

EXCERPT
Federal Correctional
Facilities Accommodation
Guidelines

F2 MENTAL HEALTH CARE

1. FUNCTIONAL DESCRIPTION

This department accommodates Mental Health Care which provides essential psychology services to inmates, including assessments and treatment both for chronic and for crisis situations. In addition, staff in this department may counsel staff in crisis or post-crisis situations.

This department consists of Offices, Interview Rooms, Testing and Therapy Rooms for the assessment, treatment and delivery of mental health services in keeping with generally accepted community practices to inmates within the institution.

This department is part of the integrated Health Care department of an institution which also includes the Health Care Centre. This department should be co-located with the Administrative Area of the Health Care Centre for shared use of facilities such as washrooms, office space, interview rooms, file room and support spaces.

2. SERVICES/ACTIVITIES

2.1 Administration and Staff Space

This department will house the Administration Spaces for staff within the Mental Health Care department, including Offices, staff support areas and File Room (which may be centralized with the Health Care Centre)

Activities taking place in this area include:

2.1.1 Staff

- a) Perform administrative functions such as accounting, purchasing, data entry typing services and arrange psychology' clinics and other specialty clinics
- b) Ensure safe and secure storage of all files
- c) Document , maintain and store accurate mental health records
- d) Procure and store supplies and equipment to facilitate assessment and treatment
- e) Provide tele-health services
- f) Control movement of staff and inmates into and out of the Department
- g) Risk assessments and preparation of reports for parolees
- h) Consultation with staff on program content and inmate management
- i) Participation in workshops and team meetings with staff
- j) Staff break activities

2.1.2 Inmates

- a) Cleaning and maintenance activities under staff supervision

2.1.3 Visitors

- a) Visitors will not normally be present in this department

2.2 Treatment and Program Space

This department will house the Treatment, Interview and Programs spaces for staff within the Mental Health Care department, to deliver mental health services to the inmate population.

Activities taking place in this area include:

2.2.1 Staff

- a) Participation in workshops and team meetings with staff
- b) Psychological screening and assessments, including referrals
- c) Phallometric testing
- d) Crisis intervention
- e) Discharge planning
- f) Risk assessments and preparation of reports for parolees
- g) Assessment of inmates, individually and in groups

2.2.2 Inmates

- a) Participation in individual and group counselling sessions
- b) Undergoing testing and assessment
- c) Cleaning and maintenance activities under staff supervision

2.2.3 Visitors

- a) Visitors may attend meetings and workshops

3. OCCUPANCY CHARACTERISTICS

3.1 Hours of Operation

3.1.1 Typically this department will operate as an 8-hour zone, 5 days a week.

3.1.2 Psychologists are on-call 24 hours a day in the event of a critical situation.

3.2 Occupancy Load

3.2.1 Total staff numbers assigned to this department is based on a number of factors including the number of inmates and security level of the institution; the number of inmates who require psychological intervention, either as part of their correctional plan or due to a crisis situation.

4. DESIGN CRITERIA

4.1 Operational Design Concepts

- 4.1.1 This department should be co-located or located within immediate proximity to F1 Health Care Centre.
- 4.1.2 Provide convenient access by general circulation to Special Handling and Segregation Unit for the movement of staff who provide case management services and lead group treatment sessions.
- 4.1.3 Provide convenient access by general circulation to the Housing Units area for the movement of inmates and staff.
- 4.1.4 Secure waiting room visible from a staff area is required for Maximum, Segregation and Special Handling Unit at the entrance to Mental Health Care to maintain separation between inmates.
- 4.1.5 Direct visual connections to all inmates occupied spaces within the department, particularly the Interview and Therapy spaces, is required from staff or observation areas.

4.2 Physical Design Concepts

4.2.1 Architectural Concepts

- a) The occupancy classification of this department is A2 Assembly at Minimum and Medium security institutions; it is considered B1 Detention at Maximum security institutions
- b) Mental Health Care department should have a Standard Commercial construction envelope at Minimum security; Secure Construction 1 (SC1) at Medium security; and Secure Construction 2 (SC2) at Maximum security institutions or when combined with Health Care Centre
- c) Interior partitions in the department are to be standard commercial construction for Minimum and Medium security facilities; Secure Construction 1 (SC1) for Maximum security facilities
- d) Interior doors in the department are to be to standard commercial with glazing; except for File Room door
- e) Good acoustic isolation (in the range 45 – 50 STC) is required around the Psychologist and Psychiatrist offices, Interview and Therapy Rooms

