.g., between W6 and F5).

Physical numbering should be large enough to enable visibility from a distance and via any CCTV cameras.

D3.02 Watchtowers

Depending on the particular security context and risk level, watchtowers may be necessary to provide oversight over prisoner activities, to prevent prisoners from escaping, to prevent any external efforts to assist prisoner escape, to prevent contraband from being thrown over and inside prison walls and to defend the prison from any outside security threats.

It is important to emphasize that – due to the expense of building towers, their maintenance and staffing – development teams must be careful to include only the necessary number of watchtowers to maintain the required level of security for a prison. Low security, open prisons and many medium risk prisons will not ordinarily require towers, although there may be a cultural preference for their inclusion.

Towers are typically placed at the corners of a prison's perimeter so that its wall and fence sections can be readily observed. In larger prisons, with particularly long sections of wall and fence lines, additional towers may be needed. Some prison systems also favour a tower by the main gate to maintain oversight of movement and control through this sensitive area.

Wherever watchtowers are placed, they must be located to prevent prisoner access from inside the prison or external access to attempt an escape or cause a diversion or incident. For these reasons, careful consideration should accompany the placement of watchtowers inside the prison perimeter in a prisoner-free zone.

Watchtowers should provide continuous protection from sun or inclement weather for staff working at these posts. In some locations and contexts, watchtowers may need to include ballistic protections from an armed attack from external forces. Watchtowers may also require toilet facilities to allow staff to remain at their post (see Component D1.11).

FOCUS The need for watchtowers

The necessity of watchtowers and the required number will depend on the size of the prison, the risk profile of prisoners, the level of surveillance required and the extent of outside threats to the security of the prison. They should not be included in designs without good reason or simply because they have been 'traditionally' included in the past.

D3.03 Perimeter security lighting

Higher security prisons may require security lighting along the patrol path on the outside of the outer perimeter wall and in the prisoner-free area between the inner perimeter fence and outer wall to ensure that these areas are well-lit and to hinder any escape attempts.

Some prison systems also favour the use of spotlights mounted on watchtowers to allow staff to highlight areas of concern both inside and outside the prison.

Good security lighting around the gate area may also be required both inside and outside the perimeter.

Figure 43 Security level and prison perimeters

LEVEL 1

LEVEL 2

MAIN GATE

MAIN GATE

LEVEL 3

LEVEL 4

MAIN GATE

GATE

PRISONER-FREE AREA

OUTER PRISON PERIMETER (WALL)

OUTER PRISON PERIMETER (FENCE)

INNER PRISON PERIMETER (WALL)

INNER PRISON PERIMETER (FENCE)

INTERIOR SECURITY PERIMETER

WATCHTOWER
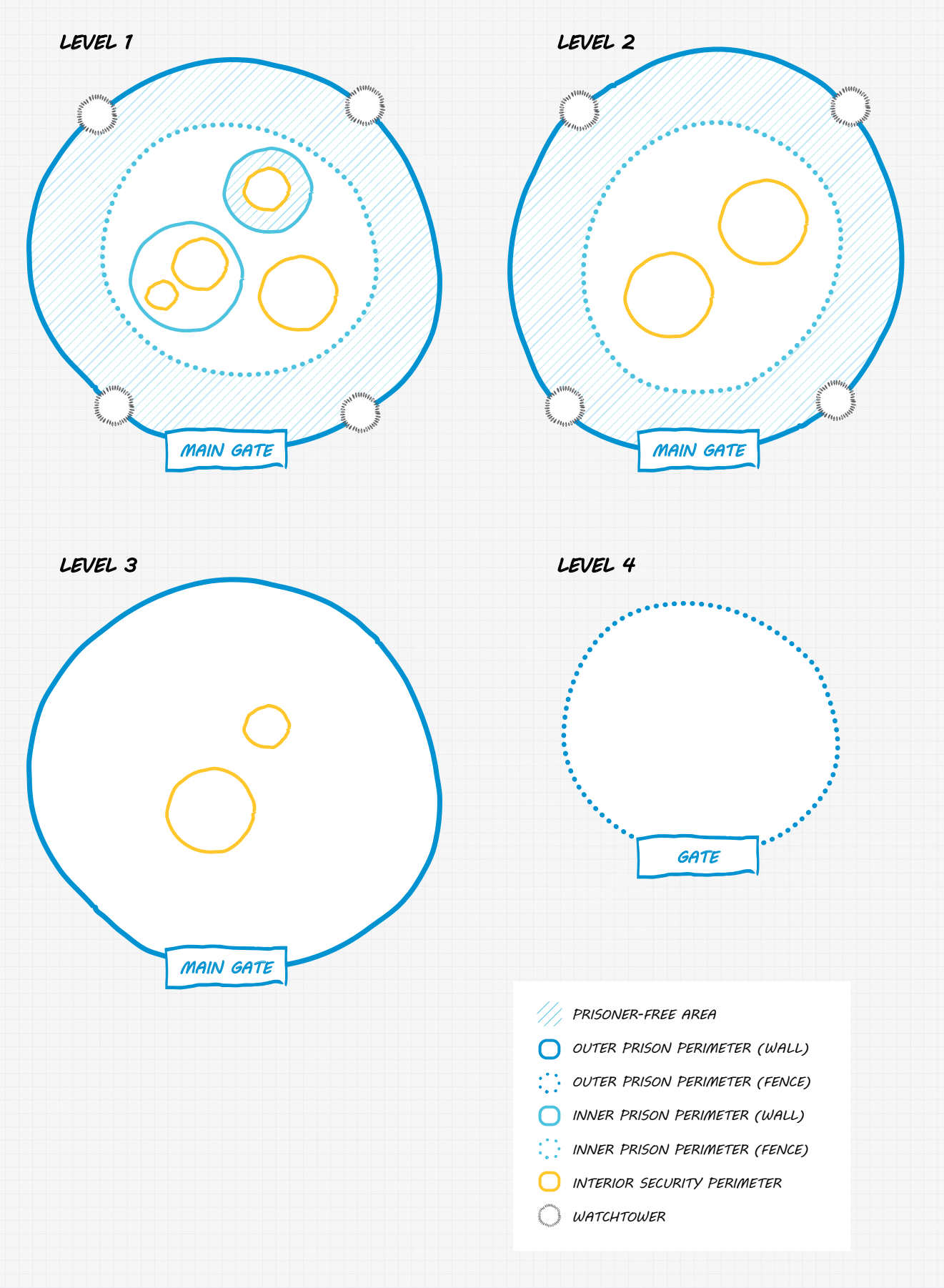
Figure 44 Types of perimeter walls and fences

TOPS OF WALLS AND FENCES

WALLS

① SINGLE BEAK

② DOUBLE BEAK

③ OVERHANG AND WALKWAY

BEAKS PREVENT THE USE OF GRAPPLING HOOKS OR IRONS
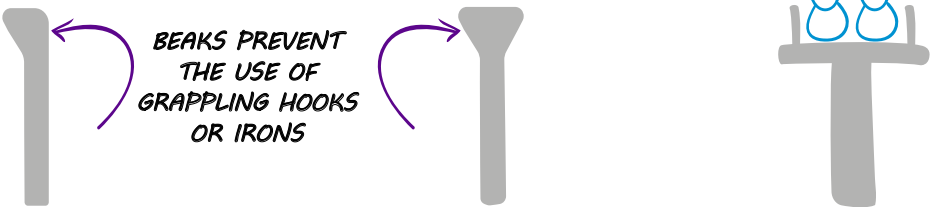
FENCES

① SINGLE SKIN

② DOUBLE SKIN

SINGLE SKIN

DOUBLE SKIN OR STEEL PLATE TO PREVENT PRISONERS FROM CUTTING THROUGH
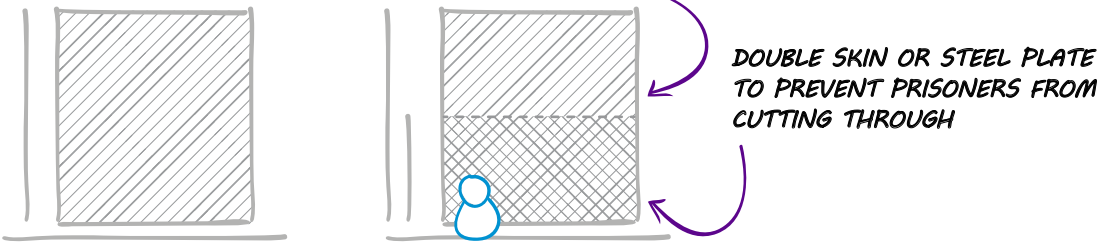
RAZOR WIRE POSITIONING OPTIONS

BRACKET

FOUNDATIONS OF WALLS AND FENCES MUST EXTEND INTO THE GROUND TO PREVENT ESCAPE BY TUNNELING
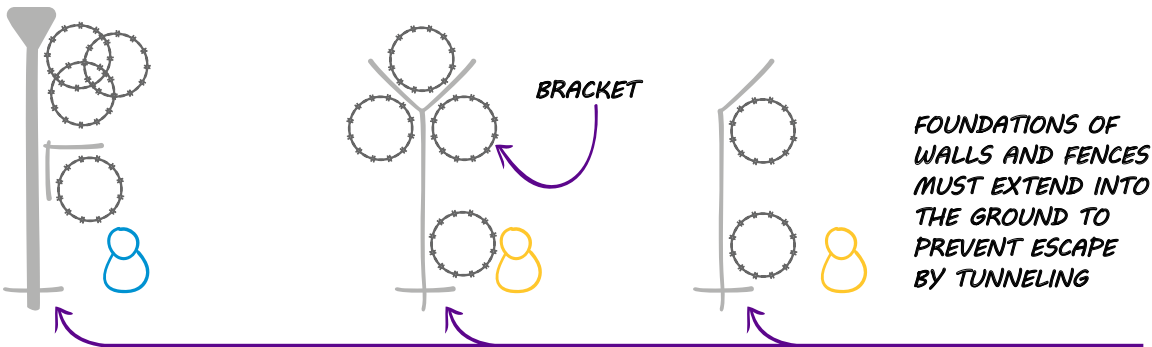
D.3.1.2 Main gates

Operational and security considerations

The main gate, sometimes referred to as a sally port or gate house, is one of the busiest operational parts of the prison. Vehicles and visitors will regularly pass through the main gate and the most important design concern is the adequate control of the entry and exit of individuals and vehicles. Because gates are an opening in a prison's wall or fence line, they are often considered the weakest point in the security design of a prison. For this reason, one gate with multiple functions should serve as a prison's only access point, wherever possible.

The main gate area must have built-in security features to reduce the likelihood of escape and the smuggling of contraband into the prison. Security features may include the following:

▶ A vehicle lock with an inner and outer door to control the entry and searching of vehicles;

▶ Mirrors positioned at a high elevation in the vehicle lock to allow staff to check the tops of tall vehicles;

▶ Gates that slide sideways into a recess to prevent prisoners from barricading them;

▶ A designated search area for staff and visitors in line with the Nelson Mandela Rules;[385]

▶ A secure room where staff collect and return keys, radios, restraints and weaponry when entering and leaving the prison; and

▶ A visitor waiting area.

More developed prison systems may also consider metal detecting portals and x-ray machines.

Because of their low security status, level 4 prisons – open prisons – are not likely to have more than raising vehicle barriers at the entrance to the prison and a staff office to monitor movement in and out of the prison and to check identification. A search room may be located next to the staff office to search prisoners returning to the prison (e.g. from community based work placements) to prevent the entry of contraband into the prison.

Separate entrances should be provided for pedestrians and vehicles at the main gate to reduce the number of functions served by a single entrance and improve the level of security and general safety.

Prisoners should not use the same entrance as visitors or staff simultaneously. In many prisons, prisoners are brought directly into the prison by vehicle and do not enter through the pedestrian gate.

If prisoners enter as pedestrians, the pedestrian entrance may be divided into two, one for prisoners and one for all other individuals visiting or working in the prison. If this is not possible, the pedestrian entrance must be managed in a way to make certain that there is no overlap in use by prisoners and other individuals.

The gate area often houses important functions, such as the detail office and the security department. The detail office is the space where staff are informed of their assigned duties and the security department has the responsibility for ensuring the maintenance of prison security.

The gate area may also include Staff facilities, such as showers, toilets and a locker room, which must be located before the staff search area. Alternatively, these facilities may be located outside of the prison, near the gate entrance (see Figure 48).

Figure 45 provides a functional diagram of a main gate with security features relevant to prisons at security levels 1, 2 or 3.

🔍 **FOCUS** Construction traffic and security

Special consideration must be given to maintaining prison security when construction projects are taking place within a prison, while it is still operational and holding prisoners.

High levels of construction traffic, on top of everyday operations through the prison gate, may put excessive pressure on this area and lead to compromises in security. The inclusion of an additional temporary gate, apart from the main gate, for the sole purpose of accounting for the extra construction traffic, may be considered. However, this will present additional security risks that will have to be negated.

Figure 45 Functional diagram: Main gate area for prisons with security levels 1, 2 or 3
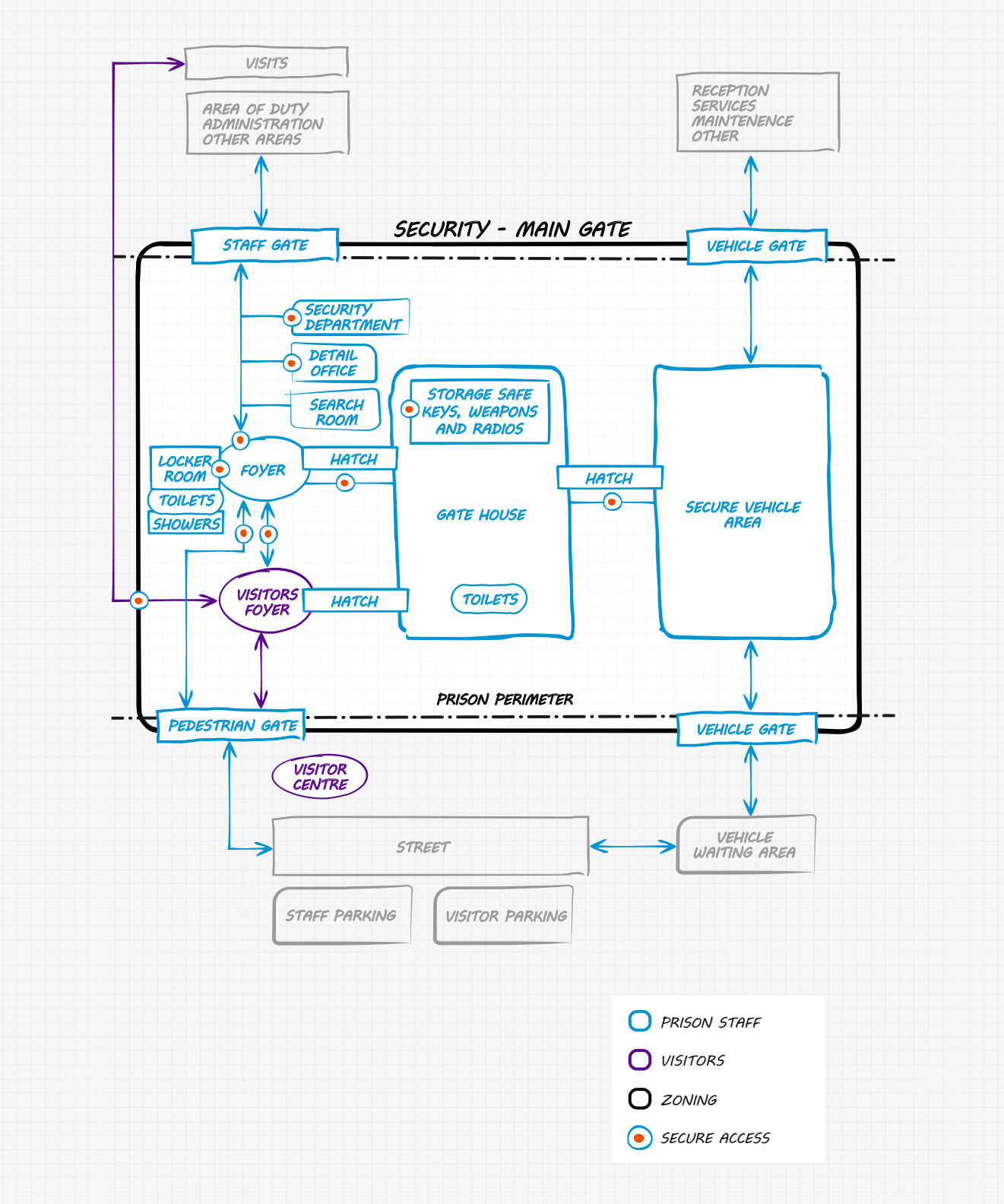
Components

D3.04 Pedestrian access points

In a gate area that has a separate process for controlling the movement of people in and out of the prison – sometimes called a pedestrian lock – visitors first enter a reception area where staff check their identification and assess whether they are eligible to visit the prison (see Component D2.03).

This reception area can be adjoined to the gate office by means of a hatch so that staff can talk to visitors and check their documentation. Because of the nature of the items held in the gate office, such as keys, weapons and radios, any connection between reception points and the gate office should be robust, suited to the risk profile of the security context, with suitable operational and physical measures in place.

Visitors into the prison may be searched by trained staff in an adjoining search room. They may also be processed through two sets of gates – one that is locked before the other is opened to ensure that the prison is sealed at all times – and then searched (see Component D2.05). Incoming prisoners are typically not searched at the gate, but at the prisoner reception area (see Section D.3.1.1).

D3.05 Vehicle access points

A gate for controlling the movement of vehicles may be large enough for a large truck, emergency vehicle or a prisoner transport vehicle, which may vary in size from a car to a large bus. This gate functions in a similar fashion to the pedestrian gate. Vehicles are admitted one at a time into a secure area to be inspected and searched before being allowed to proceed.

The locks of the two gates may be interconnected to prevent the opening of the inner gate at the same time as the external gate, unless fitted with an electronic emergency override for evacuation purposes. In a low technology context, two trained staff members can ensure that one gate is not opened until the other is locked and secure.

