

GUIDE TO TOURING CORRECTIONAL ENVIRONMENTS

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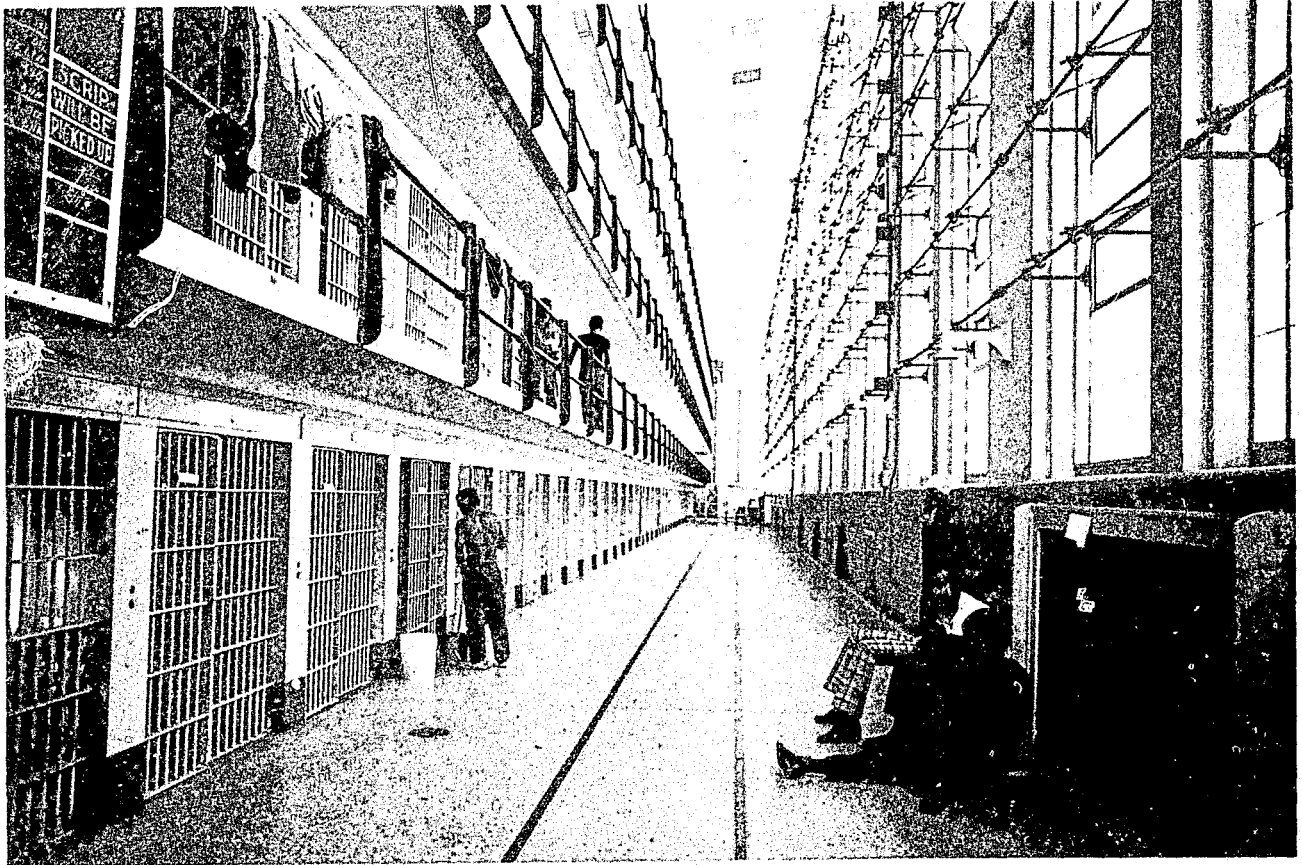


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Product of the Institute Scholar Program
The American Institute of Architects

Peter R. Leffe
Institute Scholar
1974

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INTRODUCTION

Designing correctional facilities, like designing any environment requires a thorough understanding of that environment. One method of developing this understanding is to visit existing examples. Correctional facilities have many unique aspects which if unknown by a person on tour can go unnoticed. An awareness of possible danger is important to keep in mind when planning a tour. In some instances, obtaining permission to tour can be a major obstacle.

