

<b>DATE:</b>	OCTOBER 1, 2008
<b>NUMBER:</b>	B.33
<b>SUBJECT:</b>	SPACE AND EQUIPMENT REQUIREMENTS
<b>RELATED SECTIONS:</b>	

**PURPOSE**

To ensure space and equipment requirements for the detention facilities are properly reviewed and necessary action taken.

**POLICY**

Detention facility commanders will review space and equipment needs annually to ensure the facility accommodates change in the inmate population and program requirements.

**PROCEDURE**

- I. Detention facility commanders will report findings concerning the space and equipment review to the Detention Services Bureau commanders, annually, in conjunction with budget preparation.
- II. Detention facility commanders will work with the Detention Services Bureau commanders in planning the effective use of space and equipment.