Gates that open by sliding sideways into a door cavity prevents them from being barricaded or blocked. The positioning and robustness of the gate structure should be strong enough to resist tampering or potential ramming with a vehicle.

D3.06 Gate office

Prison staff working in the gate area will require a staff office, or 'gate house', to process individuals entering and leaving the prison during the core work day. The gate house is also used to guard the area when the prison is in a patrol state and all prisoners are locked in their cells (e.g., during staff meal times or at night).

This office must be large enough to allow staff to conduct administrative duties. It should have enough space to accommodate one or more desks, a filing cabinet and, depending on the technological level of the prison, a landline and access to an intranet and/or internet system. A storage room may also be incorporated within the staff office space.

Locating the gate office centrally, between the vehicle and pedestrian entrances, will allow staff to monitor and control access and in and out of the prison. Good visibility from the office over both the pedestrian and vehicle entrances is essential so that all movement through both entrances can be monitored.

Gate offices that store keys and weaponry must be made secure to prevent unauthorized access and be robust enough to withstand an attack. Gate offices should be equipped with lockable keys and weapons safes to maintain their security when staff are not present.

Some prisons operate a tally system where staff coming on duty hand over a numbered item in exchange for weapons, keys and radios. The tally is then placed in the space where the weapon, keys or radio was stored. This enables staff in the gate office to conduct checks on this equipment, especially in case of a security incident, to quickly identify the responsible member of staff.

Gate offices also have an administrative function to record the entry and departure of staff, prisoners and visitors to maintain an accurate record of who is or was in the prison at any given time. A gate office may also maintain information on the keys or equipment that individual staff members are authorized to carry or on staff vehicle registration plates, as well as to provide a safe for the temporary storage of weapons and other equipment that belong to official visitors entering the prison.

To reduce the need for staff to leave their duty station, a toilet may be provided at the gate office.

D.3.1.3 Prisoner reception areas

Operational and security considerations

The prisoner intake, transfer and release area – also known as the reception area – is a prisoner's first point of contact with a prison upon arrival and the last point of contact upon release or transfer to another institution. It may be one of the busiest areas in a prison, particularly if pre-trial (or remand) prisoners constitute a significant portion of the prison population because they may be required for frequent court appearances.

Depending on the size of the prison population and the categories and classifications of prisoners being accommodated within a prison, the functions of this area include the following:

▶ Receive new prisoners into the prison system;

▶ Check the prisoner warrants, identify, photograph and process individuals and record their details;

▶ Allow for searches of prisoners entering or leaving the prison;

▶ Provide a medical screening of prisoners;

▶ Permit prisoners to make a telephone call to inform family or a legal representative about their whereabouts;

▶ Record and store the property and valuables of prisoners, including items that cannot be stored at the prison and must be handed over to family or friends;

▶ Manage records in the prison roll;

▶ Ensure prisoners have a provisional category and classification and are allocated to the correct location in the prison according to this category and classification;

▶ Issue prison uniforms and bedding to new prisoners;

▶ Ensure prisoners have suitable clothing for release; and

▶ Any other operational functions, such as searching incoming mail and parcels.

Depending on the size of a prison facility and the organization of a country's judicial system, a prison may process prisoners on a continuous basis or according to a specified schedule. Prisoners may arrive individually or in large groups, in which case they may need to be kept separately or temporarily held in large holding cells while awaiting processing. In all cases measures for the separation of prisoner categories must be incorporated, and the reception area should be laid out in a way to support its numerous operational functions.

Subject to the expected pattern of arrivals, transfers or releases, the size and security level of a prison, it may be preferable to locate the prisoner processing area adjacent to or within an administrative block. If prisoner processing activities occur infrequently and/or are extremely low volume, it may be more economical to design this area in a way that permits administrative staff to use their usual offices for this function, rather than separate prisoner processing offices.

In circumstances where prisoner processing activities occur on a continuous basis, the separation of processing areas from other administrative functions will contribute to increased efficiency and decreased work disruptions. Security considerations for medium- and high-security prisons normally dictate the need for a separate facility.

Figure 46 provides a functional diagram of a reception area.

Figure 46 Functional diagram: Reception area

SECURITY - RECEPTION

HOUSING UNITS
INDUCTION UNIT
HEALTHCARE

ADMINISTRATION

LAUNDRY

STORAGE
PRISONER
PERSONAL
PROPERTY

STORAGE
BEDDING AND
CLOTHING

SHOWERS

TOILETS

HOLDING CELL
POST-SEARCH

INTERVIEW
ROOMS

MEDICAL
SCREENING

SEARCH
ROOM

RECEPTION
AREA

RECEPTION
COUNTER

PROCESSING
OFFICE

MANAGER
OFFICE

SAFE

FILING

KITCHENETTE

TOILETS

HOLDING CELL
PRE-SEARCH

TOILETS

FOYER

VEHICLE AREA

MAIN GATE

PRISONERS

PRISON STAFF

ZONING

OPTIONAL AREA

SECURE ACCESS

Components

D3.07 **Processing areas**

The prisoner processing area is the functional office space where prisoners are identified, registered and classified upon entry to the facility. This is also where prisoners are processed before transfer or release.

Prisoners will have their identity checked, any warrant from a court confirmed, finger prints and photographs taken and any property brought in with the prisoner recorded and stored away safely and securely. At this stage, a prisoner will also have their category and preliminary classification established (see Section B.1).

These functions may be provided in a designated room but they are more likely to be done over a counter, in which a member of staff stands on one side with the prisoner on the other. It is recommended to provide a private and secure space to allow prisoners to provide sensitive or private information that may affect their immediate health care needs (e.g., if they have experienced physical or sexual trauma) or their allocation with a particular category of prisoners (e.g., in the case of transgender prisoners) (see Section B.1.3 and Component D3.15).

Prisoner clothing may be issued from this area as well as other items such as eating utensils, bedding or toiletries. Prisoners may also be permitted to make a telephone call to inform family or a legal representative of their whereabouts.

D3.08 **Staff office**

Administrative activities for the processing of prisoners require a dedicated office space for this purpose and a manager's office is also necessary (see Components D1.10 and Component D1.12). The size of the space necessary for these activities will vary depending on the expected pattern of arrival, transfer and release of prisoners.

A storage room may also be incorporated within the staff office and a safe should be included for the secure storage of prisoner valuables (see Component D3.13).

It may be preferable to locate this office space adjacent to prison administrative facilities. The transfer of files should be simple and straightforward to prevent the loss of documentation.

D3.09 **Search rooms**

All arriving prisoners will be searched upon entering the prison facility (see Section A.7.3). A search room should be small enough that it will not be converted for office use by staff but large enough to allow two staff members to search one prisoner at a time. It is advisable to use doors or privacy screens that provide visual privacy but permit the transfer of sound to reduce the possibility or accusations of abuse.

To protect the dignity of prisoners undergoing searches, the Nelson Mandela Rules require that "[i]ntrusive searches, including strip and body cavity searches, should be undertaken only if absolutely necessary", shall be conducted in private by trained staff of the same sex as the prisoner and that body cavity searches should not be applied to children.[386]

In the case of body cavity searches, the rules require that these searches "shall be conducted only by qualified health-care professionals other than those primarily responsible for the care of the prisoner or, at a minimum, by staff appropriately trained by a medical professional in standards of hygiene, health and safety."[387]

A gender-sensitive approach to the design and management of search rooms should be incorporated in the design of women's facilities. These search rooms can be particularly threatening to women with histories of trauma and their design should reflect the visual privacy of the prisoner with security needs of staff, without exacerbating the trauma of these prisoners.[388] In women's facilities, personal searches may only be conducted by properly trained women staff.

In reception areas that are busy at particular times, more than one search room may be required. Search rooms should be located so that staff can raise alarm in the event of a prisoner's violent objection to a search.

Some higher security prisons will have additional security items in this area, such as a metal detecting portal and specially designed chairs for detecting mobile phones and weapons that have been secreted internally or discretely within a prisoner's clothing.

D3.10 **Holding cells**

Holding cells detain incoming or outgoing prisoners who are awaiting processing and may consist of individual or group cells. A typical holding cell is very simple, with benches providing seating along the walls. Notice boards should be provided with initial relevant information about the prison. Prisoners should have a means of getting the attention of prison staff, such as with a cell bell or buzzer.

A gender-sensitive approach to the design and management of holding cells should be incorporated in the design of women's facilities. The use of open seating in waiting areas is preferable in women's facilities, with consideration for the risk level of prisoners and the maintenance of safety and security for both prisoners and staff.

Prisoners require access to drinking water and also food when held for extended periods of time. Prisoners must also have access to toilet facilities while in holding cells.

There must be enough holding cells, or scheduling mechanisms, to ensure that different categories of prisoners or vulnerable prisoners are not detained together (see Section B.1).

Wherever possible, distinct holding cells will be required to separate those prisoners who have not yet been searched from those who have been searched. In countries where there is a high incidence of self-harm or suicide in prisons, consideration should be given to anti-ligature solutions in the holding cells used for prisoner processing.

Pre-search holding cells

Pre-search holding cells detain new prisoners before they are searched and processed. In order to prevent the smuggling of contraband, pre-search cells must not adjoin post-search holding cells for prisoners who have been processed and searched.

Post-search holding cells

Once prisoners have been searched and processed, they may be moved into separate holding cells from prisoners that have not been searched.

These cells may include toilet and shower facilities.

D3.11 **Prisoner toilets**

If the reception area is extensive enough, sufficient age- and gender-appropriate and accessible toilet facilities must be provided for the typical or expected number of arrivals and the expected processing times (see Section D.1.2 and Component D1.04).

D3.12 **Showers and bathing facilities**

After being searched, prisoners may be required to shower upon arrival to the prison facilities. Showers should be sized and arranged according to the expected pattern of arrivals (see Section D.1.2 and Component D1.05).

If showers are located outside the reception area, a secure process should direct prisoners to these facilities. To avoid delays in processing incoming prisoners, planners may consider increasing the number of showers.

D3.13 **Personal property storage area**

Depending on prison regulations, prisoners may be required to relinquish some or all of their personal property upon arrival to a prison. These items must be kept in secure storage until a prisoner is transferred or released. For the ease of processing and transfer of personal property, the storage area will typically be adjacent to the prisoner reception area.

The space needed to store the personal property of prisoners may be considerable unless adequate controls and limits are put in place. Some prison systems exercise volumetric control on a prisoner's property, only allowing a prisoner to store personal property in the specifically sized storage boxes provided. If the personal property of a prisoner exceeds this amount of space, excess property is handed over to visiting relatives or other persons designated by the prisoner.

As well as providing safe and secure storage facilities, a prison should maintain a written or electronic logbook to ensure that prisoners receive all personal property upon transfer or release. Larger prisons may require a secure office for administration, with adequate space for filing cabinets and record keeping.

D3.14 **Bedding and clothing storage area**

Prisoners should receive bedding that is appropriate for the climate. Bedding may be issued during the intake process or upon arrival in the residential unit (see Section D.2.4.2 and Component D1.18). When it is issued at intake, there should be a storage room for this purpose.

In facilities where prisoners are required to wear prison issued clothing, there should be sufficient space to store all clothing to be issued and clothing should be gender appropriate. Prisoners may change into their prison uniform in the search room or after they have showered, handing in their personal clothing for storage after they have done so.

The extent of the required space will depend on the size and capacity of the prison, as well as the frequency of prisoner transfer. A prison with a high transfer rate may require a larger stock area.

D3.15 **Interview rooms**

It is important to consider the inclusion of interview rooms to allow for the completion of an initial intake assessment for incoming prisoners to identify any immediate medical needs, safety concerns for vulnerable prisoners or security concerns. If a full classification assessment does not take place upon admission to the prison, it should take place as soon as possible after admission (see Section B.1.3). These meetings necessitate privacy but staff must have measures to raise alarm in case of an incident.

Doors should allow some measure of visibility into the room and open outward. This will reduce the opportunity for security incidents. The room should be large enough to allow for a desk and chairs for administrative functions as well as a privacy screen, weighing scales and a trolley if initial medical assessments are being carried out.

Interview rooms should reflect a gender-sensitive approach, ensuring sufficient privacy for prisoners who may need to convey sensitive information during the interview process and who are more likely to have histories of trauma.[389]

D3.16 **Kitchenette**

Prisoners may be held in the reception area over mealtime and meals and drinks may need to be provided. This may require a dedicated space for the purpose of serving food and washing up afterward.

D.3.1.4 Security department

Operational and security considerations

The security department of a prison is responsible for ensuring that security is maintained at all times throughout the prison. These responsibilities manifest in practical tasks, which may include the following:

▶ Identifying and mitigating threats to prison security (e.g., escape);

▶ Monitoring prisoners to ensure that they are not continuing criminal activities in prison and the community while serving their sentence;

▶ Ensuring prison staff are up-to-date with security training and understand their responsibility for maintaining prison security;

▶ Facilitating the vetting of security staff;

▶ Preventing staff corruption;

▶ Managing high-risk prisoners;

▶ Managing a prison security dog section;

▶ Preserving evidence after an incident;

▶ Managing the armoury;

▶ Managing the riot equipment stores;

▶ Ensuring that the command suite is always ready for use in a serious incident; and

▶ Staffing the control room.

The operations component of prison work may also be managed alongside or through the security department and may include certain areas of the prison, such as the main gate, visiting areas, post or mail room, prisoner reception, watch towers and prisoner escorts.

The size and scale of the security department will be largely influenced by the security level of the prison and the security risk level of the prisoners. It is important that planners and designers understand this so that designs match the security needs of a prison, creating facilities that support the security department in their work objectives.

Figure 47 provides a functional diagram of a security department.

Components

D3.17 **Control room**

The control room of a prison – sometimes called central security, central control, master control, or comms – is responsible for the daily operational oversight of movement, order, security and control of the prison.

Depending on the country and the complexity of its prisons, the functions that take place in this room may include the following:

▶ The control of prisoner and vehicle movement;

▶ Raising a general alarm during an incident;

▶ The maintenance of prison rolls – how many prisoners are in a prison and where they are located;

▶ Functioning as a central communications hub in the event of an incident; and

▶ The monitoring of CCTV, fence alarms, motion detectors or other installed security features.

If a prison is not equipped with a CCTV system, the control room should provide clear visibility over as much of the prison as is possible. Control rooms are sometimes located over the main gate area for this purpose, in order to provide a vantage point in a prisoner-free area.

D3.18 **Security office**

Staff working on security issues may also need a designated staff office space. Depending on the size of a prison and security risk level of prisoners, this work may include the analysis of security data and the monitoring of phones and mail.

The office of the Head of Security (and any deputies) should be located in the vicinity of the control room and the security briefing room. This allows personnel to quickly respond to a security incident and facilitates the management of the security department.

These offices must be large enough to allow staff to conduct their duties. They should have enough space to accommodate one or more desks, a filing cabinet and, depending on the technological level of the prison, a landline and access to an intranet and/or internet system. Adequate lockable filing cabinets will need to be provided to ensure that sensitive paperwork can be stored securely in the information room. A secure evidence locker or room may also need to be provided so that post-incident evidence can be stored until collected by the police or used for further proceedings.

D3.19 **Briefing room**

A briefing room should be provided to provide daily security briefings and to coordinate daily and emergency security measures. Each staff shift may have an initial meeting here and receive assignments and other information, so the space must be large enough to accommodate an entire shift of relevant prison staff at the same time. When not in use for briefings, this space can be used as a general staff training room, away from the scrutiny of prisoners.

D3.20 **Search room**

Depending on the level of security required for the prison, it may be necessary to include a search room for staff who are suspected or known to be smuggling contraband, in addition to the required screening at the main gate. Personal searches of women and girls may only be conducted by properly trained women staff.

Figure 47 Functional diagram: Security department
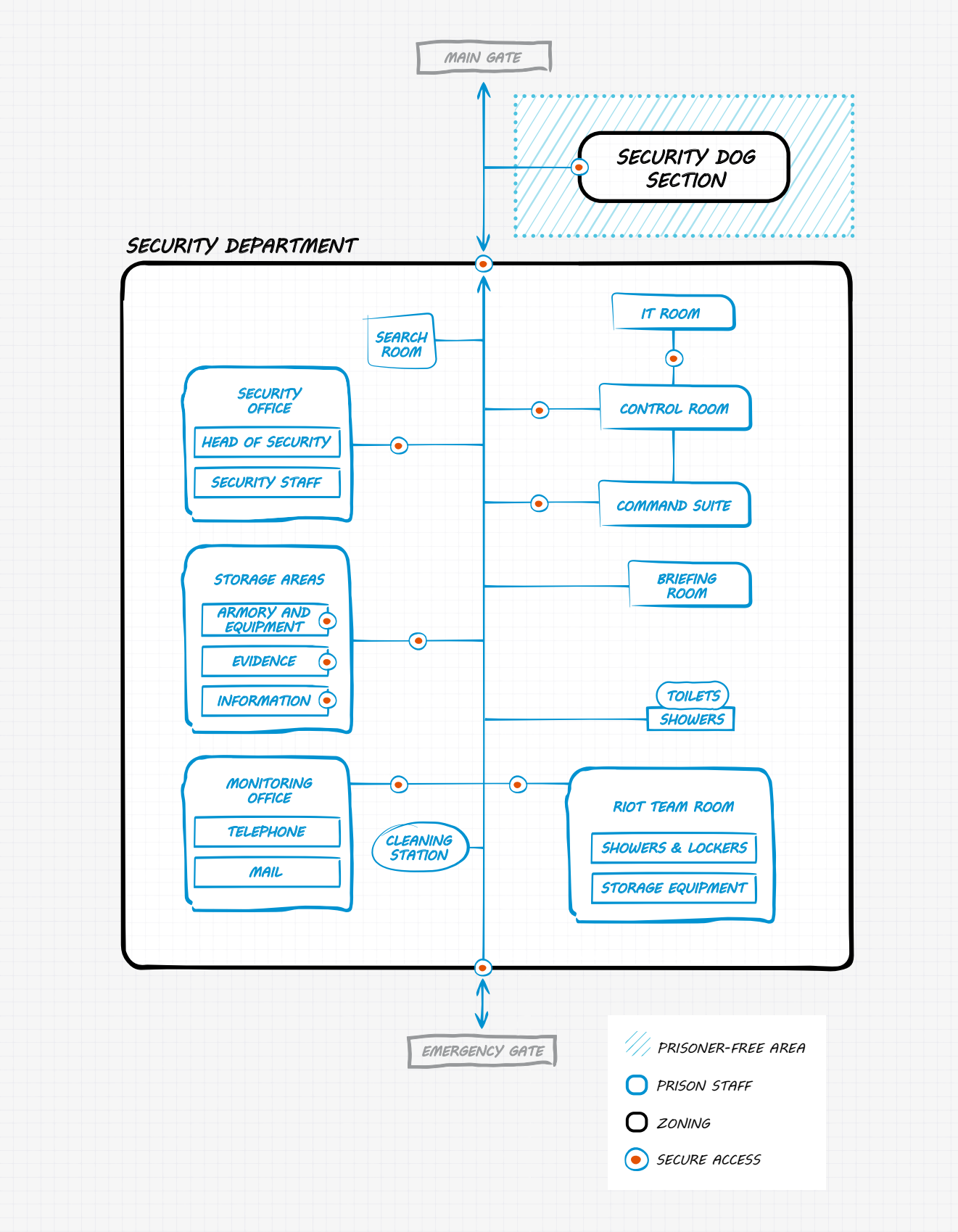
Additional components for prisons with security levels 1-3

D3.21 Command suite

A command suite is used to manage a serious incident in a prison. Often located in close vicinity to the control room, the command suite may include a briefing room and will be used by the management team and other staff to contain a security incident and plan interventions to conclude it.