This paper will attempt to offer guidance and suggestions for architects and others planning to tour correctional facilities. Hints range from conduct, cameras and clothing to a detailed listing of facility components and their elements. It is hoped that through the use of this guide a more thorough understanding of correctional environments will be possible.

I wish to express my thanks to the American Institute of Architects for giving me the opportunity, through their Institute Scholar Program, to develop my interest in correctional environments and this guide. I am particularly grateful to the following AIA staff members: James Ellison for overall support of the Institute Scholar program; Bo Payne, my advisor, for aid, guidance and counsel; Don Conway for his endless stream of ideas and suggestions. My special thanks to Lynn Arillo for all her assistance and Irma Brown whose devotion to the Institute Scholar program makes it the success it is.

WHO CAN GIVE PERMISSION

- Director of Corrections
- Superintendent or Warden
- Sheriff

1. Make contact by telephone.
2. Follow all phone calls with a letter of reminder and confirmation.

WHERE TO CALL

- The Institution you wish to visit
- The Department of Corrections
- The Sheriff's Office

WHAT TO ASK FOR

- Explain who you are
 - What business or organization you are affiliated with
 - Why you want to tour
1. If you wish to take pictures - explain this on your initial contact. (See section "Using A Camera")
 2. Make sure the person you are talking to understands you are not going to do an expose of their facility.
 3. Give some idea of how detailed a tour you wish to take, to help estimate time.

- To take pictures or record inmates a release form is needed (See Appendix A for a sample)

What Camera

- Lightweight 35 mm with 50 mm lens
- Wide angle lens is helpful

What Film

- High-speed black and white or color
- Use 36 exposure rolls
- Carry about 3 rolls

Flash Or Not

- Makes things easy, but does not give true sense of color or gloom
- High-speed Ektachrome can be used at 400 ASA - special processing is required when developed

Tripod

- Not functional
 1. Hard to carry
 2. Too long to set up

Hints:

- Don't bring excessive equipment.
- Don't take color pictures under fluorescent lights without a corrective filter.

DO's

- Introduce yourself politely to inmate and staff alike
- Explain your presence in the Institution to inmates who ask
- Ask permission of any inmate before entering his/her personal space - cell, lounge, etc.
- Be well rested
- Eat before arriving at the facility

DONT's

- Don't expect to have a meal provided
- Don't expect to be able to purchase food at the facility
- Don't run - especially behind someone
- Don't walk up behind people
- Don't move too quickly
- Don't accept anything from inmates unless you get approval from your tour guide

Hints:

- People tend to be protective of attacks from the rear. They will react automatically to movement from behind. Be aware of who is behind you as well as who you are behind.

WHAT TO WEAR

- Comfortable shoes, for walking and climbing
- Dress neatly in business type clothing
- Pants suits for women are fine

Hints:

- Inappropriate, casual clothing may suggest lack of respect for the professionalism of staff or disrespect for inmates.
- Inmates are often required to wear blue dungarees and/or work shirts; these clothes should be avoided, since you probably will not be allowed in if you wear them.

WHAT TO BRING

- Paper and pencil - for notes (Pads or clipboards will be in your way)
- Camera - if approved
- Tape Recorder - if approved

Hints:

- Don't bring anything to give inmates.
- You are subject to search; don't bring contraband.

WHEN YOU ARRIVE

- Observe all traffic signs
- Follow directions of the guards
- Lock your car
- Go straight to the entrance
- You may be required to get out of your car and stand away from it

Hints:

- Inmates will probably be working on the grounds; leaving your car open is an invitation for them to be blamed if something is missing.
- Inmates are usually not allowed to talk with "free people" except under controlled conditions. Talking to inmates can cause them a great deal of trouble.