4.2.2 Interior Design, Signage and Wayfinding Concepts

- a) Finishes shall be selected for durability and ease of maintenance
- b) An environment should be created in the waiting area that is conducive to offer relaxation, which is comfortable and non-technical and which does not raise anxiety levels
- c) Office desks, work surfaces, chairs, work stations, and file cabinets/storage units are to be made of durable, low maintenance materials and be typical of office environment design
- d) Therapy Room furniture should be flexible and comfortable, ideally comprising small tables and comfortable chairs
- e) Storage areas should be finished in utilitarian finishes
- f) Interior circulation shall be clear and as open as possible

4.2.3 Security Systems Concepts

- a) Where cameras are provided that are associated with this department/building, they will be available for viewing at any time in the MCCP
- b) The department envelope will be alarmed and monitored afterhours at the MCCP
- c) Staff access to the department will be provided through the use of security cards, or equivalent
- d) Staff will carry personal portable alarms
- e) Therapy Rooms will be equipped with fixed alarms and an intercom at Medium and Maximum security facilities

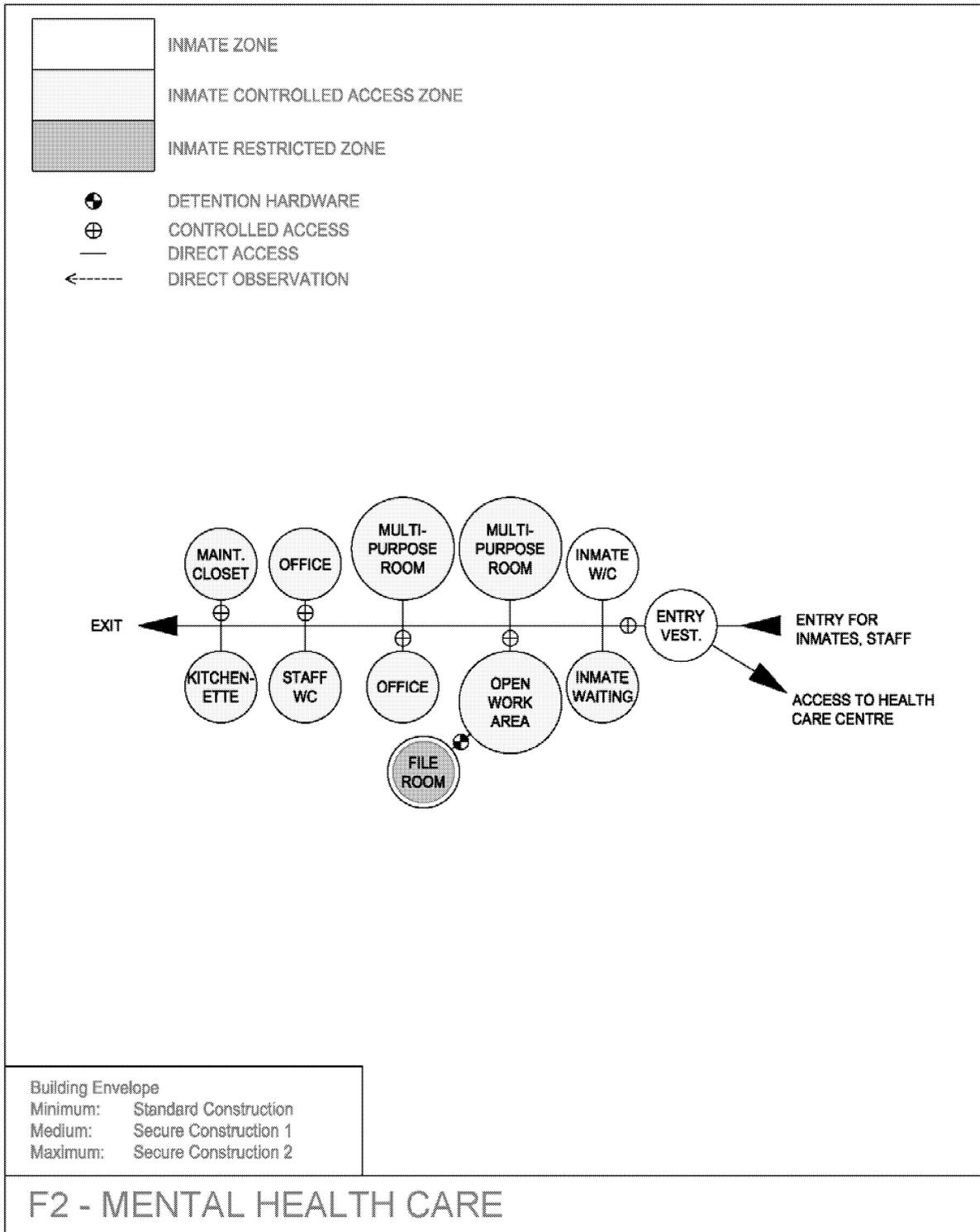
4.2.4 Physical Security Concepts

- a) Access to the department will be limited to those inmates who are authorized by staff
- b) Access into Mental Health Care department through Detention level door (DD1) from Inmate Zones or Health Care Centre is required at Medium and Maximum security facilities
- c) File Room to be standard commercial construction for Minimum; and Secure Construction 1 (SC1) for Medium and Maximum security facilities
- d) Access into File Room through Detention level door (DD1) from Controlled Inmate Zone is required at Medium and Maximum security facilities
- e) Exterior windows are to be Commercial Level 2 (CW2) or 3 (CW3) at Medium and Detention Level 1 (DW1) at Maximum security facilities
- f) Sightlines should be provided from circulation areas into Interview Rooms via windows/glazing
- g) Office doors will have user controlled locking capability
- h) Roving security staff on foot patrol will monitor inmate activities

4.2.5 Building Systems Concepts

- a) All areas must meet requirements from the National Building Code, all spaces to be sprinklered to *NFPA-13*
- b) The area requires a supervised fire alarm system monitored by the MCCP
- c) A battery operated emergency lighting system in the circulation areas and stairwell(s) should be provided
- d) Department may be required to have split electrical systems for normal loads and for emergency loads connected to the emergency generator
