

SCOC CHANGE ORDERS REQUIRING PRIOR AUTHORIZATION

scoc0404

Housing Areas	
	Total number of cells and/or beds: 1. Removal or addition
	Day space Square Footage
	Cell square footage & configuration
	Cell windows
	Cell doors/sliders
	Sub-day rooms: 1. Dividing walls 2. Frame (fencing vs. cinder block, etc.) 3. Windows
	Outdoor Exercise Area: 1. Size and configuration 2. Wall opening (for fresh air) 3. Separation wall between yard and unit
	Officer's workstation: 1. Size and Position
	Mezzanine Railings/Mesh Covering
	Stairway Positioning
	Security Panels
	Emergency Exits
	Tour/Punch Stations: 1. Number 2. Location
	Showers: 1. Privacy panels 2. Depth
	Entrances
	Locking Mechanisms
	Any physical plant changes that affect staff sight lines (e.g., overhangs, etc.)

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Booking	
	Sallyport entrance from garage
	Holding cell/tank square footage
	Holding cell/tank configuration
	Interview rooms
	Doors and door panels
	Privacy walls
	Search areas
	Showers
Kitchen	
	Total square footage
	External entry points
	Doors/Sliders
	Incarcerated Individual bathrooms

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Visitation	
	Search area configuration
	Number of incarcerated individual and visitor seats
	Officer's station
	Contact visiting area: 1. table 2. height of table divider
	Non-contact visiting area configuration
	Entrance points
	Attorney/client visiting area configuration
Control Room	
	Physical location
	Windows: 1. type 2. configuration
	Entrance door/sallyport
	Pass-through ports

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Program Areas	
	Room location
	Room configuration
	Doors
	Windows: 1. type 2. configuration
	Ceilings
	Pass-through ports
	Any physical plant change that affects staff sight lines
Perimeter Security	
	Fencing: 1. Size/height 2. Location 3. Type
	Exterior Security Walls
Internal Security	
	Sliders Ceilings
	Windows