



SCDC POLICY/PROCEDURE

NUMBER: ADM-13.03

TITLE: DECOR REQUIREMENTS IN THE SCDC

ISSUE DATE: March 1, 2008

RESPONSIBLE AUTHORITY: *Director of Programs and Services*

OPERATIONS MANUAL: ADMINISTRATION

SUPERSEDES: ADM-13.03 (May 1, 2002)

RELEVANT SCDC FORMS/SUPPLIES: NONE

ACA/CAC STANDARDS: 4-ACRS-1A-15

STATE/FEDERAL STATUTES: NONE

PURPOSE: To provide guidelines for proper decor within all SCDC owned and operated buildings and institutions.

POLICY STATEMENT: In an effort to maintain a professional and safe workplace, the Agency will require that all office furniture, wall-hangings, and other office decor comply with all applicable fire, health, security, and safety codes; Agency directives; American Correctional Association Standards; state and federal statutes; and generally accepted professional standards. The Agency will prohibit SCDC employees from displaying any materials that relate to political opinions/preference; pornographic materials; materials that may be considered offensive to any racial, ethnic, or religious group, organization, gender, age, or disability; and any items deemed to be inconsistent with acceptable professional decor.

SPECIFIC PROCEDURES:

- 1.** Member of the Director's Staff, Division Directors, and Wardens will ensure that the provisions of this policy/procedure are applied in all Agency owned and operated buildings and institutions and will determine, as needed, what constitutes acceptable decor.
- 2.** The Agency will require that the decor for all SCDC owned and operated institutions and buildings conforms to generally accepted standards of good taste and professionalism.
- 3.** To promote a safe and secure working environment and to protect Agency property, the SCDC will require that the decor in all Agency owned and operated institutions and buildings conforms to all fire, health, safety, and security rules and regulations; applicable Agency directives; American Correctional Association Standards; and state and federal statutes.
- 4.** All civilian work and support areas to include, but not limited to, offices, shops, conference rooms, clinics, control areas, visiting rooms, kitchens, bathrooms, etc., will have a decor conforming to generally accepted standards of good taste and professionalism. Consistent with this requirement, the following decor items will be prohibited from all Agency civilian work and support areas:

- sexually explicit materials;

- wall hangings/posters or items that might be considered offensive to any racial, ethnic, or religious group, organization, gender, age, or disability, or display the use of profanity;
- hanging/taping of memos and signs on windows or glass doors ***which block the view into an office;***
- items reflecting a political opinion/preference; and
- any item hanging from the ceiling.

5. In accordance with applicable American Correctional Association Standards, inmates will be permitted to decorate their living areas/cells with authorized personal property items provided that such items do not violate any safety, health, fire/life, or security standards, generally accepted standards of good taste, and/or Agency directives. Under no circumstances will inmates be permitted to hang any items from their cell or cubicle walls/ceilings, doors, or windows. **(4-ACRS-1A-15)**

6. All painting will be accomplished in accordance with SCDC Policy/Procedure ADM-13.02, "Recurrent Painting." All other decor change requests for such items as carpeting, retro-fittings, etc., will be accomplished pursuant to SCDC Policy/Procedure ADM-13.01, "Requests for New Construction, Renovations, Demolition, and Major Repair."

7. DEFINITIONS: NONE

SIGNATURE ON FILE

s/Jon E. Ozmint, Director

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