- e) Air conditioning will be provided to all occupied staff areas
- f) All clerical and professional workstations in this department require a network drop, computer cabling and online access terminals, and a telephone
- g) Therapy Rooms must have built-in capacity for videotaping and showing videos
- h) Plumbing fixtures (faucets, toilets) in staff and visitor washrooms and kitchen areas should be water efficient or low flow
- i) A range of natural, general and task lighting should be provided
- j) Lighting fixtures in staff work areas, both ceiling mount and desktop, should be energy efficient

4.3 Functional Component Diagram



4.4 Spatial Design Guidelines

F2 MENTAL HEALTH CARE			MINIMUM						Ventilation	Plumbing	Lighting	Special furnishings or requirements
Space Reference Number	Space	Net Area	Floor Finish	Wall Finish	Ceiling Finish	Window Type	Door Style/ Door Type	Secure Envelope Construction				
F201	Entry Vestibule	5.0	FL-2/ FL-4	WL-1/ WL-2	CL-2	CW1	A/ B	n/a	10ac/hr	-	800 lux	Required for exterior entrance only
F202	Inmate Waiting/ Reception	10.0 min.	FL-2/ FL-4	WL-1/ WL-2	CL-2	CW1	B/ B2	n/a	10ac/hr	-	320 lux	Seating for up to 5 persons Used for inmates waiting for sched. appointments
F203	Multi-Purpose Room: <i>Psychological Testing Individual & Group Therapy Interview</i>	14.0 min.	FL-2/ FL-4	WL-1/ WL-2	CL-2	CW1	B/ B2	n/a	10ac/hr	-	540 lux Rheostat	Seating for up to 6 persons Video Conferencing capability Furnishings to be flexible and comfortable.
F204	Multi-Purpose Room: <i>Phallometric Testing</i>	14.0 min.	FL-2/ FL-4	WL-1/ WL-2	CL-2	CW1	C	n/a	10ac/hr	Hand sink	540 lux Rheostat	Required on a project specific basis Space includes testing room and observation area for staff.
F205	Closed Office: <i>Psychologist Psychiatrist Mental Health Nurse</i>	10.0	FL-1/ FL-2	WL-1/ WL-2	CL-1	CW1	B/ B2	n/a	Aircon 10ac/hr	-	540 lux Task	
F206	Open Workstation: <i>Administration Assistants Technicians</i>	5.9	FL-1/ FL-2	WL-1/ WL-2	CL-1	CW1	-	n/a	Aircon 10ac/hr	-	800 lux Task	
F207	Storage Room: <i>File Room</i>	10.0	FL-5	WL-2/ WL-4	CL-6	-	C	SC1	10ac/hr	-	540 lux Task	Accessible from Staff Area only. Staff controlled access.
F208	Kitchenette	3.0 min.	FL-4	WL-1/ WL-3	CL-2	CW1	B/ B2	n/a	Aircon 10ac/hr	Sink	540 lux Task	Counter with small storage area. Under counter fridge, microwave
F209	Inmate Washroom	4.0	FL-3	WL-6	CL-6	-	E	n/a	10ac/hr	WC Hand sink	320 lux	
F210	Staff Washroom <i>(male and female req'd)</i>	4.0	FL-6	WL-6	CL-6	-	E	n/a	Aircon. 10ac/hr	WC Hand sink	320 lux	
F211	Maintenance Closet	2.0	FL-3	WL-3	CL-5	-	C	n/a	-	Floorsink	220lux	Storage for cleaning materials

*Department envelope & interior partitions to be Standard Commercial Construction unless otherwise noted.