When not in use, a command suite needs to be secure because they may hold sensitive material, such as pre-planned written contingencies and block plans of the prison.

A command suite must have sound and reliable communication into and out of the prison to be able to summon external support when needed, as well as issue commands and messages to staff working in the prison. In prisons where CCTV is present, extra monitors may be located in this room.

D3.22 Armoury

In a prison where perimeter staff are equipped with weapons (e.g. in watchtowers), a secure armoury in a prisoner-free area will be required to store weapons and ammunition. The armoury ensures proper accountability at all times for weapons and ammunition. Prison staff responsible for the management of the armoury will arrange for the repair of broken weapons, the supply of ammunition and proper decommissioning and disposal when weapons are no longer serviceable.

D3.23 Riot team room

Prisons may experience serious prisoner disturbances in the form of riots. Some prisons may employ specially trained 'riot teams' for deployment in the case of a riot, when all efforts to resolve an incident without force have been exhausted.

Riot teams will require a dedicated changing room, as well as toilets and showers.

This room will require a secure storage area for personal protective equipment (PPE), batons, shields and similar equipment. This storage area must only be accessible to authorized personnel, with sufficient safeguards in place to maintain the security of the equipment.

If the riot team room, equipment and changing facilities cannot be located in the gate area, consideration may be given to locating them in the staff facilities area near the staff training area. This will provide riot team staff with the opportunity to receive training and practice proper techniques for the resolution of serious disturbances using minimal and appropriate force.

D3.24 Information room

A secure information room should be provided to store sensitive security information.

D3.25 Information technology room

A secure IT room will be necessary for prison facilities that use sophisticated surveillance systems. This space should be large enough to house the computer servers, electronic prisoner file system back-ups, uninterruptible power supply (UPS) systems, telephone systems and backup systems necessary for the use of electronic security systems.

D3.26 Kitchenette

A small kitchenette should be provided for security staff to allow for making tea or coffee without the need to leave the security department.

D3.27 Toilets and showers

Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11). A shower or washing facility may also be required. Toilet and shower facilities should be provided inside or in close proximity to the security department.

D3.28 Security dog section

Higher security prisons may require a prison security dog section to assist in the detection of drugs and contraband entering the prison. A functional space should be provided from which dog handlers can operate. The kennel infrastructure must ensure the proper treatment and care of security dogs, including the provision of suitable health care, kenneling and feeding arrangements.

In particular, kennels should have good ventilation and light and should be located in a prisoner-free area for the safety of dogs. Kennels should also be located away from prisoner residential areas. This area should include an exercise and training area for the dogs, a proper storage space for dog food and equipment and an area with sufficient drainage where dogs can be washed and groomed.

D3.29 Cleaning station

This room should be large enough to accommodate all materials required to keep the security department and gate areas clean.

In prisons with an adequate piped water supply, designers should consider the inclusion of a mop sink in this space. In addition, a floor drain or grate should be provided for the discharge of water.

D.3.2 Staff

Introduction

To ensure that the prison system is able to attract qualified and professional employees, it is important that the conditions of employment for prison staff are professional and dignified.

Particular consideration should be given to attracting qualified women staff, particularly in facilities that accommodate women and girls. Designing prison infrastructure in a gender-sensitive manner will contribute to the ability of management to attract and retain women staff. For example, providing gender-appropriate staff facilities to support the needs and to ensure the safety of women staff, including culturally appropriate sanitary installations and facilities for women and staff accommodation that considers the needs of families.

Prison personnel provide a vital role in protecting the human rights and inherent dignity of detained individuals. There are several considerations with regard to the design of facilities to support personnel in fulfilling this important role. In particular, where there are no existing local or regional training facilities for prison personnel, prison design must include dedicated offices, training and support facilities fit for this purpose.

In accordance with the Bangkok Rules, all staff working with women prisoners must receive training on the gender-specific needs and human rights of women prisoners, including training for management on gender sensitivity and the prohibition of discrimination and sexual harassment.[390]

D.3.2.1 Staff facilities

Operational and security considerations

The functional areas designated for use by prison staff should be completely separate from areas used by prisoners.

Staff facilities must include sufficient gender-appropriate changing rooms for women and men. Facilities should include sinks, toilets and shower installations.

The extent of these installations needs to consider rapid shift changeover periods, with the implication of a larger number of fixtures than would otherwise be considered. Similar concerns over maintenance, spare parts availability and the quality of fixtures apply equally to staff facilities as to prisoner facilities.

Additional toilet facilities for prison staff may be required in secure spaces within the prison, such as housing units, workshops, gatehouses, watchtowers and kitchens to minimize the need for staff to leave their duty stations during shifts. Access to prison staff facilities, staff offices, briefing and training rooms, needs careful design consideration, as these areas must be located away from prisoners.

Gender-appropriate staff locker rooms should be located adjacent to the prison gate and before the search area so that staff can change into their uniforms and leave prohibited items behind (e.g., mobile phones). A secure car park may also be considered, if appropriate.

To promote a healthy working environment for prison staff, there should also be one or more designated break rooms for use by staff. These rooms may have their own kitchen or be served by a centralized kitchen.

Prison staff must receive training prior to beginning work and regularly during the course of employment. To ensure security personnel are able to meet the requirements of their position, a physical training space should be provided within the prison facilities. Wherever possible, it is always preferable to provide a designated training space in an area free of prisoners, particularly if the training is security related.

Finally, it is recognized that a combination of uniformed prison personnel and non-uniformed personnel may work in the same prison. Consideration is needed for the provision of adequate facilities for different types of staff, and the appropriate level of security and access requirements for each.

Figure 48 provides a functional diagram of staff facilities.

Components

D3.30 **Staff dining area**

Depending on the local social and cultural context and the location of the prison, it may be necessary to provide a space for a staff canteen or dining area, sometimes referred to as the 'staff mess'. This space may incorporate a separate kitchen facility or rely on food from the central kitchen that serves prisoners.

The process of delivering food to the canteen must be considered in site and security planning. Some lower risk prisons allow prisoners to work in the staff canteen to develop useful skills for employment upon release. Consideration may also be given to locating this facility outside of the prison.

Depending on the size of the prison, the number of staff on a shift and other management considerations, an adjoining recreational area may be provided for staff. This space may be linked to the canteen and/or form part of the staff outdoor recreational space.

D3.31 **Outdoor recreational space**

The outdoor recreational area for prison staff should be completely separated from prisoners, outside of prisoner observation. Depending on the local climate some form of protection from inclement or hot weather should be provided. The open space is often placed beside the canteen so that staff can utilize it during meal breaks.

D3.32 **Staff locker rooms**

Staff locker rooms should provide sufficient space for prison staff to change their clothing and store belongings while at work. These facilities should be appropriate to the gender composition of staff, and should be located and designed to ensure the privacy and security of women staff (e.g., sufficient lighting and access).

These facilities should include toilets, wash basins and shower installations. Toilets designated for women staff, including unisex toilets, should include facilities and materials for the menstrual hygiene management needs of women. Staff toilets can be the same size and design as other staff toilets in the prison (see Component D1.11).

This space should be large enough to accommodate all personnel during a shift changeover. Staff locker rooms must be located before the search area at the gate to the prison so that staff can leave behind any personal items that are not allowed within the prison, such as mobile phones.

D3.33 **Staff gym**

Sufficient space should be provided for the physical training of staff. This space should be large enough to provide a physical exercise space for groups of staff as well as training exercises on methods to safely restrain prisoners.

Physical exercise equipment will be needed, as well as storage facilities for minor equipment. A gender-sensitive approach should be used to determine the type of installations and equipment required for a prison.

In prisons where there are not sufficient resources or space to provide a separate area for prison staff, the facilities for prisoners may be shared. In such a case, facilities must not be used by prisoners and staff at the same time. Staff may use such facilities during 'patrol states', or periods when prisoners are locked in their cells. These spaces should be designed so that prisoners cannot observe staff during training sessions.

D3.34 **Staff parking area**

A secure staff parking area should be provided near the prison for staff vehicles used to commute to work, such as cars, motorcycles, mopeds and bicycles, especially in areas where parking is limited. Sufficient lighting and surveillance (e.g., via CCTV, where available) should be provided in parking areas to promote staff safety and in particular, the safety and security of women staff.

Q FOCUS Staff safety

The Nelson Mandela Rules require that not only should prison be safe for prisoners and visitors, it should also be safe for staff. There are a number of infrastructure and technological considerations that can support staff safety in a prison, including:

▶ Ensuring that there are no blind spots for prisoners to conceal themselves;

▶ Designing prison infrastructure that promotes dynamic security and the professional daily interactions between staff and prisoners (e.g., spaces that do not keep prisoners and staff separated beyond that which is absolutely necessary);

▶ Installing good CCTV coverage where this technology is sustainable;

▶ Installing alarm systems to allow staff to summon support from other staff during an incident;

▶ Including a radio network with good coverage so that staff can stay in contact with the control room at all times;

▶ Including a training area where staff can train in self-defence and de-escalation techniques; and

▶ Providing staff with body worn cameras to record any incidents.

D.3.2.2 Staff accommodation

Operational and security considerations

The living arrangements of prison staff are a frequent consideration with regard to the design of prison facilities. The location of a prison in a remote or inaccessible location may necessitate the design and construction of all housing and associated services infrastructure for security, administrative and other staff.

Some on-site accommodation may need to be provided for certain prison staff, for example, accommodation for the Prison Director. If extensive accommodation infrastructure is required, it should be located well beyond the walls of the prison. Therefore, it is beyond the scope of this guidance but development teams will have to address this fundamental issue to achieve a desirable outcome.

Figure 48 Functional diagram: Staff facilities
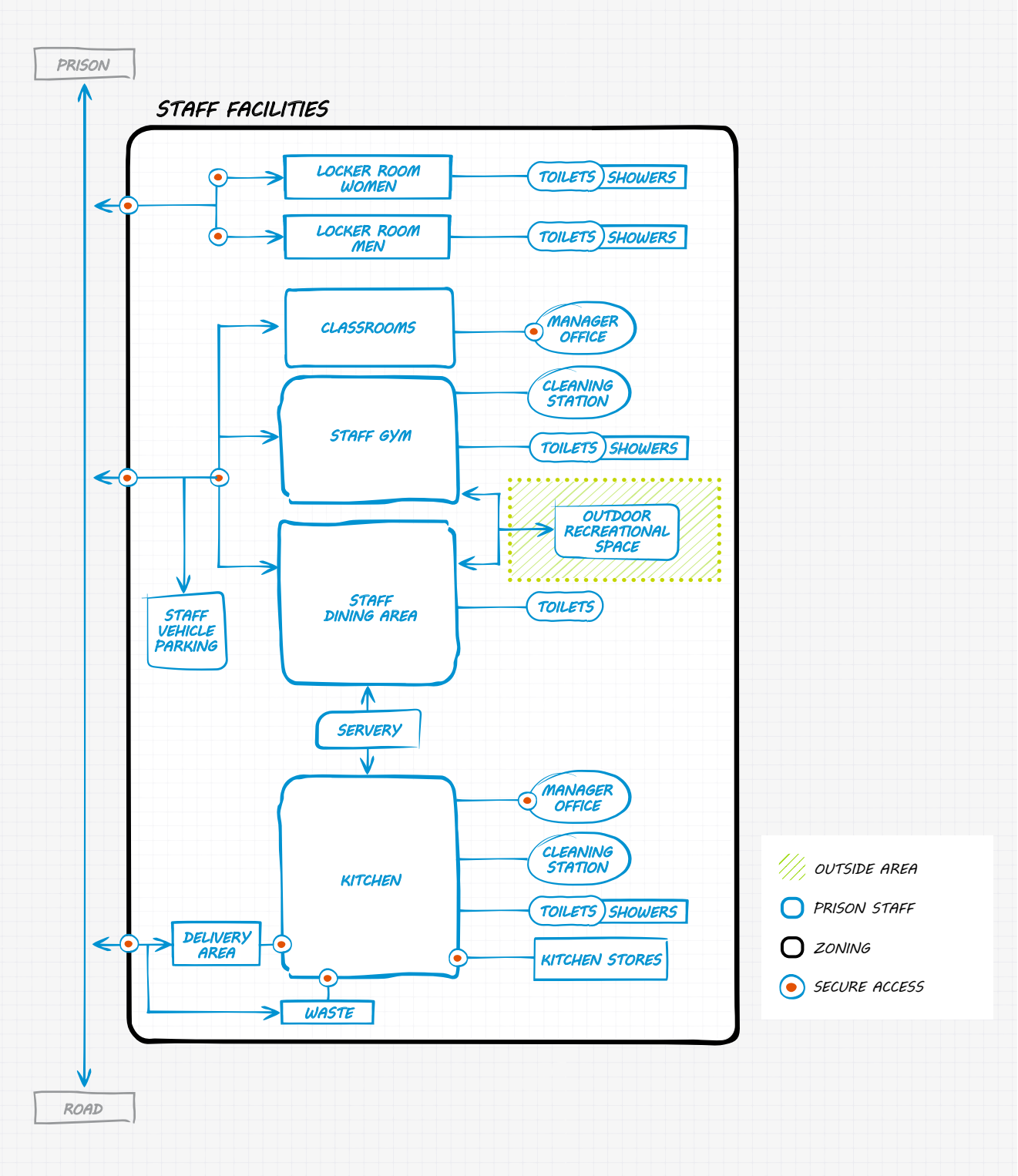
The requirement that a Prison Director reside on prison grounds or in the immediate vicinity necessitates the design and construction of housing suitable for this purpose.

Where facilities require the appointment of one or more full time medical personnel, accommodation for medical personnel should also be provided.

In larger prison facilities, the need for accommodation and other support services may be significant. A prison may have a high impact on surrounding towns or villages, such as the cost and availability of housing and the provision of food supplies and services. These economic benefits and costs therefore need to be considered in the siting of the facility.

In areas where prison staff may experience hostility, staff accommodation areas should be made as secure as possible.

Figure 49 provides a functional diagram of staff accommodation.

Components

D3.35   Prison Director's accommodation

Prison Directors are required to live in or near to the prison site so that they are available at short notice to deal with prison management and emergency issues. The layout, style and design of this accommodation should reflect cultural norms.

D3.36   Staff accommodation

Staff accommodation should be sited away from the prison but easily accessible to allow staff to reach work with ease and to respond quickly to incidents in the prison, when necessary. The positioning of the staff accommodation site in proximity and relation to the prison should be carefully considered so that it does not hinder any potential future expansion of the prison.

The layout, style and capacity of the staff accommodation will differ from country to country and may need to be designed to reflect cultural norms. Adequate services will need to be in place to ensure that power and sanitation needs are met. In areas where there may be an external threat to staff safety, security features such as fences and a gate entrance may need to be considered.

D3.37   Other community buildings

Larger staff housing developments that are isolated from other communities and services may benefit from the inclusion of other community buildings for use by prison staff and their families. These buildings may include laundry facilities, community halls, religious spaces, schools, health care facilities, communal kitchens, food stores and fuel stores. An assessment of the housing and community building needs of any proposed development for staff will need to be conducted to ascertain with accuracy what is needed.

