# 3-08/000.00 Facility Capacities

Facility Capacities reflect the number of beds and/or inmates at a facility. The capacities of each facility shall be set by the Custody Services Division General Population chief.

Population Management Bureau (PMB) shall be notified of any permanent or temporary facility capacity change.

Any facility requesting a permanent capacity change shall submit a memorandum from their appropriate unit commander to the Custody Services Division General Population chief for approval. A copy of the memorandum, if approved, shall be forwarded to the PMB unit commander.

Once the permanent capacity change has been approved by the Custody Services Division General Population chief, the PMB Central Housing Unit (CHU) shall be notified by telephone and Electronic mail (e-mail) of the following information.

- Prior facility capacity
- New facility capacity
- Reason for the capacity change

Temporary, short-term, changes in any capacity may be authorized by the facility unit commander, or watch commander, by written notification to the PMB Classification/Housing Lieutenant. Reasons for temporary capacity change may include, but are not limited to, facility remodeling/repairs, inmate security, budgetary issues, and institutional needs.

## Capacities Set by Custody Services Division:

- Capacity - The number of beds at a facility for use by inmates. This is a permanent number. Any change must be authorized by the Custody Services Division General Population chief
- Non-working Beds - The number of beds not available for use
- Functional Beds - The current number of beds available for inmate use. This is a temporary number. It will fluctuate with budgetary and/or maintenance and repair issues
- Regular Available Beds- The total number of beds available for inmate use

## Inmate Counts

- Regular Occupied - The number of inmates at a facility during the 0300 hour count. Refer to Custody Division Manual (CDM), section 5-05/010.00, "Inmate Counts"
- Emergency Capacity - The capacity plus a predetermined number of mattress sleepers. This is also a permanent number
- Occupied Total - The total number of beds available for inmates and mattress sleepers at each facility

## Capacities Set by Other Entities:

- Mandated Capacity - Set by the Federal Court in Rutherford v. Block, agreed upon by the American Civil Liberties Union (ACLU), and may not be changed without the authorization of the Federal Court

- Rated Capacity - Set by the Board of State and Community Corrections (BSCC) and may not be changed without the consent of the BSCC.