CHECKING IN

- Arrive on time
- Go to front desk and give your name and the name of the person you are to meet
- Be prepared to wait a short time
- Be courteous

Hints:

- If you have trouble getting your camera in, give the name of the person who gave you authorization and ask the guard to call him/her. Remain calm.

YOUR FIRST STOP

Your first stop is usually at the Warden or Superintendent's office.

- Introduce yourself
- Explain your purpose
- Ask any questions you have about his/her facility or it's policy:
 - Population now and design population
 - Racial mix - inmate/staff
 - Operation - pretrial/postsentence/
diagnostic
 - Medical staff - full time doctor
 - Residents' sexuality/conjugal visits/furloughs
 - Disciplinary situation
 - When facility was built/dates of
addition
 - Any problems created by the
architecture
 - Suggestions for future facilities
 - Escapes/security
 - Types of offenders
 - Average stay
- Most administrators will gladly give a great deal of information
- Be prepared to ask questions

WHEN YOUR GUIDE ARRIVES

- State your name slowly and clearly -
he/she will be introducing you wherever
you go
- Tell your guide your purpose in touring
- State your company name, organization,
etc. and your profession

Hints:

- A person who has regular contact
with the inmates is the best tour
guide.
- Be sure you understand your guide's
job and recognize that it will
influence what he says and how
he views the facility.
- Although you may have told people
many times before, always restate
your name and purpose. By restating
the above information to your guide
he/she will have the information
needed to explain your purpose in
the institution.

WHAT YOU WANT TO SEE

- You will most likely be asked, "What
do you want to see?" Be prepared for
this question!

Major Facility Components

- Intake (Receiving)
- Inmate housing and group spaces
- Food preparation/service
- Education
- Recreation - passive and active
- Medical
- Segregation/control cells
- Administration and staff spaces
- Visiting
- Religious

Hints:

- Ask to see a representative sample;
the natural tendency is to show off
the best.
- If you are shown an Honor Wing or
Inmate Workers Housing, ask to see
housing for people who don't work.
- Ask inmates what the worst wing is
and where the Hole is.
- It is useful to see what kind of
environments the staff have.

FACILITY COMPONENTSGENERAL NOTES

The visitor should keep the following factors in mind in all environments:

- Noise levels
- Odors
- Temperature
- Ventilation
- Scale
- Color
- Texture
- General atmosphere/Gestalt
- Do environments convey cheer or gloom
- Lighting levels
- Note areas where inmates gather to interact - corridors/outside buildings/ etc.
- Ask about types of inmate jobs and the pay scale
- Does the pay scale allow an inmate to contribute to the support of a family
- Are inmates used for medical research projects

INMATE HOUSING

- Cell/Room/Dorm
- Do cells/rooms allow self-expression
- Is the space of human scale
- Square feet per inmate
- Type of bed
- Sink/Toilet - location and who controls
- Check for resident modification
- Shower - location and who controls
- Exterior windows/bars/security sash
- Door/Bars
- Check levels of privacy
- Lighting - general/reading and who controls
- Storage - closet/shelf
- Construction/texture/finish/color
- Ventilation - natural or mechanical; if natural, who controls
- Acoustics
- Do acoustics and HVAC function well
- Public telephone

INMATE DAYROOM

- How many designed for; how many using
- Toilet/Sink - who controls
- TV/Radio/Stereo
- Is the TV controlled by whoever is biggest
- Acoustic separation of functions
- Other types of passive recreation
- Does the space function as anything but a TV room
- Seating/Tables - fixed or movable
- Security/Doors/Windows
- Texture/Color/Finishes

SEGREGATION HOUSING

This type of housing is used for disciplinary problems and inmates who require protective custody. Most facilities have segregation for Protective Custody cases. Sometimes the segregation unit for disciplinary problems is not the same as for Protective Custody. Ask inmates about the existence of additional segregation areas since the staff is at times reluctant to show these areas. It may be called control cells or administrative segregation. The inmates will call it "the Hole."