Figure 49 Functional diagram: Staff accommodation
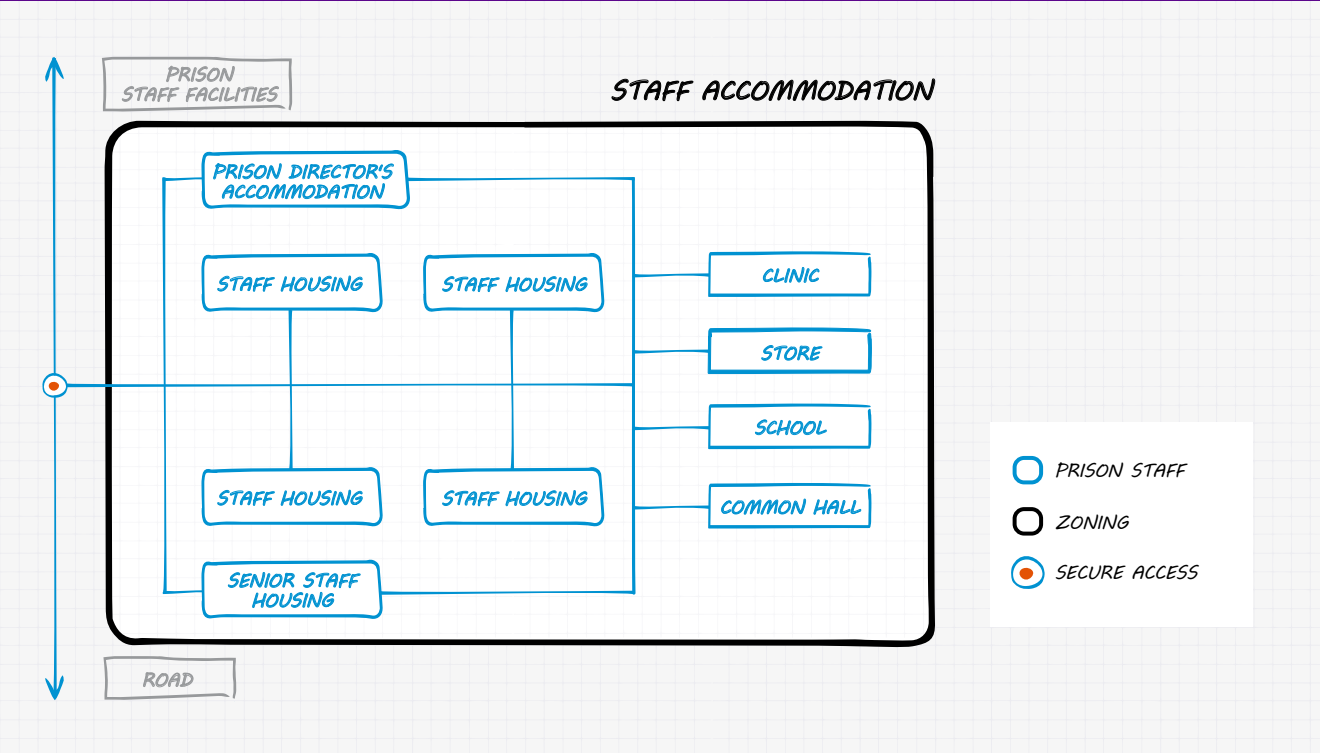
D.3.3 Services infrastructure

Introduction

The provision of infrastructure services and the selection of related equipment is of crucial importance in the design of any successful infrastructure project.

Well laid out, accessible and manageable infrastructure services and back-up services are essential considerations for ensuring that a prison remains operational and provides decent and humane living and working conditions. Services such as water, drainage and waste collection systems will have an outsized role on the health of prisoners and staff, along with other services such as power, heating and ventilation.

In some instances, the proposed location for a prison may not have access to services and local authorities may be unable to provide water supply, water treatment, solid waste management systems or electrical supply to the site. In this case, the design of the prison will need to include such provisions.

Another significant consideration is the availability of spare parts and local expertise for services maintenance during the operational life of a prison (see Section D.3.4.1). In many operational contexts, reliable and low-tech mitigation measures may be more readily maintained and thus preferred to high-tech measures.

In every case, the development team should make a careful analysis of the possible alternatives and settle on a judicious and sustainable choice, mindful of practical and economic implications.

Operational and security considerations

For maintenance purposes, central core services coming into the prison must be located in areas away from prisoners, to reduce the likelihood of damage or sabotage. Consideration should be given to locating them close to the gate area so that external contractors, tools and vehicles do not have to travel far into a prison to undertake essential maintenance and repair work.

Backup generators, especially if they are essential to ensure that security systems remain operational during a power outage, must be located in a prisoner-free area. Consideration must also be given to the provision of a fuel supply for generators, including a suitable point of access for fuel tanks and/or storage of solar batteries, if relevant.

Underground drainage systems, IT and power cable ducting should be designed to prevent prisoners from using these as a means of escape. Access to these services should be robust enough to prevent prisoners from gaining access to sabotage services or create a disruption.

D.3.3.1 Water supply and sanitation

Operational and security considerations

The water and sanitation systems of a prison involve complex design considerations that must be addressed by a qualified engineer. Technical personnel should be involved in the project as early as possible to ensure that all technical issues are adequately addressed.

> **🔖 MORE INFORMATION**
>
> An important resource for guidance on water supply and sanitation in prison environments is the International Committee of the Red Cross publication, *Water, Sanitation, Hygiene and Habitat in Prisons*.[391] This guidance addresses issues in providing water and sanitation in low technology environments.

In many parts of the developing world, plumbing is still not in widespread use and local populations may not have the capacity to use or maintain these installations. It may be better to include a hand-pump, where water is carried in buckets, rather than a piped water system that may not be properly maintained. Similarly, clean, decent pit latrines may be preferred to flush toilets that may not function properly and may lead to sewage back-ups in living quarters. Therefore, designers must choose water and sanitation systems that will function effectively and consistently with the level of maintenance budgeted for and available in the local environment.

It may be very difficult, if not impossible, to find durable, non-leaking plumbing mechanisms in a developing context. High quality, imported valves are often installed incorrectly, cannot be maintained or leak copiously when used in systems with low quality or low water pressure. While access to water is one of the most important determinants for prisoner health, water in prisons is frequently in short supply.

A municipal water supply is not often available at prison sites or is only available intermittently. Therefore, other water sources must be sought, including boreholes, rainwater harvesting, connections to existing systems and trucked water. In the absence of a secure water supply from a public utility, on-site water storage must be included in prison design. This water storage should be large enough to provide for three days of water. Most of the water is stored in an underground tank, with the remaining water stored in a high-level tank to provide pressure. A pump is also needed to pump water from the underground tank into the upper tank or tanks. Emergency water storage may also include temporary tanks, such as bladder or onion tanks, which are filled by trucks.

The availability of a water supply, whether provided by a public utility, a borehole or via another method, does not guarantee that it is safe for use as drinking water. Therefore, prisons may also need to provide water treatment solutions, either for the entire water supply or for drinking water only.

In the absence of public sewer systems or insufficient water supply for flush toilets, there are good, functional alternative sanitation systems that can work in any technological environment. The simplest of these solutions, basic pit toilets, can be safe and functional in a prison environment if there is sufficient land area and they are well-managed. Pour-flush toilets may also work in environments with sufficient water supply but they do not have a mechanism to break.

Septic tanks may be appropriate in environments where there is a sufficient water supply for flush toilets and land area for the inclusion of leach fields or soakage pits. However, septic tanks may fail if they are used by a greater number of individuals than they were designed to accommodate, where non-biodegradable materials have been put into them or they have not been de-sludged.

In many locations, prisoners are forced to use stones or plastic bags for personal sanitation in place of water, paper or leaves. Stones and plastic will fill up a septic tank faster than normal because they do not biodegrade and leave the tank as effluent, remaining in the bottom of the tank or worse, floating on top.

Overcrowding is a reality in many prisons around the world and, while a prison design cannot prevent overcrowding, sanitation systems can be designed to accommodate additional system loads to avoid failure. Septic tanks in prisons should be designed for high populations, wherever possible.

Septic tanks or other sewage reservoirs may become overloaded to the point that they are unable to process solid waste into effluent, which can soak into the soil. When this happens, untreated sewage rises through the soil above the tank, contaminating the area around it with disease-causing organisms. Therefore, septic tanks should not be located in residential unit yards, to prevent the exposure of prisoners to untreated sewage in the case of an overflow.

It is recommended to use sanitation systems that have been designed specifically for use in prisons. Although these systems may be more expensive than regular systems, they can be cost-effective in the long run as they are resistant to sabotage and damage. Whatever sanitation system is chosen, it must be functional, durable and able to be maintained with available technology and at a cost that can be borne by the prison.

Prison maintenance staff must receive appropriate training to maintain the system and these training costs should be planned for and included in the prison budget. Sanitation systems that cannot be maintained should not be installed.

A sanitation system should also be designed in a way to prevent its use for prisoner escape or as a place for prisoners to hide weapons or contraband.

Components

D3.38 Primary water tanks and pumps

Prisons without an adequate municipal water supply – enough water that is consistently available, with sufficient pressure and of good quality – must plan to source, store and distribute water within prison facilities. Water storage should also include sufficient water for fire protection and the extent of any hydrant, fire-fighting and pump systems require careful analysis and recognition of the fire risk. Consideration should be given to how emergency water supplies can be delivered by truck to water storage facilities in situations where water supplies are not reliable.

Water storage should be large enough that, when paired with a water pump capacity, it can meet the expected demand or drawdown during the highest level demand periods. It should be kept in mind that it is the water source, rather than the water pump, which controls the rate of water flow.

Careful consideration must be given to the selection and securing of water sources. The security of water sources or boreholes and water pumps must be ensured. If water pumps are located outside prison walls, the management of this area must be within control of the prison. If pumps are located within a prison, the risk of contamination is high, particularly if a septic tank is also present. In all cases, the level of technological capacity should guide decision making about the type of system to be employed.

For any water supply solution, coordination with an electrical utility is essential early in the design process to establish the load and transformer needs for water pumps, the supply availability and the location, meter requirements and permitting needs.

D3.39 Water treatment facilities

Prisons may have to provide their own water treatment facilities, either for the entire water supply or for drinking water only. Settlement tanks, balance tanks and a number of filter, chemical and UV disinfection methods may be options for water treatment, depending on the operational context and local considerations.

D3.40 Rainwater harvesting systems

An inexpensive and low-technology solution may include rainwater harvesting, usually in combination with other systems. The number and area of rainwater catchments, the frequency of rainfall and water demand are significant considerations in determining the suitability of this type of system.

Rainwater systems may be separated or paired in various ways. Multiple rainwater catchments with short distribution lines to nearby areas are one option. Alternatively, catchments may funnel water to a central tank. This will likely result in longer water flow lines and correspondingly, a higher risk of contamination. For this reason, the storage of rainwater in a single tank also requires a water treatment solution. Furthermore, anti-siphon controls should be in place to prevent the loss of rainwater to a municipal water supply, if available.

D3.41 **Septic tanks**

Septic tanks that are not connected to a municipal sewage system will require periodic drainage to remain functional. Septic tanks located inside the prison that are drained via a vehicle with a pump and waste tank will need to be located so that the vehicle can easily access the tanks, without the possibility for prisoner interference.

For hygienic reasons, septic tanks situated inside prisons must be located away from accommodation areas, food preparation and consumption areas or anywhere else where they may potentially cause a health hazard.

When septic tanks are situated outside of the prison, consideration should be given to the location of these tanks, especially if there is possibility of subsequent prison expansion. To provide for later prison expansions and population growth, septic tanks should be designed to cope with extra capacity or any overcrowding that may occur within the prison in its current phase. Failing to build this extra capacity into the design may create significant health and hygiene issues in case of a failed system due to increased usage.

In all cases, careful consideration must be given to the potential contamination of groundwater. Nearby water sources must be noted and there must be at least 30 meters between water sources and septic tanks, soak pits or trench latrines.[392] This is the absolute minimum in a humanitarian context and a greater separation should be achieved, wherever possible.

The outflow of septic tanks also requires careful considerations and planning. To remove contaminants from a septic tank, French drains or septic drain fields, also known as leaching fields, may be used. The size of the field will be dictated by the soil condition, environmental considerations and expected rainfall amounts.

D3.42 **Sewage treatment facility**

If a septic tank solution is not possible or practicable, more complex solutions may be necessary. An aerated waste treatment facility with open-pond treatment of sewage may be a low-tech option that is situated outside a prison. In more high tech operational environments, a sophisticated sewage treatment facility may be possible. Due consideration must be afforded to ensure that these systems can be maintained in the relevant operational context.

D.3.3.2 Electrical services

Operational and security considerations

Electrical services must support a high level of both personal and building safety. A development team must research the availability of local power and distribution sources, and the reliability and capacity of the local power supply.

When considering power standby diesel generators, the availability of spare parts, maintenance services, fuel availability and consumption must also be considered. To reduce the demand for fuel powered solutions, and with sufficient funding, consideration may be given to solar power options with appropriate battery storage capacity and other relevant measures.

Components

D3.43 **Main electrical room**

The electrical system must be designed by a qualified services engineer. In prisons that have reticulated electrical services, the transformer, main incoming electrical distribution panel and meter are located in the main electrical room. If the transformer is large enough, it may require its own fire isolated space.

The main electrical room must be inaccessible to prisoners and located in a prisoner-free zone, and may require override functions to control the distribution of power to the prison.

Secondary distribution points – subpanels or sub mains – will be necessary in various parts of the prison so that staff can isolate electricity in specific areas. Secondary distribution points will be determined by the requirements of the space, the load and the distance of cables, and may be provided throughout a prison. As with the main electrical room, these points must also be inaccessible to prisoners. In low security level environments, some degree of control may be afforded to prisoners to allow them to isolate circuits in case of an electrical malfunction or fire.

Coordination with other systems, such as water and security, is essential early in the design process to establish the load and transformer needs, the supply availability and location, meter requirements and permitting needs.

D3.44 **Diesel generators**

Diesel generators may provide a useful back-up electricity supply for a prison when the mains power supply fails. However, they should not be used as the primary supply of electricity for a prison because of their high operating costs and negative impacts upon the environment.

Prisons should be sited in a location with access to mains electricity to eliminate the need for diesel generators as a primary source of power, wherever possible. Depending on the extent of the power supply required, a diesel generator may be sizable, with a large fuel storage requirement, if it is intended to run for extended periods.

A diesel generator must not be located in the main electrical room or together with the transformer. Instead, it should be situated in a separate, prisoner-free area, where it will not be affected in the case of a fire or an incident in the main electrical room. It should also be located close to the source of fuel (see Component D3.58). A change-over switch to control the activity of the generator, is also usually located in this area.

D.3.3.3 Heating, ventilation and air conditioning

Operational and security considerations

All habitable spaces within buildings must be provided with acceptable conditions with regards to heating, ventilation and air-conditioning (HVAC). Wherever possible, low-tech and passive design solutions must be prioritized and considered at the early stages of design and planning. The benefits of simple measures such as building orientation, access to daylight, natural cross-ventilation and the provision of insulation are significant and should be maximized.

To protect the health and well-being of detained individuals, it is essential that facilities maintain sufficient ventilation and temperature control. A combination of mechanical ventilation and adjustable natural ventilation must be examined and thoughtfully implemented. Providing sufficient ventilation is especially important in places where contamination risks are considerable, such as health care facilities and tuberculosis-infected facilities.[393]

Components

D3.45 **Heating and chiller plants**

There are many possible solutions for heating and cooling spaces to acceptable comfort conditions. Any solution should be carefully selected based on an understanding of the local climate, technical capacity, maintenance and security considerations.

The design of central heating and cooling systems requires a specialist design engineer, who should be involved early in the design process. In prisons with extensive heating

or cooling needs, and where technically feasible, heating systems must be capable of sustaining a minimum temperature of 15, preferably 18, degrees Celsius on the coldest anticipated day. It is most economical to generate hot and cold water in a central plant for distribution via a network of pipes. A conventional split system air-conditioning unit may also be used but this will require specialist design. For versatility in heating and cooling, ventilation systems are superior to radiators but the security implications of using this system must be carefully considered.

The choice of mechanical systems must always reflect the need to ensure that these systems are able to be locally maintained and operated.

Simpler options, such as the provision of small fireplaces may be a suitable solution in cold climates with low-technical operational conditions. This option may be managed by prisoners, with sufficient management of fire risks.

The type of fuel, storage and delivery requirements must be coordinated with the needs and location of the heating and/or cooling system.

D.3.3.4 Information technology

Operational and security considerations

A main IT room must be secure and inaccessible to prisoners and unauthorized staff because of the sensitive and vital equipment housed within. Ideally, this room should be located as close to the gate as possible to allow easy access to engineers for essential maintenance and repairs. It should also be closely linked to the security department (see Section D.3.1.4), particularly when CCTV or a substantial IT component, is part of a prison's security measures.

A main telephone distribution panel, the primary server room and a primary, uninterruptible power supply (UPS) back-up may all be contained within this space. Alarm infrastructure may also be coordinated and linked with the main IT room, with contingencies in place in the case of an IT system failure.

Components

D3.46 **Main information technology room**

The requirements for this space will vary greatly based on the size of a prison, the complexity and the security risk level of prisoners (see Section B.1.3.1) and should be carefully considered. In all cases, the inclusion of specialist advice should be sought.

Secondary IT distribution points will be necessary in various parts of the prison. As with the main IT room, these points must also be secure and inaccessible to prisoners or unauthorized staff and will contain secondary servers and patch panels.

D.3.3.5 Sustainable services infrastructure

Operational and security considerations

Prisons are expensive to operate. The supply of water, electricity and fuel to a prison can compound that expense. The inclusion of sustainable energy sources and resources in a prison can help to reduce those costs, while promoting environmental benefits.

Another potential benefit is that these sources may provide opportunities for prisoners to develop useful vocational skills in the maintenance of the associated equipment. Care is required to understand the potential operational and security risks associated with prisoner involvement.

Components

D3.47 **Wind power systems**

Wind turbines turn wind driven kinetic energy into mechanical movement. This can then be turned into electricity or used to perform a particular function, such as pumping water from a well for ground or elevated tank storage.

There are both advantages and disadvantages to the use of wind power. While wind power is an infinite source of energy, the amount of electricity that can be produced is dependent on the size of the turbine blades, the speed of the wind and local conditions that could induce turbulence. The energy generated by wind power can also be stored in batteries for later use.

D3.48 **Solar power systems**

The Initial installation of solar panels may be expensive but once they are established, these panels are virtually maintenance-free and can last for many years. Solar panels produce electrical power, even on cloudy days, which can be immediately used or stored in batteries for later use.

The significantly reduced cost of energy generation via solar panels makes this a viable and sustainable alternative to the use of diesel fuel. However, there must be sufficient space for the location of panels and battery storage, proper orientation of the panels and the security of use.

D3.49 **Biogas systems**

Biogas systems turn fecal and kitchen waste into gas that can be used for cooking. The reduced use of wood for fuel can help to prevent deforestation in local areas and reduce air pollution. An additional benefit of using biogas systems is that a by-product from this process is a nutrient rich fertilizer that can also be used by a prison for food production.

D3.50 **Rainwater harvesting systems**

Rainwater harvesting systems are another method of sustainable services infrastructure (see Component D3.39). These systems can reduce the reliance of a prison on a municipal water supply. Collected rainwater may be stored in tanks and used for flushing toilets or watering crops. If properly treated, it may also be used for drinking water and cooking.

