

## **3-06/030.00 Facility Modifications**

All requests for facility modifications to be submitted to Sheriff's Facility Management shall be reviewed, approved, and signed by the unit commander or their designee and forwarded to the Division Chief for approval.

In accordance with Prison Rape Elimination Act (PREA) Standards for Prison and Jails (SPJ) section 115.118, "Upgrades to Facilities and Technologies," the unit commander, or their designee, shall consult with the Department's PREA coordinator prior to making modifications to housing arrangements and/or video monitoring systems to ensure such modifications can enhance the Department's ability to protect inmates from sexual abuse. The Department's PREA coordinator shall also be consulted when there is a substantial expansion or modifications of an existing facility or when the Department acquires a new facility.

Upon Division approval, all requests shall be forwarded to the Director of Facilities Management. Thereafter, the unit commander, or their designee, shall ensure that the modification is completed in accordance with the work request.

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