Segregation Cell Environment

- How does the disciplinary process work
- Bed
- Mattress
- Sink/Hot water
- Food - How served/Where eaten
- Reading material available
- Exercise period/One hour per day minimum standard
- Strip cells/no furniture or light
- Toilets/Sinks - encased in cement/
remote control of flush and water
- Ventilation
- Heating
- Is counseling available
- Is the environment conducive to change
- Maximum length of stay before review of charges

RECREATIONPassive

- TV
- Arts and Crafts
- Movies
- Lectures
- Concerts
- Are multi-purpose spaces available for large group functions
- Games

- Lounging area
- Coffee shop
- Is proper environment provided

Active

- Track
- Gym
- Tennis
- Handball
- Baseball
- Football
- Boxing
- Are indoor and outdoor recreation spaces readily accessible
- Are locker room facilities available
- Is seating provided for spectators

FOOD PREPARATION AND SERVICE

Kitchen

- Lighting
- Ventilation/Cooking hoods
- Garbage control
- Refrigeration/Backup system
- Floor drainage
- Electric outlet location above wet area
- Cleanliness/Paint

- Food transportation to eating area
- Food service/type/style
- Follow the flow pattern of food and dirty dishes

Dining Area

- Does this environment encourage social interaction
- Type of table/seat
- Are colors bright and cheerful
- Regimented seating or sit where you want
- Second helpings
- Quality of food
- Appearance of food
- Time allotted to eat a meal/interact
- Menu - get a copy if you can
- Amount of money spent per day, per inmate

CLOTHING

- Type, style
- Does clothing allow individual expression
- Frequency of clothing exchange
- Free world clothing
- Clothing distribution
- Facility laundry
- Personal washing machines

- Clothing area security
- Ask about inmate clothing styles
- Are facilities available to encourage self maintaining of clothing

VISITING

- How does a visitor approach the visiting area
- How does an inmate approach the visiting area
- How are inmates located for their visits
- How often are visits allowed
- How long are visits
- Who may visit/How often
- Child care

Environment

- Seating arrangement
- Outdoor space/scale/texture/play equipment for children
- Vending machines/picnic area
- Public telephone
- Location of supervising officers
- Inmate modification/curtains/color/art work

Security Visiting

- Glass with phones
- Metal screens
- Seating
- Guard station
- Does this environment allow a reasonable visit
- Is the environment comfortable
- Is enough room provided between visitors

LIBRARY

- Operation
- Tables/chairs
- Shelving
- Lighting
- HVAC
- Check for stimulus deprivation
- Is the library an educational tool or an escape
- Number of books vs. number of residents
- How are books selected
- Range of subjects
- Magazines and newspapers - number and kind
- Law library/special requirements

EDUCATION

- Check for stimulus deprivation
- Are efforts made to deinstitutionalize classrooms
- Lighting
- HVAC
- Desks/Chairs
- Teaching aids
- Storage for books and materials
- Are visual aids used
- Number of teachers/qualifications
- Programs and facilities; are these appropriately matched
- Student teacher ratios
- Are inmates locked in classrooms

Testing

Inmates are tested upon arrival to determine educational level, IQ, interests, etc.