D3.51 **Greywater treatment systems**

Greywater from the shower and bathing facilities of a prison may be treated for use to flush toilets and wash clothes, reducing reliance on a municipal water supply. If properly treated, it may also be used to water crops.

Greywater treatment systems are generally more complex to design and install due to the treatment needed and the need to separate multiple water sources to avoid cross contamination. However, it is extremely useful in reducing water use.

D.3.4 Operations and maintenance

Introduction

Operations and maintenance play an important role in ensuring that a prison remains operationally functional. It allows a prison to respond to immediate repair and maintenance needs without relying on the availability of outside contractors.

Because of the tools and materials contained in the maintenance department, it is usually located in prisoner-free areas. Some prisons may permit prisoners with a low security risk level to work in the maintenance department to learn vocational skills that can be used to obtain employment upon release.

In more developed contexts, a prison may not need maintenance facilities within the prison because of the reliability of outside services. Where outside services are not reliable, a prison must provide its own maintenance capacity.

Securing funding for maintenance services at the early planning stages is crucial and should not wait until a prison is operational. Any degradation of service may present serious problems, especially with regard to water, hygiene and sanitation, which may directly lead to poor health outcomes.

Figure 50 provides a functional diagram of a maintenance and central stores area.

D.3.4.1 Maintenance department

Operational and security considerations

Maintenance departments usually have a wide range of tools to quickly respond to any required maintenance and repair work during the course of the day. As with any tools and equipment used within a prison, these tools must be properly stored and accounted for. Storage rooms, lockable cabinets, shadow boards and tally systems may all play a part in achieving this, so that tools are not lost, used as weapons by prisoners or utilized to attempt escape or cause sabotage.

Building and repair materials may also be stored within the maintenance department. These materials are valuable and must be properly secured and managed to ensure that they are not misused or lost.

> **🔍 FOCUS** The value of prison maintenance plans
>
> The rigours of daily prison life against its physical fabric are harsh and demanding. Without regular maintenance and repair, a new or refurbished prison will quickly deteriorate, causing security issues and poor conditions for prisoners. Therefore, it is important to provide reliable and regular maintenance and repairs of facilities. This can be achieved via a viable prison maintenance plan that should be in place for use by prison authorities (see Annex 3).

Components

D3.52 **Maintenance office**

Maintenance activities in a prison are organized from the maintenance office. This office usually contains drawings of the buildings, services infrastructure and any supporting information such as operations and maintenance manuals. These materials provide the basic information needed to facilitate the maintenance process.

This office must be large enough to allow staff to conduct administrative duties. It should have enough space to accommodate one or more desks, a filing cabinet and, depending on the technological level of the prison, a landline and access to an intranet and/or internet system. A storage room may also be incorporated within the staff office space.

To prevent the use of this documentation to plan an escape, this area must be secure and not accessible by prisoners or unauthorized staff.

A separate office may also be required for the head of maintenance to carry out management activities.

D3.53 **Maintenance workshop**

A prison maintenance workshop may be used to repair plumbing, electrical and mechanical services, as well as windows, doors, locks, building flashings and gutters, welded structures, furniture and other general equipment. The workshop should be separated into zones for different specialties. Particular attention must be given to ensuring that tools are stored safely and securely.

Consideration must be given to ensure that a maintenance workshop meets all requirements related to the health and safety of the working environment.

D3.54 **Maintenance storage areas**

A maintenance storage area may be needed to store large and bulk supplies and equipment needed for maintenance activities. These supplies and equipment may include construction materials, such as wood and steel, as well as wheelbarrows, shovels, picks, ladders and other equipment for small construction work and repair. The storage of firefighting equipment may also be located in or near this area. This area must be secure to prevent access by prisoners.

The storage area must be situated to provide access to trucks for deliveries.

Additional secure sections of the maintenance storage area should be allocated for the storage of chemicals and equipment for an insect and rodent control programme, for the maintenance of water tanks and water treatment, and for latrine, septic tank and pit toilet maintenance. The scale of these needs will depend on the availability of public utilities and water and sanitation services.

> **🔖 MORE INFORMATION**
>
> The International Committee of the Red Cross publication *Water, Sanitation, Hygiene, and Habitat in Prisons* provides excellent practical information about maintaining healthful conditions with low-level technology.[394]

Figure 50 Functional diagram: Maintenance and central stores area

MAIN GATE

MAINTENANCE AND
CENTRAL STORES AREA

GATE

STORAGE FIREFIGHTING EQUIPMENT

VEHICLE ROAD

MAINTENANCE OFFICE

TOILETS SHOWERS

MANAGER OFFICE

VEHICLE MAINTENANCE GARAGE

STORAGE SUPPLIES AND EQUIPMENT

MAINTENANCE WORKSHOP

STORAGE TOOLS

STORAGE SOLAR BATTERIES

GENERATOR

DELIVERY & DISTRIBUTION AREA

STORAGE MANAGER OFFICE

STORAGE WASTE AND RECYCLING

STORAGE GAS BOTTLES

STORAGE LIQUID FUEL

STORAGE SOLID FUEL

STORAGE GENERAL

MAINTENANCE DEPARTMENT

CENTRAL STORES AREA

PRISON STAFF

ZONING

OPTIONAL AREA

SECURE ACCESS

D.3.4.2 Central stores area

Operational and security considerations

A prison must have the ability to receive, store and distribute materials and supplies for the functioning of the prison and to manage the disposal of waste. The central stores area is the area of the prison that is responsible for these essential functions.

Because the central stores area of a prison can be extremely busy, a design team should carefully consider the flow of goods, services and people in and out of this area to maintain the security of the prison.

A prison with well-developed facilities will have a central stores area that has the capacity to receive, record, store and distribute materials and supplies. The central stores area – sometimes called the main storage area – is usually located in close proximity to the main gate area for access to materials and supplies moving in and out of the prison and to reduce security risks. Depending on the security level of the prison, and the proximity of the storage area to the gate, this area is often located in a prisoner-free area or outside of the prison perimeter.

The delivery and distribution area is where materials and supplies are processed when entering or leaving a prison. This area is generally controlled by the storage manager and other prison staff, using appropriate security and management procedures.

Storage areas should be immediately adjacent to the delivery and distribution area to facilitate the efficient storage of material and supplies. Because maintenance and construction materials are often bulky, the maintenance storage area should be adjacent to or incorporated in the layout of the central stores area. Prison workshops will also need access to incoming supplies and must be able to load finished goods for transportation from this area.

Adequate storage space must also be provided for materials and supplies that are intended for immediate use (e.g., furniture).

Establishing the storage capacity needs of the prison is an important consideration during the design stage. The accurate assessment of these needs will have a significant impact on the operation of a prison.

A part of managing the flow of materials and supplies includes adequate measures for waste management. Prisons create a large amount of waste that must be properly disposed of to maintain a healthy environment. Therefore, it is necessary to consider the method of collecting waste from throughout the prison (e.g., from residential units, kitchens, administration and workshops), gathering waste at a single collection point and the method for the removal and disposal of waste.

Wherever possible, a waste collection point should be situated close to the main gate to reduce the distance that garbage trucks or refuse vehicles must travel within a prison.

Larger prisons may also consider implementing recycling practices.

Special attention will be needed to ensure that the system of waste disposal does not compromise prison security. For example, it may be necessary to hold larger waste receptacles in a collection area for 24 hours before being removed from the prison. This may reduce the likelihood of prisoners using these receptacles to attempt an escape because their absence will be discovered during roll checks, initiating a subsequent search.

Depending on the size and function of the prison, the central stores area of a prison may include several components.

Components

D3.55 **Storage manager office**

A storage manager is in charge of ordering, receiving, recording, storing and distributing supplies within a prison. This individual is also responsible for handling raw supplies and outgoing products from prison industries.

This office must be large enough to allow staff to conduct administrative duties. It should have enough space to accommodate one or more desks, a filing cabinet and, depending on the technological level of the prison, a landline and access to an intranet and/or internet system. A storage room may also be incorporated within the staff office space.

This office must be secure and not accessible by prisoners or unauthorized staff.

D3.56 **Delivery and distribution areas**

This is the area where prison staff receive, record, store and distribute materials and supplies to the relevant areas of the prison. Supplies may include the following:

▶ Food and kitchen equipment;
▶ Maintenance materials, including construction materials and equipment;
▶ Supplies for use by prisoners, such as furniture, mattresses, bedding, water containers, dishes, and utensils;
▶ Consumables, such as soap, cleaning supplies, and chemicals for cleaning and water treatment;
▶ Office supplies and furniture;
▶ Fuel for vehicles, generators and other engines, cooking, heating, and water heating; and
▶ Raw materials and supplies for prison industries.

These materials and supplies are frequently divided into several separate storage facilities to simplify their management and security (see Figure 50). Foodstuffs will frequently be delivered directly to the kitchen storage area, to avoid the double processing and transfer of these materials and supplies.

Gender-appropriate changing facilities may also be required for staff and prisoners working in the storage area.

In large and complex prisons, it may be required to include separate receiving, storage and distribution facilities for incoming and outgoing materials and supplies and may also require additional consideration for basic stores.

Particular attention should be given to the design of loading bays, particularly where a prison receives deliveries from large vehicles (see Component D2.34).

D3.57 Waste storage and recycling areas

Waste is generally stored outdoors, in close proximity to the main gate, and should provide convenient access from the delivery and distribution area and the kitchen. Waste should be covered to reduce odor, contamination of other areas and the presence of vermin.

Separation of general waste for recycling and organic waste for composting in kitchen gardens may be possible but requires more space for proper management. If mechanical truck-loading of waste skips (containers) or drums is used, these areas must be designed to allow for the movement of the truck and the collection process.

Wherever possible and practicable, recyclable materials and organic waste should be sorted and separated from general waste. This may include the collection of food waste to feed to farm animals or for composting purposes, along with other cost-saving measures.

D3.58 Solid fuel storage area

A specific area may be provided for the storage of wood or coal in a prison that uses these substances for fuel. During planning, a design team must consider the type and quantity of fuel to be used, the frequency of delivery and delivery methods.

It is important to understand how fuel, once stored, will be handled and used. For example, whether wood needs to be dried and split before it is used for cooking, whether there are different kinds of wood that will provide different amounts of heat when burned and affect the volume of wood needed in storage and how coal will be moved from storage to the point of use.

Solid fuel should be stored adjacent to the space where it will be used, with the use of appropriate measures to ensure that it is secure. It may be necessary to include additional fire control measures near fuel storage areas.

D3.59 Liquid fuel storage area

Prisons that use liquid fuels will require a specific, secure storage area that is inaccessible to prisoners. Liquid fuels are relatively easy to move and store and require less volume of storage then solid fuels for the amount of heat delivered. However, they can be extremely explosive and must be stored and handled carefully and situated away from accommodation spaces. It may be necessary to include additional fire control measures near fuel storage areas.

It is often possible to situate liquid fuel storage tanks so that they can be filled from outside the prison walls – by providing a fill hatch in the wall – which will avoid potential security concerns from the entry of fuel trucks into a prison and reduce additional gate and search traffic.

The size of the fuel storage tank will depend on the size of a prison, the expected use of the fuel and resupply availability.

D3.60 Gas cylinder storage areas

If gas cylinders are used for cooking, heating or other uses in a prison, these cylinders must be stored outdoors in a safe, secure location that is inaccessible to prisoners. This space should provide convenient access from both the kitchen, or other areas of use, and the delivery area. It may be necessary to include additional fire control measures near fuel storage areas.

Changeover manifold systems need careful design to ensure the safe and continuous flow of gas without pressure fluctuations and wasted gas.

D.3.5 Administration

Introduction

The administration area is the functional space that manages the administrative and managerial activities of a prison. These activities may include, but are not limited to the following:

▶ Financial and administrative duties;

▶ Human resource activities;

▶ Support to prisoners in rehabilitation and reintegration, such as sentence planning, psychology, probation and resettlement;

▶ Management of goods and services necessary for the operation of a prison;

▶ Storage of prisoner files; and

▶ Mediation between a prison and the broader justice system and the public at large.

The administrative area may also include space for the senior management team and their support team.

Operational and security considerations

Prison design must include a dedicated administrative space to safely and securely store and manage prisoner records.[395]

Because the administration of a prison will include both internal and external users, it is possible, and sometimes preferable, to locate this functional space beyond the security perimeter of the prison facility. The location will also depend on the security level of the prison.

In the development context, administrative facilities are generally located within the inner and outer security perimeters, requiring visitors and other external individuals to pass through prison security before entering the administrative area. Due to the sensitivity of the information contained within the administration area, this area should be inaccessible to prisoners and unauthorized staff.

Current prisoner files should be stored in a secure manner within the administrative facilities. As these files must be used in prisoner intake, transfer and release processes, it may be convenient to locate the administration in close proximity to these functional areas, such as the prisoner reception area. However, consideration should also be given when identifying the location of the administration facilities in relation to other areas within a prison due to security and communication requirements, including prison staff movement.

If the items of personal property that are not permitted to remain in a prisoner's possession (e.g., money, jewelry, passports) are stored in the administration facilities, rather than in the reception area, they should be stored in a safe or secure room within the administration area until a prisoner is transferred or released (see Component D3.13). These items must be recorded in a paper or electronic logbook that is signed by the relevant prisoner.

Depending on the size and function of a prison, the administration area may contain several components. Figure 51 provides a functional diagram of an administration area.

Components

D3.61 Visitor reception area

A visitor reception area should provide a functional space to receive individuals visiting the prison on business, including a suitable waiting area (see Component D3.04). Individuals visiting the prison administration may include individuals involved with selling and delivering prison supplies, involved with prison industries, providing training, educational or spiritual services and government officials.

D3.62 Officer in charge offices

The administrative area may include one or more offices to serve the officer in charge, such as a prison director, and any deputies. These offices should be large enough to accommodate a meeting space for conducting official business.

It may be preferable to locate the Prison Director's office a moderate distance away from the entrance and reception area to provide a greater level of security. Additional security considerations may be necessary in some operational contexts.

D3.63 Head of functions offices

These offices may be included for senior management in various functional areas (e.g., human resources, prisoner activities, offending behaviour programmes and finance). These offices should be located in close proximity to the officer in charge offices and the management support team.

D3.64 Prisoner records office and file storage areas

Prisons must maintain files on all prisoners currently detained within a prison. Therefore, sufficient secure space for the management and storage of these files must be included.

Upon the transfer, release or death of a prisoner, these files may be archived in the prison or transferred to an external, secure government warehouse until such time as they are no longer required.

A prisoner records office should be large enough to accommodate the record-keeping functions of the prison. This office space should be located in close proximity to accounting and photocopying facilities. This office must be large enough to allow staff to conduct administrative duties. It should have enough space to accommodate one or more desks, a filing cabinet and, depending on the technological level of the prison, a landline and access to an intranet and/or internet system.

> **⚑ MORE INFORMATION**
>
> Further information and guidance on the appropriate measures for prisoner file management is available in the United Nations Office on Drugs and Crime, 'Handbook on Prisoner File Management'.[396]

D3.65 Human resources staff offices

The administration area may include one or more office spaces with sufficient space to accommodate the human resource functions of the prison, including the secure storage of prison staff files.

Offices must be large enough to allow staff to conduct administrative duties. They should have enough space to accommodate one or more desks, a filing cabinet and, depending on the technological level of the prison, a landline and access to an intranet and/or internet system.

D3.66 Finance and procurement offices

The administration area may include one or more office spaces to accommodate the accounting and purchasing functions of the prison. Offices must be large enough to allow staff to conduct administrative duties. They should have enough space to accommodate one or more desks, a filing cabinet and, depending on the technological level of the prison, a landline and access to an intranet and/or internet system.

In the development context, where transactions are often conducted in cash, a secure safe for the storage of physical currency should be included. It is preferable to locate the safe inside a separate, lockable room within the accounting office. This area may also be used to store the valuables of prisoners until they are released or transferred (see Component D3.13).

D3.67 Office support space

This may be a specific room or a common open office space for photocopiers, printers and the storage of office supplies. Mail may also be processed within this space.

This area is intended for use by all administration staff and should be centrally located for convenience. If the administration facilities occupy more than one floor in a building, it may be necessary to include an office support space or room on each floor.

D3.68 Meeting rooms

One or more meeting rooms should be included to provide functional space to conduct internal administration meetings but this space may also be used by other prison staff.

It may be used for press briefings, security briefings or staff training and should include sufficient space to allow for a broad range of uses.

D3.69 Kitchenette

Depending on the social and cultural context, a kitchenette may be equipped to prepare food, reheat meals or only to prepare tea or coffee for staff and/or visitors.

The kitchenette should be located adjacent to any designated rest area for staff and in close proximity to the meeting room.

D3.70 Toilets

The administrative area should include a minimum of two staff toilets. Furthermore, there should be two toilets that are accessible to persons with disabilities. One accessible toilet may be sufficient if the local context supports unisex facilities for women and men. These toilets are distinct from other staff toilets located within other areas of the prison where prisoners are present.

Toilet facilities for staff should be appropriate to the gender composition of staff and should include culturally appropriate facilities and materials for the menstrual hygiene management needs of women staff.

There must be at least one toilet per 25 people, calculated based on the largest administrative work shift during normal working hours, and with consideration for the expected number of men and women. The calculation of the largest shift should include both departing and incoming staff.

Toilet facilities should be located in close proximity to the reception area to permit easy access by individuals visiting the administration. In a large facility, it may be preferable to provide separate toilet facilities for staff and visitors.

☰ SPECIFICATIONS*	
Number of toilets	Minimum of two, and at least one toilet per 25 persons (ICRC).
Dimensions of accessible toilets	Refer to Figure 27.

*Minimum recommendations should be exceeded, wherever possible.

D3.71 Inspectors office

Subject to the location and size of the facility, it may be appropriate or essential to provide a space for a government-authorized prison inspector on site. This individual functions as an independent third-party assessor of prison conditions. This space should permit confidential meetings with prisoners, interviews, report writing and other supporting activities.

This office should be large enough to accommodate one or more desks, a filing cabinet and, depending on the technological level of the prison, a landline and access to an intranet and/or internet system.