ACCOMMODATION GUIDELINES

F2 MENTAL HEALTH CARE

Spatial Design Guidelines – continued

F2 MENTAL HEALTH CARE			MEDIUM										
Space Reference Number	Space	Net Area	Floor Finish	Wall Finish	Ceiling Finish	Window Type	Door Style/ Door Type	Secure Envelope Construction	Ventilation	Plumbing	Lighting	Special furnishings or requirements	
F201	Entry Vestibule	5.0	FL-2/ FL-4	WL-1/ WL-2	CL-2	CW3	A/ B	n/a	10ac/hr	-	800 lux	Required for exterior entrance only	
F202	Inmate Waiting/ Reception	10.0 min.	FL-2/ FL-4	WL-1/ WL-2	CL-2	CW3	B/ B2	n/a	10ac/hr	-	320 lux	Seating for up to 5 persons Used for inmates waiting for sched. appointments	
F203	Multi-Purpose Room: <i>Psychological Testing Individual & Group Therapy Interview</i>	14.0 min.	FL-2/ FL-4	WL-1/ WL-2	CL-2	CW3	B/ B2	n/a	10ac/hr	-	540 lux Rheostat	Seating for up to 6 persons Video Conferencing capability Furnishings to be flexible and comfortable.	
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F205	Closed Office: <i>Psychologist Psychiatrist Mental Health Nurse</i>	10.0	FL-1/ FL-2	WL-1/ WL-2	CL-1	CW3	B/ B2	n/a	Aircon 10ac/hr	-	540 lux Task		
F206	Open Workstation: <i>Administration Assitants Technicians</i>	5.9	FL-1/ FL-2	WL-1/ WL-2	CL-1	CW3	-	n/a	Aircon 10ac/hr	-	800 lux Task		
F207	Storage Room: <i>File Room</i>	10.0	FL-5	WL-2/ WL-4	CL-6	-	C/ DD1	SC2	10ac/hr	-	540 lux Task	Accesible from Staff Area only. Staff controlled access.	
F208	Kitchenette	3.0 min.	FL-4	WL-1/ WL-3	CL-2	CW3	B/ B2	n/a	Aircon 10ac/hr	Sink	540 lux Task	Counter with small storage area. Under counter fridge, microwave	
F209	Inmate Washroom	4.0	FL-3	WL-6	CL-6	-	E	n/a	10ac/hr	WC Hand sink	320 lux		
F210	Staff Washroom <i>(male and female req'd)</i>	4.0	FL-6	WL-6	CL-6	-	E	n/a	Aircon. 10ac/hr	WC Hand sink	320 lux		
F211	Maintenance Closet	2.0	FL-3	WL-3	CL-5	-	C	n/a	-	Floorsink	220lux	Storage for cleaning materials	

*Department envelope to be Secure Construction 1 (SC1), and interior paritions to be Standard Commercial Construction unless otherwise noted.

Spatial Design Guidelines – continued

F2 MENTAL HEALTH CARE			MAXIMUM						Ventilation	Plumbing	Lighting	Special furnishings or requirements
Space Reference Number	Space	Net Area	Floor Finish	Wall Finish	Ceiling Finish	Window Type	Door Style/ Door Type	Secure Envelope Construction				
F201	Entry Vestibule	5.0	FL-2/ FL-4	WL-1/ WL-2	CL-2	CW3	A/ B	SC1	10ac/hr	-	800 lux	Required for exterior entrance only
F202	Inmate Waiting/ Reception	10.0 min.	FL-2/ FL-4	WL-1/ WL-2	CL-2	CW3	B/ B2	SC1	10ac/hr	-	320 lux	Seating for up to 5 persons Used for inmates waiting for sched. appointments
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F206	Open Workstation: <i>Administration Assitants Technicians</i>	5.9	FL-1/ FL-2	WL-1/ WL-2	CL-1	CW3	-	n/a	Aircon 10ac/hr	-	800 lux Task	
F207	Storage Room: <i>File Room</i>	10.0	FL-5	WL-2/ WL-4	CL-6	-	C/ DD1	SC2	10ac/hr	-	540 lux Task	Accesible from Staff Area only. Staff controlled access.
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F211	Maintenance Closet	2.0	FL-3	WL-3	CL-5	-	C	n/a	-	Floorsink	220lux	Storage for cleaning materials

*Department envelope to be Secure Construction 2 (SC2), and interior partitions to be Standard Commercial Construction unless otherwise noted.