

Capacities of Facilities	1
I. Established Facility Capacities	1
A. Definition of Operating Capacity	1
B. Definition of Design Capacity.....	1
C. Rated Bed Capacities	2
II. Modification of Rated Capacities.....	3
A. Cause for Modification	3
B. Procedure for Modifications to Rated Capacities	3
III. Auditing for Facility Rated Operating Capacity Compliance.....	4
IV. References	4
V. Action.....	4
Attachments	6

Section-15 Physical Plant	OP-150205	Page: 1	Effective Date: 11/18/2025
Capacities of Facilities			
Justin Farris, Director Oklahoma Department of Corrections		Signature on File	

Capacities of Facilities

The Oklahoma Board of Corrections (OBOC) certifies the following method for determining official operating capacities, which are reflected on the daily count sheet.

I. Established Facility Capacities

Capacities are updated as needed on the daily count sheet in the Inmate and Community Offender Network (ICON) in accordance with this procedure. When designing or acquiring any new facility and in planning any existing facility expansion, the agency will consider the effect of the design, acquisition, expansion, or modification upon the agency's ability to protect inmates from sexual abuse. (PREA 115.18 (a))

A. Definition of Operating Capacity

Operating capacity includes the total number of beds in the system and by facility.

B. Definition of Design Capacity

Design capacity is the capacity and designation of fillable beds at each facility and across the system as voted and approved by the Oklahoma Board of Corrections.

1. Rated beds are based on the design capacity of the facility as set by the Board. Rated beds include:

a. General Population Beds

For inmates who can be managed without extraordinary accommodations.

b. Medical/Mental Health Beds

For inmates requiring infirmary care or other specialized medical or mental health care.

c. Special use beds for inmates requiring additional security measures include:

(1) Special Management Unit Beds

For inmates requiring additional security measures for their safety or the safety of others.

(2) Transit Detention Unit Beds

For inmates awaiting transfer from community corrections to higher security.

2. Daily Count/Movement Sheet

Each facility will update their individual count in ICON daily and facility moves will be entered in real time.

C. Rated Bed Capacities

Rated bed capacities are based on several factors including:

1. The building design including all modifications, building code type, alarm and sprinkler systems, type of building egress, square footage of the individual cell/room/dorm and the area's resulting occupancy load maximums under the National Fire Protection Act (NFPA) standards for the facility type;

2. Ratios for sanitation facilities (sinks, toilets, urinals, and showers);

a. Existing Structures (prior to June 2014)

All fixtures must be at or below numerical ratios in accordance with International Building Code (IBC) 2018 and International Plumbing Code 2021 (see "Plumbing Requirements" ([Attachment A](#))).

b. New Construction/Housing Unit Renovations (after June 2014)

Any renovation to a housing unit (sanitation facilities)/new construction must in accordance with national standards unless applicable building or health codes require additional fixtures.

- (1) Toilets – 1:8 ratio (female) and 1:12 ratio (male). Urinals may be substituted for up to one-half of the toilets. All housing units/cells with three or more inmates will have a minimum of two toilets.
 - (2) Sinks – 1:12 ratio.
 - (3) Showers – 1:12 ratio.
3. Meeting cell, room or dorm space requirements of International Property Maintenance Code 2006;
4. Meeting correctional needs specific to the facility or special units therein; and
5. Rated bed capacities will be approved by the office of the State Fire Marshal and meet applicable standards for safety and sanitation of correctional facilities.

II. Modification of Rated Capacities

A. Cause for Modification

Changes in facility capacities may result from any of the following:

1. Any change in the square footage of existing cells/rooms/dorms;
2. Any increase or decrease in the number of cells/rooms/dorms used for inmate housing in accordance with Section I.A of this procedure;
3. The opening or closing of any inmate housing area;
4. Temporary construction for renovation;
5. Change in mission of a special program (i.e., converting double cell to single cell);
6. Meeting a special need of the inmate population or a program;
7. Addition or deletion of sanitation facilities (sinks, urinals, toilets and showers); or
8. Any increase or decrease in the density of inmate placement within a dormitory setting.

B. Procedure for Modifications to Rated Capacities

1. Requests to change a facility rated capacity will be submitted in writing to the Administrator of Institutional Operations and the Administrator of Classification and Population for review utilizing "Request for Change to Rated Facility Capacity" ([Attachment B](#)). If the change request involves an increase in capacity or construction, an Office of State Fire Marshal Inspection Report will accompany the request.
2. Upon review, the requested capacity changes will be forwarded through the Deputy Chief of Operations and through the Chief of Operations to the agency Director for approval. If approved by the Director, the capacity change will be placed on the next available Board of Corrections agenda for consideration.
3. Upon approval of a facility rated capacity change:
 - a. The Administrator of Classification and Population, the Administrator of Institutional Operations, the Deputy Chief of Operations, the Chief of Operations, the facility head, and the appropriate ICON staff will be notified of the approved rated capacity.
 - b. The Administrator of Classification and Population will coordinate with the ICON team to ensure updated capacities are reflected in ICON and on count sheets.

III. Auditing for Facility Rated Operating Capacity Compliance

The Deputy Chief of Operations may designate a staff member to audit any facility to ensure compliance with the current approved facility operating capacity.

IV. References

Policy Statement P-150100 entitled "Physical Plant Standards and Long-Range Plant Development for Correctional Facilities"

International Building Code (IBC) 2018 International Plumbing Code 2021

International Property Maintenance Code 2006 National Fire Protection Act (NFPA) standards

57 O.S. § 95

V. Action

The affected Administrator of Institutional Operations and Chief Administrator of Construction and Maintenance are responsible for compliance with this procedure.

The Deputy Chief of Operations is responsible for the annual review and revisions.

Section-15 Physical Plant	OP-150205	Page: 5	Effective Date: 11/18/2025
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Any exceptions to this procedure require prior written approval from the agency Director.

This procedure is effective as indicated.

Replaced: OP-150205 entitled "Capacities of Facilities" dated February 10, 2022

Distribution: Policy and Operations Manuals
Agency Website

Section-15 Physical Plant	OP-150205	Page: 6	Effective Date: 11/18/2025
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<u>Attachments</u>	<u>Title</u>	<u>Location</u>
Attachment A	"Plumbing Requirements"	Attached
Attachment B	"Request for Change to Rated Facility Capacity"	Attached