- How long after inmates enter the system are tests administered
- Is environmental shock considered
- Lighting/HVAC
- Furniture suitable for function
- Are noise levels acceptable for testing
- How long is the testing procedure
- What tests are given
- How are the results used to develop a correctional program for the inmate

Vocational Training

- Types of training available
- Relationship of training to free world jobs
- Special facilities required
- Who does the training/credentials
- Is the training accredited
- Are unions involved/union cards issued

COMMISARY

- Operation
- Accessibility to inmates
- Security features
- Monetary system - vouchers/tokens
- Special requirements/refrigeration/gas
- Range of items sold
- Are items displayed
- Does commissary become a learning experience, for sales people and consumers

MEDICAL

- Full or part time
- Doctor
- Nurse
- MTA (Medical Technical Assistant)
- Are environments conducive to good health

Patient Rooms

- Persons per room
- Type of bed
- Cleanliness
- Nurse call/intercom
- Special features/oxygen/traction/etc.
- Cardiac arrest/intensive care unit

Treatment Rooms

- Special equipment requirements
- Storage space
- Lighting
- X-Ray/Protection

Operating RoomsPhysical TherapyPharmacy/Drug StorageLaboratoryDental ClinicFood Service to HospitalIs Hospital AccreditedIs Hospital inspected on a
regular basisPSYCHIATRIC

- Are environments institutional in character
- Facilities to house psychiatric patients
- Facilities for psychiatric interviews

- Crisis intervention programs
- Suicide watch
- Padded cells and straight jackets
- Extent of use of tranquilizers
- Extent of use of drug therapy
- Extent of use of psychotherapy
- Other types of therapy
- Are environments provided for psychodrama
and other forms of group therapy

RELIGIOUS

- Are facilities available
- Full time/part time
- Full time Chaplain/Office needed
- Are religious sanctuaries accessible to
inmates
- Do the environments feel safe and warm
- Does the environment function as a place
to forget prison life

INTAKE

[Processing area for arriving inmates]

- Follow the process through
- Does this area create environmental shock
- Search procedure/modesty screens provided
- Medical exam given at this point
- Orientation/interview procedure
- Counseling available

ADMINISTRATION

This component is usually the entrance to the whole facility.

Public Spaces

- Reception/information area
- Waiting area
- Restrooms
- Interview rooms for counseling
- Color/decoration
- Does it function to reduce stress/fears

Staff Spaces

- Offices for Warden and assistants
- Space for clerical staff
- Records storage
- Conference rooms
- Staff locker area
- Are these rich environmentally

SECURITY

- Sallyports
- Locks/Bars
- Arsenal
- Guntowers
- Walls

- Fences/type/number/corner detail
- Dead locks
- TV surveillance and where
- Note excessively repressive security
- Look for security overkill
- Note good examples of security without repressive look
- Note integration of security into natural surroundings

RELEASE

I,, having been duly informed that a series of still or motion pictures and/or voice recordings based upon the experiences of persons in custody or associated with penal and correctional institutions is to made at with the permission of the Department of Corrections by the following agency:

..... which series of pictures and/or voice recordings is primarily intended for transmission by television, radio, newspaper or magazine and feeling that said series of still or motion pictures and/or voice recordings will benefit members of the general public and therefore will benefit me, and having indicated my desire to participate in said series, I hereby consent to be photographed and have my voice recorded and to have the still or motion pictures and/or voice recordings in which I appear to be transmitted as above indicated.

I understand that said still or motion picture films and/or voice recordings are made for commercial distribution and transmission to the general public and I hereby fully and forever release, acquit and discharge the State of California, the Department of Corrections, the Adult Authority, the Women's Board of Terms and Parole, the Narcotic Addict Evaluation Authority, and all their officers and employees, or agents from any and all liability which may accrue on account of any and all claims or causes of action which in any way arise from my participation in said series of still or motion pictures and/or voice recordings and from all losses and damages that hereafter develop through my participation in said series of still or motion pictures and/or voice recordings and I hereby waive any so-called rights of privacy insofar as said series of films and/or voice recordings are concerned.

I further declare that I fully understand the terms of this release and that I have voluntarily and without duress entered into and signed the same. I have been advised that I do not have to appear or in any way participate in said series and that I will not be subjected to unfavorable treatment if I do not appear.

Dated

Signature

.....
(Witness)

No.

.....
(Witness)

END

Original: Director of Corrections
Blue: Institution File
Yellow: Inmate File