An inspectors office can provide a positive and visible indication from prison management to both staff and prisoners, that the inspection of the prison operation and conduct of staff is a normal and welcome part of prison life. Likewise, additional space may be added to accommodate visits by national or international monitoring bodies.

D3.72 Cleaning station

This room should be large enough to accommodate all materials required to keep the administration areas clean.

In prisons with an adequate piped water supply, designers should consider the inclusion of a mop sink in this space. In addition, a floor drain or grate should be provided for the discharge of water.

Depending on the social and cultural context, it may be necessary to provide sufficient space for the cleaner to take breaks and change clothing before and after work.

D3.73 Other offices

Additional office space may be required to accommodate departments that provide support to prisoners in rehabilitation and resettlement, such as sentence planning, resettlement, probation and psychology.

Offices must be large enough to allow staff to conduct required duties. They should have enough space to accommodate one or more desks, a filing cabinet and, depending on the technological level of the prison, a landline and access to an intranet and/or internet system.

Figure 51 Functional diagram: Administration area
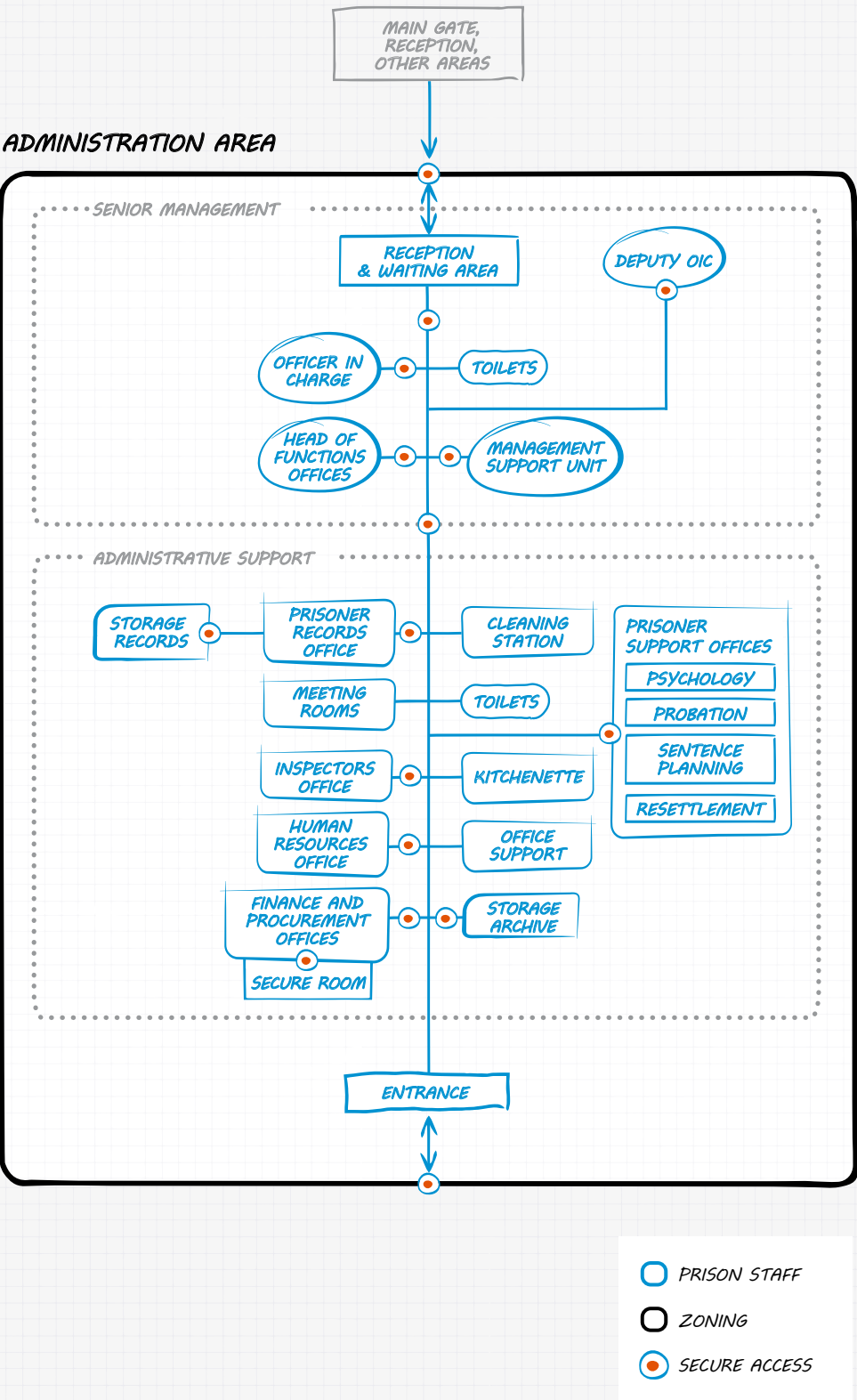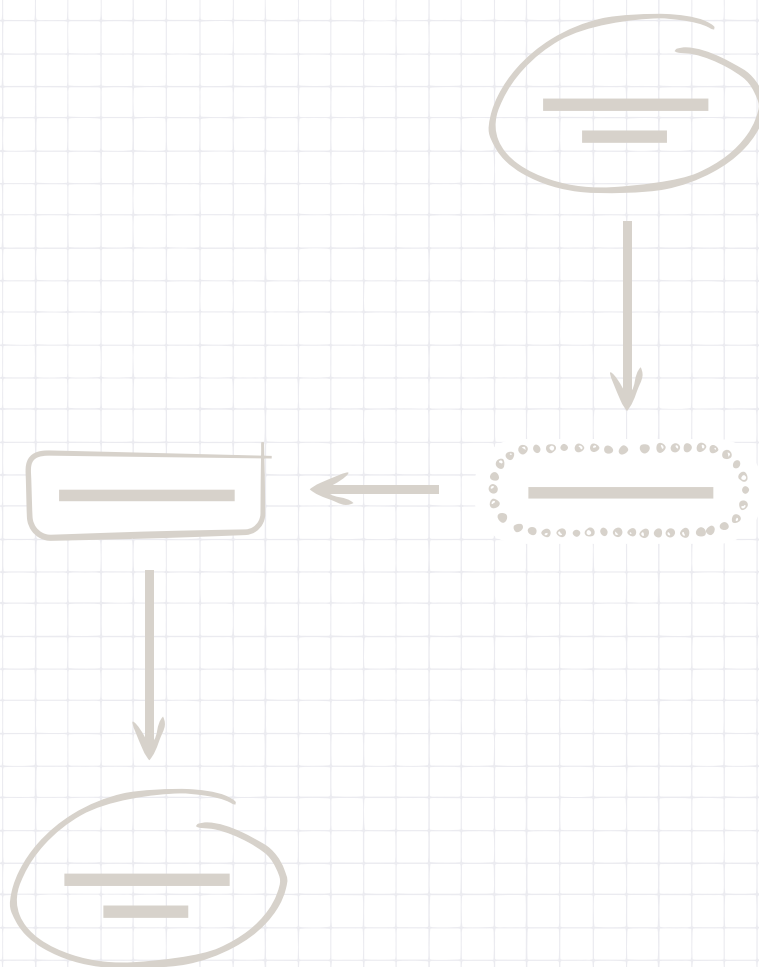
ANNEX 1: RAPID DEPLOYMENT OPTIONS

Introduction

In emergency or development contexts, rule of law initiatives may require the expansion or rehabilitation of existing prisons or the construction of new prison infrastructure. There are several different scenarios where this may be necessary as follows:

▶ An existing operational prison may require expansion or rehabilitation while prisoners are still present within the prison. Depending on the size of the prison, the scope of works and funding arrangements, this work may require between three months and two years for completion.

▶ Temporary facilities may need to be created to accommodate prisoners in an emergency context, such as where existing prison infrastructure is not present, during the expansion or rehabilitation of existing prison facilities, or when existing prison facilities are not in compliance with the Nelson Mandela Rules. These temporary facilities may be required immediately and may be required to last for up to two years.

▶ Short-term prison facilities may be required to accommodate prisoners while new prison infrastructure is planned and constructed. The construction of new facilities is likely to require more time than renovations to existing prison facilities. As a result, short-term facilities may be required for a period of up to five years.

In any one of the above scenarios, particularly in an emergency context, rapid deployment options may be needed to facilitate solutions that can quickly and effectively address the relatively short-term requirements identified. Rapid deployment prisons (RDPs) must always be regarded as a temporary measure, while longer, more sustainable solutions are sought and established.

Long-term engagements may include the extensive expansion or rehabilitation of an existing prison, the augmentation and conversion of short-term facilities into long-term facilities or the substantial addition of new prison infrastructure facilitated by donors or government funding. These long-term engagements generally require longer lead times for design, approval and construction and are not suited to rapid response options. In these scenarios, planners and designers should instead reference the primary information provided in the *Technical Guidance for Prison Planning*.

There are several infrastructure and operational considerations that need to be addressed during the development of rapid deployment prisons (RDPs). Therefore, it is crucial to involve experienced design and engineering specialists and prison design experts during planning and design.

While it may be feasible to develop generic, rapid deployment designs, site-specific data is required to ensure that a solution, even for temporary or short-term use, is developed in compliance with the Nelson Mandela Rules. This annex provides specific considerations applicable to rapid deployment solutions; however, this information should be considered within the broader guidance contained in the Technical Guidance for Prison Planning to ensure respect for international standards and norms.

1 Design considerations

Rapid deployment solutions give rise to a number of design issues. These include the following areas:

1.1 Respect for non-derogable human rights and human dignity;

1.2 Capacity of the prison;

1.3 Categorization and classification of prisoners;

1.4 Design of facilities;

1.5 Siting of facilities;

1.6 Site-specific issues;

1.7 Architectural impact;

1.8 Construction type and choice of materials;

1.9 Services infrastructure; and

1.10 Deployment methodology.

1.1 Respect for human rights and dignity

Even though an RDP may be considered a temporary facility, it must ensure that the non-derogable human rights of prisoners are respected and protected. It must also provide for the humane and dignified treatment of prisoners in accordance with international principles and standards, including the requirements in the Nelson Mandela Rules.

Protecting the human rights and dignity of women and children and other vulnerable individuals and groups that may be detained in an RDP is essential.

1.2 Capacity of the prison

The number of prisoners to be accommodated will determine the scale of the facilities required, the extent of the land area needed and the services requirements for the prison. A typical scenario may involve consideration for three generic capacities of prisons, for 100, 250 and 500 prisoners.

1.3 Categorization and classification of prisoners

The Nelson Mandela Rules require that "different categories of prisoners shall be kept in separate institutions or parts of institutions taking account of their sex, age, criminal record, the legal reason for their detention and the necessities of their treatment." The classification of prisoners may also indicate the need to separate particular individuals or groups of individuals based on their security risk level and treatment needs. The requirements for separation are no different in an RDP than in a permanent facility.

The accurate classification of prisoners will help determine the physical security requirements for an RDP, as well as what facilities are needed to support prisoners. The physical security of the RDP is particularly important in certain post-conflict environments where attacks to liberate high profile prisoners may occur.

Where an RDP will contain prisoners with different security risk levels, it is likely that there will be a greater number of prisoners with lower security risk levels than those with higher security risk levels. This will require more emphasis on higher capacity facilities with a lower security level. However, in the UN operational context, the imprisonment of serious criminals may assume a higher priority. The security features of an RDP will need to incorporate all considerations relevant to the operational circumstances.

1.4 Design of facilities

In a post-conflict or rapid response context, a government's operational capacity may be limited and there may be insufficient or nonexistent guidance for the design process. If a generic design is developed without a clear understanding of the physical and operational context, it still must be able to deliver a physical solution that is compliant with international standards and norms. This may entail compromises that affect the operation of a facility and its future use.

Generic solutions for prison facilities of 100, 250 and 500 prisoners may be developed using so-called 'modular design' options. However, the long-term operational limitations of this approach are significant and it must be recognized only as a temporary or short-term solution.

1.5 Siting of facilities

Following a determination of the capacity, categorization and classification and design of facilities, the location for a proposed facility must be defined. There are several areas with significant considerations for the siting of a facility, including access to services infrastructure (e.g., power and water) and the local availability of food, building materials, accomodation for prison staff, visitor access and transport infrastructure.

The failure to sufficiently address these areas when selecting the appropriate site for an RDP may result in a facility that is inaccessible, with serious implications for the cost of providing support to the facility and the health and well-being of prisoners.

1.6 Site-specific issues

A detailed analysis of a chosen site is critical. This analysis should consider groundwater levels, geology and soil types, vegetation, existing buildings, cultural heritage considerations, existing land use and road access, site contamination, security and peace-keeping issues, the local climate and disaster risk (e.g., the existence of flood plains that may affect even short-term use).

When designing a temporary facility, many of these factors are less relevant than they are for the design of a permanent facility. However, because there are potentially significant implications for both the design and construction process, these factors should be examined during the site analysis for an RDP.

It is particularly important to make certain that adequate land survey and geotechnical reports have been undertaken. In addition, if existing buildings will be refurbished, a physical and structural survey of these buildings is required to ensure that they are safe and can be used as part of the RDP.

It should be noted that the above considerations may have a substantial effect on the costs and outcome of the design process.

1.7 Architectural impact

In many operational contexts, a decision should be made about whether the RDP needs to be designed to fit within the existing social and visual context, or whether it will be in existence for such a short period of time that it will not have an extensive impact on the local surroundings. This decision must be based on the proposed site, with consideration of all factors that may affect the final designs.

It may be significantly easier to obtain approval for a design that is based on traditional forms, building sizes and colours, which are used by local contractors, rather than a solution that is alien to its surroundings.

An additional consideration may be the inclusion of particular visual objectives that will help to blend a facility into an existing neighbourhood. However, this is not possible without a carefully customized design, so standardized, prefabricated solutions are not appropriate for this purpose.

1.8 Construction type and choice of materials

Temporary or short-term facilities may use a wider variety of construction types and materials than long-term facilities. Therefore, the long-term durability and future maintenance of materials are less critical in temporary or short-term facilities. The robustness of construction materials may also be governed by the security level of the prison, rather than its anticipated life span.

A typical on-site construction technique — that uses a conventional concrete frame and slab with brick or block infill or a fully reinforced concrete structure — may not be as expedient as prefabricated solutions, which can be commissioned rapidly after delivery. The choice of materials for prefabricated, modular solutions may vary from lightweight container solutions, fabricated from typical shipping container sizes, or steel fabricated arch structures, to prefabricated, heavy concrete, panel component systems. This determination will depend partially on the necessary security levels, site conditions and accessibility considerations.

The capacity to maintain and support the operational needs of the facility should also be considered. It may not be possible to maintain high-technology solutions for materials or fittings, leading to the abandonment of facilities or ad hoc solutions that compromise the safety and security of prisoners.

The choice of materials and fabrication techniques may also need to consider the possible negative implications of using lightweight systems if a short-term solution is later modified to deliver a longer term facility (e.g., adapting modular buildings for use as classrooms or modifying containerized cells for use as staff accommodation or offices).

RDPs are a temporary solution and consideration should be given for the type of construction and whether there is the flexibility to redeploy these facilities elsewhere for use in other prison development projects, once a longer term prison facility has been established.

1.9 Services infrastructure

The range of design options available for services infrastructure requires a careful analysis of the expected demand, particularly with regard to waste water disposal. An expensive wastewater treatment facility may not be necessary if it is feasible to use solid waste transfer trucks to remove waste from holding tanks to an acceptable disposal facility. If a site has an existing reticulated wastewater drainage system this may not be an issue. However, it is important to understand any capacity limitations of a drainage and disposal system. If a packaged system is used for a short-term facility, it may be possible to relocate it, following the removal of the RDP.

Configurations for power and water supply options may be more flexible but a RDP may require significant power supplies and alternative technologies and supply methods may need to be considered.

1.10 Deployment methodology

The on-site construction of conventional concrete and brick or block buildings requires access to local construction contractors and material sources. Depending on the location, this may not always be possible and the transport of labour and materials may entail a significant increase in costs and delays to the completion of construction.

The capacity of local contractors and their ability to understand construction contracts and provide capable labour and materials with acceptable quality standards will also impact the viability of the rapid rehabilitation of existing facilities.

Where time is a critical concern, prefabricated solutions can be delivered fairly quickly, particularly if components are already constructed, stockpiled and can be rapidly commissioned, ready for use. This system may be more efficient when there is an established supply chain and logistics process that is developed and customized to the specific nature of prisons infrastructure deployment. However, significant transport and logistical issues may preclude the use of heavy-duty, robust prefabricated solutions.

With regard to cost, most modular systems are equivalent or more expensive than on-site building processes.

2 Operational considerations

In certain operational contexts, the rule of law may be weak or absent. Therefore, design decisions may need to be made without the benefit of established processes. A broad array of design implications will inform the range of construction options suited to RDPs but there are specific operational aspects that should be explored and agreed upon by both technical and rule of law experts, due to their influence on the design process. These aspects include master planning, timing requirements, maintenance, security arrangements, stakeholder agreement, funding arrangements and transfer arrangements.

Master planning

The provision of additional infrastructure may not be the appropriate solution. Perhaps there are changes to the judicial system and/or prison system that could provide more expedient and less expensive options to reduce overcrowding. A master planning exercise will assist in establishing whether an RDP is the correct solution.

Timing requirements

If a new building, a temporary prison or an entirely new prison is needed, it is critical to identify the time frame within which the solution must be proposed and delivered. This assessment is based on the professional judgement of potential outcomes.

Maintenance

Establishing a maintenance plan will help to prevent the deterioration of an RDP and support positive conditions for the health and well-being of prisoners.

Security arrangements

If an RDP is located in an unstable security context, the construction, staffing, transfer of prisoners, services delivery and the potential impacts of security disruptions will all require careful consideration and planning.

Stakeholder agreement

It is important to identify the process required to achieve the agreement of key stakeholders for a proposed solution. This process may include specialized presentations, further research and activities, such as the completion of social and economic analysis, before seeking the approval of an acceptable design solution. The lead time, site preparation and design for the construction works may all be affected in the course of this process.

