



State of Indiana  
Indiana Department of Correction

Effective Date

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04-02-102

**ADMINISTRATIVE PROCEDURES**  
**Manual of Policies and Procedures**

Title

**CONSTRUCTION SERVICES**

Legal References (includes but is not limited to)	Related Policies/Procedures (includes but is not limited to)	Other References (includes but is not limited to)
IC 11-8-2-5(a)(2); 11-8-2-5(a)(7); 11-8-2-5(a)(9); 11-11-6-2	00-02-201; 04-01- 101; 04-02-101; 04- 06-102	ACA: CO: 2-CO-2A-01; 2-CO- 2A-02; 2-CO-2B-01; 2-CO- 2B-02; 2-CO-2B-03 ACI: 3-4206; 3-4268 JTS: 2B-06

I. DEFINITIONS:

For the purpose of these administrative procedures, the following definitions are presented:

- A. Director: The administrative staff person responsible for the overall management of the Division of Construction Services.
- B. Division: The Division of Construction Services.
- C. New Construction: Any construction of new facilities that takes place after the effective date of these administrative procedures.
- D. Preventive Maintenance: Any work done on the physical plant at a facility in order to maintain the structures in a good working order and in compliance with all applicable federal and state rules, regulations or statutes.

II. ESTABLISHMENT OF DIVISION:

There is established within the Indiana Department of Correction a Division of Construction Services. This Division shall be supervised by a Director who reports to the Deputy Commissioner of Administration.

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The Division of Construction Services shall be responsible for the planning, development and construction of:

- A. All construction of new facilities within the department;
- B. All remodeling/renovation of existing facilities within the department.

Additionally, the Division shall oversee and review all preventive maintenance carried out at facilities in the department.

III. NEEDS ANALYSIS FOR THE CONSTRUCTION OF NEW FACILITIES AND THE EXPANSION OF EXISTING FACILITIES:

When consideration is given to the construction of new correctional facilities or to the expansion of existing facilities, the Commissioner shall be notified prior to any actions being taken by staff. If it appears that there may be a need for the construction of a new facility or the expansion of an existing facility, the Commissioner shall order the Director to conduct a needs analysis.

When directed by the Commissioner to conduct a needs analysis, the Director shall determine whether such a needs analysis has already been completed previously. If not, the Director shall contact the Director of the Division of Planning and ask that a statistical analysis be conducted to determine whether there is a need for a new facility or the expansion of the existing facility. Additionally, the Director shall contact other Division Directors who may be impacted by the proposed construction. Each of the Division Directors shall be asked to evaluate the services provided to the offender population and to determine whether a new or expanded facility would be necessary in order to improve the delivery of services.

Once the Division Directors have had the opportunity to evaluate their operations, a “stakeholders” meeting shall be arranged. At this meeting, a determination will be made as to whether the proposed construction is necessary and appropriate. The results of this meeting shall be presented at the next Executive Staff meeting. Upon review of the results of the meeting, the Executive Staff shall determine whether to proceed with the proposed project.

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If the Director is instructed to proceed, the Director shall work with other staff in the Division to determine an approximate cost for the various aspects of the proposed construction project. The Director shall ensure that the appropriate requests for funding are placed in the next budget request.

IV. SITE SELECTION CRITERIA FOR THE CONTRUCTION OF NEW FACILITIES:

When the department has received funding for the construction of a new facility, the Director shall call together all “stakeholders” within the department to determine what will be needed for the facility, including the proposed security level and the type of offenders to be housed in the facility. This group shall begin the preliminary work of determining what type of facility shall be designed and built.

Additionally, the Director shall discuss with the Commissioner whether there are any proposed sites for the construction of the new facility. The Director shall work with other agencies, such as the Department of Administration and the State Budget Agency, to establish a site selection committee. The site selection committee shall establish criteria for the selection of a site. ATTACHMENT I is a sample of the criteria for the selection of a site for a new facility.

The Director shall ensure that all localities and counties that have expressed an interest in locating a correctional facility in their area are contacted. The local authorities shall be advised that the department is in the process of selecting a site for a new correctional facility. Whenever possible, the site selection committee shall hold public meetings in the areas under consideration. Members of the community shall be given the opportunity to express their opinions regarding the locating of a facility within their community. Minutes shall be kept of any public hearings held during this process.

Additionally, the community leaders shall be asked to submit information regarding community support or lack of support for locating of the facility in their community. It will be asked that the community establish a coordinator or coordinating committee to act as a liaison with the department’s site selection committee.

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At all times, the department and the site selection committee shall seek input from members of the communities under consideration. The committee shall consider both the positive and the negative input when making a decision regarding the location of the new facility.

Once all of the information required by the site selection committee is obtained, the committee shall narrow the choices down to no more than three (3) sites. These sites shall be presented to the Department's Executive Staff with a recommendation as to the site that the committee believes is most appropriate for the type of facility to be constructed.

V. DESIGN OF NEW FACILITIES:

The department shall be actively involved in the design of all new facilities and the expansion of any existing facilities. Staff designated by the Director shall serve as a Project Manager and shall work closely with the architects selected for the project. Prior to the start of construction, the Project Manager shall ensure that design criteria are established for the facility and are presented to the designated architects. Staff shall develop the design criteria for the project.

The design criteria shall:

- A. Promote personal contact and interaction between staff and offenders, especially within the offender housing units;
- B. Provide architectural features for the safety and security of staff, offenders and the community;
- C. Provide the opportunity for a wide range of offender treatment and rehabilitation programs;
- D. Provide reasonable accommodations for access to public areas by staff and visitors with disabilities; and,
- E. Meets all applicable federal, state and local building codes and complies with all applicable federal and state rules, regulations, codes and statutes.

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The Project Manager shall ensure that all “stakeholders” are adequately represented at meetings with the architects and that the architects fully understand the expectations and needs of the department.

VI. APPLICABILITY:

These administrative procedures are applicable to all department facilities.

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Evelyn I. Ridley-Turner  
Commissioner

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Date