Funding arrangements

A determination of the nature and management of funding arrangements is another key aspect for consideration. This aspect may influence the phasing of the works to accommodate multi-year budgets and construction contractor cash flow, which may result in modifications to the choice of a design solution.

Transfer arrangements

How the transfer of an RDP to government control will be managed and accomplished must be identified. There may be necessary physical changes to a facility as a result of the training processes needed to enable an effective handover of operational management. This may influence the design of spaces to maintain some flexibility of use. Alternatively, it needs to be confirmed that the use of facilities is only a temporary measure.

2.1 Rapid construction options

There are many potential rapid deployment options available in emergency contexts but there are several important concerns and caveats that should be applied. Fundamentally, some of the below options are intended for extremely temporary solutions, and should only be utilized as a last resort. These options are neither endorsed nor encouraged but are provided as options to achieve the most urgent requirements contained in the Nelson Mandela Rules. These options should replace unacceptable alternatives that fail to offer fundamental protections to prisoners, such as open fenced facilities or tents. It should be noted that some options are more suited to temperate climates, while others are more appropriate for low-security installations. The local context and culture should always be taken into consideration.

Modular panelized buildings

As containers are narrow and may limit the size, orientation and footprint of the facility, standardized modular buildings may be delivered in flat-pack or partially constructed form. These types of buildings have more flexibility for the size and configurations to suit a prison format and can be ordered with specific security improvements, such as reinforced doors, windows and wall panels.

Prefabricated concrete cells

These are specific modular cells that can be supplied in a finished form and that are able to be 'plugged in' and used immediately after delivery. While these cells are extremely well-designed and suited to high-security installations, they can weigh up to 25 tons for maximum security cells. In certain operational contexts, the logistics required for the delivery of these cells may not be possible without careful planning. This solution will often be augmented with more conventional support and administrative buildings.

Shipping containers

It is possible to modify conventional shipping containers to suit specific uses. This option is most appropriate for low-security installations. Insulation and shading is necessary, as well as additional ventilation techniques to enable the achievement of acceptable comfort conditions.

There are many housing projects in military and UN refugee camps around the globe that successfully deploy this option. The interconnections between groups of containers, walkways and roofs can be configured to achieve weather protection and a reasonable standard of finish.

Subject to a detailed analysis of the ability of this solution to comply with the Nelson Mandela Rules, modified shipping containers may be used as a temporary measure. It should be noted that the durability of this solution is limited and the cost of a compliant solution may be significantly more than estimates obtained prior to the completion of a technical assessment and review.

Steel arch metal buildings

Similar to aircraft hangars, and with the possibility to span between 6 and 25 meters wide, these buildings are extremely quick to erect. The rolled steel sheet form is robust but difficult to insulate, apart from using a sprayed foam insulation. Ventilation may also be an issue, depending on the size and the orientation of the building in relation to prevailing winds. These structures may be particularly problematic in hot climates.

This solution has been successfully used for dormitory facilities and military barracks. These structures can be used as shelter roofs, with shipping container housing located within, to achieve better living conditions. The difficulty of achieving an acceptable standard of living conditions at a reasonable cost requires careful consideration.

Barge prisons

There are several examples of large barges used to house prisoners, both as a solution for a short-term overflow and for permanent facilities. There has been significant criticism of these approaches with regard to the safety and security of both prison staff and prisoners, as well as long-term maintenance issues. In addition, accessibility for visitors and the delivery of supplies may be especially problematic, particularly if a barge is not directly connected to shore.

This solution may be considered as the prototype for temporary facilities because it is quickly deployed and able to be reused in another setting, following the transfer of prisoners to a more permanent facility. Of course, a barge prison can only be deployed to locations with an acceptable harbour or mooring facility.

2.2 Temporarily repurposing existing infrastructure

At times of extreme prison overcrowding, governments may consider repurposing and adapting non-prison infrastructure to create more space for prisoners. The type of infrastructure that is suited for this purpose will vary and may include ex-military bases, government buildings, open factory space and warehouses.

While such places may appear attractive at first because they offer a quick solution to accommodate large numbers of prisoners, the physical fabric of the infrastructure, poor adaptability, the location and the available services, may make them wholly inappropriate for use as a prison. Adapting or repurposing non-prison infrastructure that cannot be properly adapted may risk violating international standards and norms on the care and management of prisoners.

Furthermore, in the absence of a master plan that includes plans to build new prison facilities and/or to refurbish existing facilities, there is a risk that the temporary facilities may develop permanence and never reach the capabilities of a purpose-built prison.

When planners and designers are requested to assess the suitability of existing non-prison infrastructure for adaptation to accommodate prisoners, they should exercise extreme caution before confirming the suitability for adaptation. This is particularly important when there is no realistic plan to create purpose-built prison infrastructure or to reduce the prisoner population to address overcrowding.

ANNEX 2: COMMON MISTAKES IN PRISON DESIGN

Introduction

This annex identifies a non-exhaustive list of common mistakes, with associated operational issues, that has been compiled based on experience and developments in prison planning, design and operation. This list can assist prison planners and designers to avoid common pitfalls in prison design that can have serious consequences for the human rights and dignity of prisoners and the operations of a prison.

COMMON MISTAKE	OPERATIONAL ISSUE
1 **Building prisons without consideration for the wider criminal justice system**	Prisons operate as part of a wider criminal justice system. Reforms of criminal codes and sentencing guidelines, conditional release programmes, and broader judicial, social, economic, and political policies may impact the quality life of prisoners and the protection of society much more than the construction of one, or even several new prisons.
2 **Inaccurate, incomplete or limited Prison Brief**	An accurate Prison Brief forms the foundation for the evolution of concept designs. The failure to develop an accurate brief, that reflects the considerations identified in the prison profile, is likely to have a negative impact on the concept design. An inaccurate, incomplete or limited brief can lead to common mistakes in the design that will prevent the correct operation of the resulting prison and prevent it from meeting the requirements of international standards and norms.
3 **Failure to consult with prison infrastructure experts in a timely manner**	Specialist input is required early on during the development of the prison brief and concept designs to ensure that they reflect operational functionality and compliance with international standards and norms. The failure to consult a prison infrastructure specialist in a timely manner can result in the inability to implement necessary modifications to the prison brief and concept designs.
4 **Failure to use an evidence-based approach to design**	Research shows that humane prison conditions support the personal growth and rehabilitation of prisoners on their journey towards eventual release and resettlement in society. Clinging to the notion that austere or even inhumane prisons are a deterrent to reoffending is inaccurate, antiquated and should never be reflected in prison design. Certain architectural features and considerations have been shown to support humane prison conditions for prisoners and create a more positive working environment for prison staff. Despite this, some planners, designers and architects still choose not to include such features and considerations into a design, to the detriment of both prisoners and staff.

5 **Prison security is too high for the security risk level of prisoners**	The more security that is built into the fabric of a prison, the more costly the project. Unnecessary security infrastructure can restrict prisoner movement, access to rehabilitation and other prison activities and significantly increase the operational and maintenance costs of the prison.
6 **Including several different categories and classifications of prisoners within a single prison**	Too many different categories and classifications of prisoners in a single prison facility introduces significant management challenges, violates the requirement for the complete separation of different categories of prisoners and can pose serious obstacles to operating a positive and purposeful regime. For example, spaces for education, work opportunities and religious and spiritual observation may have to be duplicated or shared so that prisoners receive access to an activity. Additional prison staff may also be required to manage the separation of different prisoner categories and classifications.
7 **Failing to consider the needs of children**	Facilities for children are distinct from those for adult prisoners. Planners and designers that create facilities from the perspective of adult prisoners do not address the needs and requirements of children in custody.
8 **Failing to take a gender-sensitive approach**	When planners and designers fail to take a gender-sensitive approach to the design of prison facilities, the needs of women prisoners, which are derived from their specific physical and mental attributes, are not met and can result in significant consequences for the mental and physical health, well-being and rehabilitation of this category of prisoners.
9 **Not addressing the needs of vulnerable individuals and groups**	The failure to consider the particular needs and requirements of vulnerable individuals and groups of prisoners can lead to increased incidents of violence, compromising the safety and security of both prisoners and staff.
10 **Not incorporating the needs of persons with disabilities**	Particular design considerations are needed to ensure that prisoners with disabilities are provided with suitable accommodation and access to prison facilities and services. The absence of these considerations violate international standards and norms and result in violations of the rights of these prisoners and increased burdens on staff.
11 **Failure to consider prisoners who self-harm and/or are suicidal**	Certain prison populations have high incidences of self-harm and/or suicidal behaviour. Designing cells with ligature points or glass windows can contribute to the occurrence of self-harm and/or suicide by these prisoners and create additional stress on prison staff.

12 Lack of sanitation and drinking water in cells	The provision of safe and clean drinking water is required by international standards and norms. Providing clean water in cells improves hygiene, reduces the incidence of disease and contributes to the quality of life, health and well-being of prisoners. Failing to incorporate considerations for sanitary installations in cells can have significant consequences for the health of prisoners and the maintenance of clean and hygienic facilities, as well as creating additional burdens on staff.
13 Insufficient natural light	Designing prisons with small, elevated windows prevents the provision of sufficient natural light and can have adverse impacts on the health and well-being of prisoners. Improvements in building design and materials allow for the inclusion of larger, secure windows to permit the entrance of natural light and provide prisoners and staff with a view outside.
14 Inadequate ventilation	Insufficient ventilation is both unhealthy and unpleasant for both prisoners and staff and in violation of international standards and norms.
15 Insufficient healthcare facilities	The provision of insufficient health care facilities to meet the needs of the number and demographic of the prisoner population will result in the inability of a prison to provide for the evaluation, promotion, protection and improvement of the physical and mental health of prisoners. This can also cause significant operational and management problems for prison staff.
16 Lack of exercise areas	Access to fresh air is an important requirement in meeting international standards and norms. Exercise yards can be used to organize purposeful and healthy activities for prisoners and can also serve as a contained area for the evacuation of prisoners in case of an emergency. A lack of outdoor yards impacts the ability of a prison to meet international standards and norms, to provide recreational activities and to safely manage prisoners during an emergency.
17 Not including sufficient infrastructure to support purposeful activities	In addition to maintaining secure conditions, the prison environment must provide safe and decent conditions and encourage prisoners to engage in purposeful activities such as rehabilitation work, vocational skills training, education, recreational activities and religious, spiritual and cultural activities. Prisons that primarily seek to detain and confine prisoners will not meet international standards and norms.

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18 **Making non-contact visits the default visiting arrangement**	Helping prisoners maintain good relationships with family members reduces the risk of recidivism upon release. Prisons should only use non-contact visits as a sanctioned, time-bound punishment within the prison rules system or to mitigate a specific security issue. Using non-contact visits as the default visiting arrangement for prisoners can have negative consequences on the relationships between prisoners and family members.
19 **Designing open-fronted cells as the default accommodation**	Open-fronted cell accommodation can provide staff with good visibility into cells containing high-risk prisoners. However, because open-fronted cells ensure little privacy and tend to produce a noisy and stressful environment for prisoners and staff, they should not be the default design for accommodation.
20 **Lack of cleaning stations**	Prisons that lack proper hygienic facilities make it more challenging to maintain clean and hygienic facilities. This increases the incidence of disease and other health problems for both staff and prisoners.
21 **Insufficient storage facilities in accommodation areas**	Accommodation areas require adequate storage for bedding, toiletries and cleaning products. Providing a lockable area affords greater security and control of these items and prevents the use of staff offices and other functional spaces for storage.
22 **Inadequate staff facilities**	Maintaining staff morale is a persistent challenge in prison management. Inadequate staff facilities significantly increase the difficulty of this task. Designing facilities without a gender-sensitive approach can also inhibit management's ability to attract and retain qualified women staff, particularly in those facilities that accommodate women and/or girls, as required by international standards and norms.
23 **Lack of office space**	A lack of office space significantly impacts the ability of prison staff to operate and manage a prison. In addition to meeting current needs, consideration should be given for any likely future developments and expansions.
24 **Lack of interview rooms**	The failure to include sufficient space for prison staff to conduct conversations with prisoners can lead to challenges to the operation of a prison and to meeting the treatment needs of prisoners.
25 **Lack of meeting rooms**	Prison staff are unable to effectively meet the requirements of their work without access to private meeting spaces.

26 Failing to properly consider the importance of dynamic security in designs	Physical and procedural security are important but dynamic security, created through the development of professional working relationships between prison staff and prisoners, is the most critical form of security in a prison. The failure to consider dynamic security and to introduce features to support it (e.g., providing interview rooms and connecting staff offices to day rooms in accommodation areas) will have an overall impact upon the ability of prison staff to maintain a safe and secure environment.
27 The design does not allow for prisoner-free zones	Prisoner-free areas provide a buffer between spaces where prisoners are allowed and those where they are not. Prisons that do not include these areas are more susceptible to security issues.
28 Building prison buildings without evacuation and access points	Maintaining order and control in prisons is essential, particularly in times of an emergency, such as in a fire or riot. The failure to provide evacuation and access points in the case of an emergency, in addition to the regular points of access that staff use to control the movement of prisoners, can inhibit the ability of prison staff to regain control of an area.
29 Creating a prison with single-size cells	The task of making the prison environment as safe and secure as possible is facilitated by access to cells of various sizes. Some prisoners present a danger to others and should not be accommodated in shared cells. Dorms that are too large may present a security issue if prison staff are not able to divide prisoners into smaller groups and isolate prisoners who are instigating problems. Dorms may also cause health issues if there is an outbreak of an infectious disease. Cells of various sizes allow prison staff the flexibility to better manage the prisoner population.
30 Adapting unsuitable non-prison infrastructure	When faced with an overcrowding crisis, governments may consider adapting existing non-prison infrastructure (e.g., ex-military base accommodation) into space for prisoners. While this may be possible in limited circumstances, for short-term use (e.g., a rapid deployment prison), while more permanent prison facilities are developed, non-prison infrastructure should not be adapted and used for prisoners if it cannot meet the requirements of international standards and norms.
31 Applying civilian specifications in a prison environment	Prisons can be harsh environments where prisoners seek to damage or sabotage its fabric to cause a nuisance, disturbance or disruption. Using domestic grade specification materials in the construction or refurbishment of a prison may appear to save costs but can lead to greater costs via repairs and maintenance in the long-term.

32 **Introducing security features in a prison that are not sustainable**	Many security features are available to enhance the security of a prison and often involve a high level of technology. Introducing these features in prisons that do not have the budget or expertise to maintain them can lead to security problems when these features cannot be repaired. Resource and maintenance needs must be considered before introducing high-tech features in a prison design.
33 **Using prison designs from other projects**	The wholesale replication of one prison design for use on another site is not appropriate. While certain elements of a design may be relevant to another prison project, consideration for the geotechnical properties and other implications of a new site is necessary. Moreover, the functionality of the new prison, the prisoner demographics, as well as any associated cultural or local requirements, must fit the prison profile.
34 **Locating prisons in unsuitable and/or remote areas**	Prisons that are located in remote areas may not be adequately connected to necessary services, such as water, electricity and transport infrastructure, and other essential resources for the effective functioning of the prison. A prison's lack of connections to the broader criminal justice system can make operational effectiveness challenging. Locating prisons in remote areas can also isolate prisoners from their families, impeding successful reintegration in society after release.
35 **Failure to challenge or highlight an inadequate choice of site**	Partners may select a site for the location of a new prison. During the development of the brief, it may become apparent that the site is entirely unsuitable for a prison, even with modifications. The failure to challenge or highlight this issue with partners, even if the prison that is designed is state of the art, can lead to the inability of the prison to function properly from the start.
36 **The risks of a multi-phased project**	The failure to secure proper funding for a multi-phased prison infrastructure project can result in the partial development of prison infrastructure that does not comply with international standards and norms. The probability of securing funding for later phases of development should be reviewed and assessed. The decision about whether or not to proceed with the first phase of development is a matter of professional judgement.
37 **Not allowing for future expansion and development**	Many prisons evolve over time to meet increasing prison populations and the changing needs and demographics of the prisoner population. Building a prison without consideration for future development can restrict its operational flexibility and effectiveness over time, lead to increased risks of overcrowding and may contribute to requests for additional prisons in the long-term, instead of helping to alleviate the problem of overcrowding.

38 Designing sewer and drainage systems without considering future expansion	Designing sewer and drainage systems that strictly meet the current specifications of a prison can increase costs in the case of future development and expansion and may result in overburdened systems and health and hygiene risks for both prisoners and prison staff.
39 Failure to consider the development and expansion of IT and telecommunications	The implications of IT and telecommunications services continue to expand, even in remote areas. Building prisons without the capacity to introduce, expand or develop capacity in this area can present future problems.
40 Failing to consider green technology	Services infrastructure, such as electricity and water, can be expensive and unreliable in certain contexts. Utilizing wind, solar, biogas, rainwater harvesting and/or other types of green technology in a prison design can significantly reduce operating costs.
41 Not developing a maintenance plan	The development of a maintenance plan is often overlooked and/or not properly included with the budget. Once a prison is complete and operational, wear and tear and damage will lead to expensive maintenance costs, and possibly compromise prison security, in the absence of a proper maintenance plan.
42 Building an RDP outside a prison system master planning process	Building an RDP to quickly address overcrowding may seem necessary but when attempted outside of a meso or macro master planning process, it risks becoming a 'bolt-on' prison. It temporarily relieves the problem of overcrowding without addressing the drivers of over-incarceration. This will result in overcrowding in the RDP and lead to the use of the temporary facility as a longer term facility, potentially causing poor conditions for prisoners in the process.
43 Not completing a learning review at the end of the prison project	Each prison project reveals new lessons. By not completing a learning review at the end of a project to capture lessons, both positive and negative, subsequent projects are likely to repeat mistakes or not consider positive factors for inclusion.
44 Not conducting a post-occupancy analysis	Post-occupancy reviews should be conducted after a set period of use. This allows for feedback to be captured about the actual user experience, which should then be considered in subsequent prison projects.

ANNEX 3: DEVELOPMENT OF MAINTENANCE PLANS

Introduction

Prisons are extremely busy operational environments 24 hours a day. This high level of human activity can place significant strains on the physical fabric of a prison, its services and equipment, causing it to break and wear down through use. Even if the infrastructure, services and equipment are not subject to high levels of use, they will naturally deteriorate over time. Therefore, it is essential for prisons to develop and maintain robust maintenance plans to ensure the proper upkeep of facilities and to prevent operational problems and risks to the safety and well-being of prisoners and staff.

The absence of effective maintenance plans can lead to serious consequences, including:

▶ Insufficient budget to repair infrastructure and to buy replacement equipment;

▶ Compromises to security (e.g., escapes);

▶ Deteriorating conditions for prisoners that violate the Nelson Mandela Rules and other international standards and norms on the care and management of prisoners;

▶ Challenging conditions for prison staff to fulfil their duties;

▶ Distress for the families of prisoners when they witness the conditions in which their loved ones are held;

▶ Concerns and criticism from independent inspection bodies; and

▶ Media attention, public criticism and international criticism due to the conditions prisoners face.

1 Approaches to maintenance

The overall purpose of maintenance plans is to check, repair and replace infrastructure, services and equipment to prolong the lifespan of a prison, to maintain humane and dignified conditions for prisoners and staff and to ensure that the prison is operationally functional on a daily basis. To achieve this purpose, there are two primary approaches to maintenance management that should be incorporated in the maintenance plans for a prison: fix-when-fail and preventative maintenance. Both of these approaches have positive and negative attributes that must be balanced.

1.1 Fix-when-fail

Maintenance plans typically include a set of procedures to follow when faced with the failure of infrastructure, services or equipment in the prison. The identification of a failure will usually occur via prison staff reporting a problem to the maintenance department.

Replacement parts for services or equipment that are known to fail regularly should be available in the stores, where possible. This will allow for the timely repair of the relevant services or equipment and minimize disruption to prison operations. However, the downside of this is the cost — replacement parts can be an expensive outlay, especially if they are not utilized. An assessment of the risks and a cost-benefit analysis of not keeping specific parts in stock should be conducted.

1.2 Preventative maintenance

In contrast to the fix and repair approach in maintenance plans, the preventative maintenance approach seeks to prevent problems before they occur and reduce the natural deterioration of infrastructure, services and equipment. This assists in prolonging the operational life of a prison.

Preventative maintenance in prisons may include the following activities:

▶ Inspection, maintenance and repair of service infrastructure and equipment;

▶ Checking that perimeter walls and fence lines are in good working order;

▶ Maintaining the generator;

▶ Painting walls and woodwork;

▶ Keeping gutters and drains clear;

▶ Checking that security lighting is in good working order;

▶ Inspecting security locks;

▶ Maintaining the natural landscape (e.g., lawns, trees and shrubs);

▶ Checking that closed-circuit television cameras are in good working order; and

▶ Inspecting firefighting equipment.

It is necessary to identify the regularity in which such activities should take place, as well as the resources required to achieve them. Depending on the activity, each may be broken down into regular tasks and occasional tasks. It should be noted that while planned maintenance activities might be deferred, the likelihood of failures in the prison increases, with the risk of potentially serious consequences. Adhering to planned preventative maintenance, combined with fix-when-fail, gives a prison the best opportunity to stay operational, humane, safe and secure.

2 Key areas for consideration

There are several key areas for consideration in relation to maintenance planning. In particular, defined roles and responsibilities, staff training, vocational training for prisoners and budgeting.

Roles and responsibilities

To ensure that the maintenance of the prison is properly organized and delivered, it is necessary for prison authorities to nominate a lead within the senior management team for this purpose. This individual is responsible for monitoring and reporting to prison authorities the identification of any serious issues that may compromise the safety and well-being of prisoners or staff or the security of the prison.

The roles and responsibilities for key preventative maintenance activities, as well as fix-when-fail problems, should be clearly identified in the maintenance plans.

Where the necessary skills and experience for maintenance activities are not represented within the prison staff, consideration should be given to contracting out the necessary expertise. These contracted roles and responsibilities should also be identified in maintenance plans.

Staff training

While developing maintenance plans, it may become apparent where there are gaps in the skills and experience of prison staff that are necessary to conduct regular maintenance activities. Training prison staff in the required skills areas may be considered in place of, or complementary to, contracting outside resources for regular maintenance activities. This may save significant cost in the long-term and can help to ensure that the required expertise is available on-site to address maintenance issues in a timely manner.

Vocational skills training for prisoners

Maintenance plans may also provide opportunities for prisoners to gain vocational skills training and experience to help them obtain employment upon release. Identifying specific activities within maintenance plans that may be suitable for this purpose can be achieved during maintenance planning activities.

Budget

Sufficient budget should be identified in maintenance plans for preventative maintenance and to address fix-when-fail problems. However, maintenance planning is not limited to preventative maintenance and the repair of infrastructure, services or equipment. A long-term maintenance plan must budget for the refurbishment or replacement of specific building elements as they wear out or become obsolete or inoperative over time.

This periodic work can involve substantial expenditure and potentially disrupt the use of particular sections of the prison or its infrastructure. Therefore, it should be recognized as part of maintenance planning, even if it is included as part of a capital expenditure programme, to ensure that it is adequately considered in the forward planning and master planning of facilities because of the operational implications.

3 Maintenance plan template

Once the prison-specific maintenance activity tasks are identified, they may be entered into a structured maintenance plan. The following example of a maintenance plan is offered as a guide and may be adapted to meet specific needs and approaches.

Area	Fix-when-fail task	Inventory in stock	Restocked (Qty)	Responsible	J	F	M	A	M	J	J	A	S	O	N	D
SECURITY	Security Lighting on perimeter wall (bulb replacement)	Light bulbs (15) Stock checked 1/6/21	4/1/21 (20)	Maint. Dept	I	I	I	I	M	I	I	I	I	M	I	M
	Security Lighting on perimeter wall (light fitting failure/ breakage)	Light fittings (8) Stock checked 1/6/21	3/2/20 (10)	Electrician (contractor)	I	M	I	I	I	I	M	I	I	I	I	M
	Emergency generator (spark plug failure)	Spark plugs (23) Stock checked 7/4/21	3/6/19 (30)	Maint. Dept	I	I	M	I	I	M	I	I	M	I	I	I
	Gate house: Vehicle entrance gates (loss of hydraulics)	Hydraulic fluid (4 gallons) Stock checked 7/8/20	12/4/19 (5 gallons)	Specialist	M	I	I	I	M	I	I	I	M	I	I	I

MAINTENANCE PLAN — Preventative maintenance checks*

*Inspection/test (I)
Maintenance (M)*

■ **MORE INFORMATION**

An editable template for developing a maintenance plan is available on the UNOPS website.

ANNEX 4: PRISON PROFILE TEMPLATE

Introduction

A prison profile identifies the basic requirements for a prison, such as the number, category and classification of prisoners to be accommodated, the expected lifespan of the prison and the number of staff required for its operation.

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

This annex provides a template for developing the prison profile, which is combined with the master planning exercise and the spatial and service requirements to form the prison brief. Detailed guidance on the particular areas of the prison profile are included in Section B of the *Technical Guidance on Prison Planning*. Familiarity with this guidance is recommended before completing this template.

> **⊓ MORE INFORMATION**
>
> An editable template for completing the prison profile is available on the UNOPS website.

1 Prisoners

The total number of prisoners to be accommodated must be identified to develop the prison profile. This number is broken down according to prisoner category and classification, including security risk level, treatment needs and length of sentence.

Based on the identified categories and classifications of prisoners, the number of separate regimes needed within the prison must also be identified.

TABLE 1.1 TOTAL PRISON ROLL	
CATEGORY	**NUMBER**
Men	
Women	
Boys	
Girls	
TOTAL	

This table indicates the total number of prisoners to be accommodated within a prison, broken down by gender.

TABLE 1.2 CATEGORIES OF PRISONER			
CATEGORY	**MALE**	**FEMALE**	**TOTAL**
Adults			
Juveniles			
Accompanying children			
Pre-trial prisoners			
Convicted prisoners			
Civil prisoners			
Persons detained without charge			
Prisoners of war			

This table indicates the number of prisoners within each category of prisoners, based on the Nelson Mandela Rules, broken down by females and males.

TABLE 1.3 PRISONER CLASSIFICATION			
PRISONER CLASSIFICATION	**MALE**	**FEMALE**	**TOTAL**
Lesbian, gay, bisexual, transgender, intersex (LGBTI)			
Older prisoners			
Young adults (18-21)			
National, ethnic, religious and linguistic minorities			
(identify)			
(identify)			
(identify)			
Prisoners with mental illness			
Persons with disabilities			
Protected or very high-risk prisoners			
Other vulnerable prisoners			
Self-harm and/or suicidal			
Multidrug-resistant tuberculosis			
(Other)			

This table indicates the number of male and female prisoners within different classifications of prisoners. Prisoners may fall into one or more classifications. This information is useful so that services and support can be built into the design, where possible.

TABLE 1.4 SECURITY RISK LEVEL					
LEVEL		**PRISONER DESCRIPTION**	**MEN**	**WOMEN**	**TOTAL**
CLOSED PRISON	1	Maximum security. Prisoners whose escape would be highly dangerous to the public or national security.			
	2	Prisoners who do not require maximum security, but who present some level of danger and are a threat to escape.			
	3	Prisoners who cannot be trusted in open conditions but who are unlikely to try to escape.			
OPEN PRISON	4	Prisoners who can be reasonably trusted not to try to escape, and are given the privilege of an open prison.			

This table indicates the number of women and men to be accommodated within each security risk level and prison type.

TABLE 1.5 SENTENCE LENGTH

SENTENCE LENGTH	MEN	WOMEN
Life sentence		
Long-term (10+ years)		
Medium-term (2-9 years)		
Short-term (<1 year)		
(Other)		

This table indicates the number of women and men to be accommodated, according to the length of their sentence.

TABLE 1.6 REHABILITATION ACTIVITIES

ACTIVITY	CATEGORY	AM	PM	DAYS PER WEEK
Education	Men			
	Women			
	(Other)			
Vocational skills training	Men			
	Women			
	(Other)			
Counseling	Men			
	Women			
	(Other)			
Restorative justice activities	Men			
	Women			
	(Other)			
(Other)	Men			
	Women			
	(Other)			
(Other)	Men			
	Women			
	(Other)			

This table indicates the types of rehabilitation activities that are planned to meet the treatment needs of prisoners and how many prisoners need access and when. For example, the number of convicted women prisoners that will need access to these activities during a day.

TABLE 1.7 SEPARATE REGIME REQUIREMENTS

CATEGORY	NUMBER OF REGIMES
Men	
Women	
Juveniles	
(Other)	
(Other)	

What is the feasibility of including the identified regimes, with respect for the principles of separation and equal access?

Based on the identified categories and classifications of prisoners, this table indicates how many separate regimes are required for each category of prisoners and the feasibility of delivering these regimes.

2 Prison

It is necessary to accurately define the expected lifespan of the prison, the typology and the probability of future expansion when developing the prison profile.

TABLE 2.1 EXPECTED LIFESPAN OF THE PRISON			
YEARS	**STATUS**	**DESCRIPTION**	**APPLICABLE**
<1.5	Short	Emergency prison set up to meet an immediate crisis.	
<5		A transitional prison, while a more permanent solution is planned that will better meet international norms.	
5-20	Medium	A prison designed with the expected lifespan of 5-20 years.	
>20	Long	A prison designed with an expected lifespan that is more than 20 years.	

TABLE 2.2 TYPOLOGY OF THE PRISON	
TYPE	**APPLICABLE**
Integrated (most integrated facilities)	
Cluster (moderately integrated facilities)	
Campus (least integrated facilities)	

TABLE 2.3 PROBABILITY OF FUTURE EXPANSION		
PROBABLE	**TIMELINE**	**APPLICABLE**
Yes		
No		
Unplanned but may be needed		

3 Operations

This section of the prison profile identifies the operational functions of the prison, which are critical to ensure that a prison is effective and efficient.

TABLE 3.1 LEVEL OF AVAILABLE TECHNOLOGY		
LEVEL	**DESCRIPTION**	**APPLICABLE**
1	No electric supply, telecommunications, computer systems, technical knowledge and/or support.	
2	Less than 50% reliable electricity supply, telecommunications, basic computer systems, limited technical knowledge and/or support.	
3	Between 50-99% reliable electricity supply with backup generator, good telecommunications, computer system in place, CCTV and some other electronic security systems in place, technical knowledge and/or support available.	
4	99% or greater reliable electricity supply with back-up generator, excellent telecommunications system, networked computer, CCTV and other electronic security systems in place, on-site technical support and external backup support in place.	

This table indicates the level of locally available technology for the management and operations of the prison facilities.

TABLE 3.2 MAINTENANCE OF FACILITIES	
METHOD	**APPLICABLE**
Fully self-contained	
Inclusion of vocational training for prisoners	
Provided by others	
Combined: Self-contained and provided by others	
Inclusion of vocational training for prisoners	

This table indicates how the maintenance of prison facilities is accomplished.

TABLE 3.3 PRISONER TRANSFER		
	METHOD AND FREQUENCY	**APPLICABLE**
METHOD	**Bus**	
	Large van	
	Small van	
	(Other)	
FREQUENCY	**High frequency (daily to weekly)**	
	Medium frequency (weekly to monthly)	
	Low frequency (greater than monthly)	

These tables indicate the method and frequency of prisoner transfer to and from the prison facilities.

TABLE 3.4 EXPECTED NUMBER OF VISITORS				
VISITORS BY DAY	**OPEN**	**CLOSED**	**OFFICIAL**	**CONJUGAL**
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
TOTAL				

This table indicates the number of visitors and the type of visits expected on a weekly basis.

4 Staff

The prison profile needs to identify the number and type of staff required to effectively operate and manage the prison facilities.

TABLE 4.1 TOTAL STAFF			
TYPE	**MEN**	**WOMEN**	**TOTAL**
Uniformed staff (all ranks)			
Civilian staff (all grades)			
Medical staff			
TOTAL			

These tables indicate the total number of women and men employed in the prison facilities and the expected staffing levels on a daily basis.

TABLE 4.2 DAILY STAFFING LEVELS			
TYPE	**MEN**	**WOMEN**	**TOTAL**
Uniformed staff (all ranks)			
Civilian staff (all grades)			
Medical staff			
TOTAL			

TABLE 4.3 BREAKDOWN OF STAFF BY CATEGORY			
CATEGORY	MEN	WOMEN	TOTAL
Senior management			
Heads of department		226	
Management support			
Residential units			
Security department			
Training department			
Psychology/rehabilitation/ counselling			
Security dog section			
Kitchen			
Gate and perimeter duties			
Farm workers			
Finance			
Human resources			
Procurement			
Sentence planning			
Prisoner records			
Designated visits			
Reception			
Healthcare			
Workshops			
Education			
Works and maintenance			
Cleaners			
Prison shop			
Escorts			
(Other)			
(Other)			
(Other)			
(Other)			
(Other)			
(Other)			
TOTAL			

This table indicates the expected breakdown of staff by category, including security, medical, administrative, educational and other relevant staff to ensure the operation and management of the prison facilities.

5 Location

The site location for a prison is a critical aspect of the prison profile. The location of a prison will impact its operational effectiveness and its ability to deliver care and rehabilitation activities to prisoners.

TABLE 5.1 GEOGRAPHIC LOCATION OF THE PRISON	
LOCATION	**APPLICABLE**
Urban	
Suburban	
Rural	
Remote	
NOTES	

TABLE 5.2 SITE OR PLOT CONSTRAINTS
NOTES

Any site or plot constraints that are present on the relevant site or plot of land should be identified in detail

TABLE 5.3 EXTERNAL SECURITY ISSUES
NOTES

Any external security threats or potential issues should be identified in detail, along with any relevant mitigating factors or measures.

TABLE 5.4 AVAILABILITY OF SERVICES INFRASTRUCTURE	
TYPE	**AVAILABLE**
Water supply	
Wastewater management	
Solid waste management	
Power supply	
Telecommunications, including internet connectivity	
NOTES	

This table indicates the availability of services infrastructure and should identify any particular issues and maintenance considerations.

TABLE 5.5 AVAILABILITY OF SKILLED STAFF

NOTES

The local availability of trained operational and specialist staff for the operation and management of the prison facilities should be identified, along with any particular constraints or considerations.

TABLE 5.6 AVAILABILITY OF SUPPLIES

NOTES

The local availability of supplies for the functioning of the prison facilities should be identified, such as food, medicine and fuel, along with any particular constraints or considerations.

TABLE 5.7 AVAILABILITY OF CONSTRUCTION MATERIALS

NOTES

The local availability of construction materials needed should be identified, along with any particular constraints or considerations.

TABLE 5.8 AVAILABILITY OF CONSTRUCTION LABOUR

NOTES

The local availability and skill level of construction workers should be identified, along with any particular constraints or considerations.

6 Other key focus areas

The additional key focus areas that will inform the prison profile are stakeholder engagement and the applicability of national legislation and standards.

TABLE 6.1 STAKEHOLDER ENGAGEMENT	
TYPE	**NAME**
INTERNATIONAL STAKEHOLDERS	
NOTES	
NATIONAL STAKEHOLDERS	
NOTES	
LOCAL STAKEHOLDERS	
NOTES	

Key international, national and local stakeholders should be identified, along with any identified stakeholder concerns or barriers to effective stakeholder engagement. Any infrastructure considerations needed to ensure access to prisoners for relevant stakeholders should also be identified.

TABLE 6.2 NATIONAL LEGISLATION, STANDARDS AND CODES OF PRACTICE	
TYPE	**NAME**
NATIONAL LEGISLATION, STANDARDS AND CODES OF PRACTICE	
	230
NOTES	
REGIONAL LEGISLATION, STANDARDS AND CODES OF PRACTICE	
NOTES	
LOCAL REGULATIONS AND PLANNING BYLAWS	
NOTES	

Applicable national, regional and local legislation, standards and codes of practice should be identified for consideration. This includes all standard operating procedures (SOPs) that will impact the day-to-day functioning of the prison.

ENDNOTES

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